



Awards of Excellence 2014
Council Award of Excellence
Programs for Professional Development

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Council Award of Excellence Programs for Professional Development

Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

Nomination Process

IFMA is introducing a new process with the goal of simplifying nominations, judging, and decreasing the environmental impact. Nominating for an award is as easy as 1-2-3!

1. Review [helpful docs online](#).
2. Complete this nomination form and create supporting exhibit files.
3. Email this form and digital files for supporting exhibits to awards@ifma.org.

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept. 19 in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at awards@ifma.org, or by phone at 281-609-0990, if you have any questions.



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2014 NOMINATION FORM

The Council Award of Excellence for Programs and Professional Development is presented to the IFMA Council(s) demonstrating exceptional support of professional development in their facility management community.

Who are you?

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name:
Email address:
Phone #: Council Office:
Employer:
Business address:
City: State/Province: Zip/Postal code:
Country:

Who are you nominating?

Nominee(s) must be an IFMA member in good standing. Please list individual or team lead contact.

Nominee Council:
Council president:
E-mail: Phone #:
Education Committee Chairperson:
Mailing Address:
City: State/Province: Zip/Mail code:
Country:



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Summarize

Summarize the basis for this nomination.

Complete the Criteria Questions

1. Describe the Council's overall strategy for professional development for its members. How is this strategy tied into the Council's strategic plan? (0-25 points)



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2. Describe the Council's overall strategy for Council programs. Include how topics and speakers are chosen and how meetings are publicized. Describe procedures for conducting successful Council programs. How is the education or program committee organized and what are the members' responsibilities? Given the Council's size, how successful have the programs been in attracting attendance? (0-25 points)

3. In addition to programs, describe other educational activities sponsored by the Council. Describe the content of seminars and partnering with IFMA to bring programs to your Council, etc. How frequently are programs held and how are topics selected? How are instructors or presenters determined? Include attendance data, degree of success, etc. (0-25 points)

4. How does the Council communicate educational information to members unable to attend programs and events? (0-25 points)



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Programing Matrix:

Month, Year	Program Topic	Speaker's Name and Position	Attendance		
			Members	Visitors	Total



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Your Authorization:

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Your Organization's Authorization:

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Exhibits:

Please include a maximum of five additional file attachments to the submission email for exhibits.
(0-15 points)

Submit nomination:

Email this form and additional exhibit files to awards@ifma.org.

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. *Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.*