



## National Certified Guardian Excellence Award Criteria and Procedures

*(Revised and Approved – October 2016)*



### NCG Excellence Award Policies and Procedures

The purpose of the NCG Excellence Award is to recognize an outstanding National Certified Guardian who demonstrates exemplary commitment to NGA Standards of Practice and Ethical Principles in client services; and displays a significant contribution to both the guardianship community and their community-at-large.

#### Criteria

1. All current NCGs, NMGs, and members of the National Guardianship Association (NGA) are eligible to nominate a National Certified Guardian for the NCG Excellence Award. No self-nominations will be permitted.
2. Nominees must meet the following criteria:
  - a. Current National Certified Guardian.
  - b. Member of NGA or member of their state association, if one exists.
  - c. Demonstrates significant leadership contributions to the guardianship community.
  - d. Not received the NCG Excellence Award in the past.
  - e. Active in making positive contributions in other community organizations.
3. Nominations must include the following information:
  - a. The nominee's and nominator's name, organization/firm, address, telephone number and email address.
  - b. Specific examples on how the nominee advances the NGA Standards of Practice and Ethical Principles in his or her own work and the work of others.
  - c. Specific examples demonstrating the nominee's leadership within the guardianship community.
  - d. A description of how the nominee contributes to the larger community.
4. Nominations will be accepted and reviewed annually; however, the committee reserves the right to not present this award in any one year.

#### Procedures

- A nomination form will be developed and posted on the CGC website by CGC Staff at least three months prior to NGA Conference.
- Nominations are due to CGC Staff at least 60 days prior to the NGA Conference.
- All nomination forms and supporting documentation will be presented to the Awards Committee for review. (The CGC Award Committee will be comprised of up to five previous recipients of the National Certified Guardian Excellence Award, National Master Guardian Star Achievement Award and Fred Kretz Cornerstone Award who received the award in the previous three years. The immediate past National Master Star Achievement award recipient will serve as Chairperson. If the National Master Guardian Star Achievement award recipient is unavailable or no longer certified, the immediate past National Certified Guardian Excellence Award recipient will chair the committee.)
- A decision will be made by the Awards Committee at least 30 days prior to the NGA Conference.
- The selection of the recipient is to be kept confidential.
- CGC Staff will order an individual award recognizing the NCG Excellence Award recipient.

- CGC Staff will determine if the individual receiving the award will be in attendance at the NGA conference.
- If the recipient will be in attendance, the award is shipped to the conference location for presentation by the CGC President and the immediate past NCG Excellence Award recipient, if in attendance.
- If it is determined that the recipient is not to be in attendance one week prior to the date of the conference, staff will contact the recipient to inform them of their honor and the award will be sent to the recipient along with a letter of congratulations and notification that their honor will be announced at the NGA conference.
- Staff will ensure that nominations forms will be kept on file for two years. During those two years, the nominations will be added to the pool of nominations for consideration. Staff will contact the nominators of previous submissions to confirm if the nominators would still like to include their submissions and also to determine the current professional status of the nominees.