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GUIDELINES FOR IRC SERVICE AWARD

The IRC Service Award (*formerly known as the Certificate of Recognition*) may be presented annually at the IRC Conference banquet.

The Awards are to be given only to the most deserving individuals according to the criteria below. They are not to be given automatically nor should they be awarded capriciously. There may be some years when more than one individual may be so honored and there could be years in which none is presented.

The IRA State Coordinator shall receive the nomination forms and final determination of the recipients will be made by the Executive Committee no later than 60 days prior to the Annual Meeting. The recipients will be chosen at this time in order that they can be contacted to be on the program at the Annual Conference.

A person receiving the award shall have:

1. Been a member of the IRA and the IRC for at least three years.
2. Served the IRC in a position of leadership as a state officer, committee member, or otherwise served in a responsible capacity for at least three years.
3. Supported the activities of the IRC by the commitment of time in working on committees, carrying out the duties of an office, attending meetings, and/or participating in conferences.
4. Contributed to the IRC by way of expertise and ideas which have enhanced the program of the Council.
5. Worked to expand the IRC by promoting memberships and encouraging participation in the various activities and functions of the organization.
6. Upheld the philosophy, purposes, principles, and ideals of the IRA and the IRC.

A separate record should be kept by the Recording Secretary noting all awards presented, including the name of the recipient as well as the year and place of the presentation. The record should be passed on to each successive Recording Secretary as a historical document.

The names of all recipients shall be included in the Annual Conference Program.

Nomination Form IRC Service Award

(formerly known as the Certificate of Recognition Award)

Name of Person Nominated _____

Address _____

City _____ State _____ Zip _____

Phone _____

Please write on a separate sheet of paper why you feel this person should receive the above indicated IRC Award. In your nomination, please address the qualifications for the award. If you have any questions please contact the person listed below.

Deadline is November 1, 2011.

Name of Person making nomination _____

Address _____

City _____ State _____ Zip _____

Phone _____ Date _____

Mail **IRC Service Award** to:

Roberta Sejnost
IRC Service Award Chair
1113 7st Street
Darien, IL 60561
Email rsejnost@comcast.net
Phone: 630-971-1565