

- 32 2) A pattern of exceptional influence – this criterion is related to the other, but may be viewed
 33 separately to allow conferral of a Scott Falb Exceptional Service Award on a person or team
 34 that has inspired others through continued service and dedication to the principals of ATSIP
 35 and support of the Organization in general. This criterion should be viewed as one that
 36 requires a consistent pattern over a period of time. It allows, however, for the reward
 37 recipient to be credited for direct and indirect influences on ATSIP and the promotion of
 38 membership and the Traffic Records Forum.

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40 **Awards Committee Duties:**

41 The awards committee is formed on an annual basis, or as needed, whenever there are persons
 42 or groups nominated for the Scott Falb Exceptional Service Award. The President of ATSIP will
 43 appoint a chair of the committee who is responsible for forming a representative awards
 44 committee capable of reviewing any nominations. The awards committee is charged with:

- 45 1) Reading all nominations submitted.
 46 2) Contacting, as needed, the person(s) who submitted each nomination in order to
 47 obtain further information or clarification.
 48 3) Deciding whether to make an award in the current calendar year (There is no
 49 requirement to present this award every year).
 50 4) Recommending (for a vote of the ATSIP Executive Board) which individual or group
 51 to award (there should only be one award if given).
 52 5) Notifying the ATSIP President and Executive Board of the committee's
 53 recommendation.
 54 6) Providing ATSIP with information in a timely fashion so that any award materials
 55 may be produced in time for the ATSIP Forum.
 56 7) Providing the Presiding Officer (the President or a designee) with materials (a script,
 57 presentation, etc.) for use in conferring the award(s) at the Forum.
 58 8) Ensuring that the winners of the award are notified in a timely fashion to allow for
 59 attendance (it is not necessary to be at the Forum to receive the award).
 60 9) Arranging for photographs to be taken of the presentation, as necessary.

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62 **Nomination Procedures:** Upon approval of the Executive Board, a call for nominations will be posted on
 63 the ATSIP website and communicated to ATSIP members. The call for nominations will state the criteria
 64 for nomination, the purpose of the award, the closing date for nominations, and a contact for returning
 65 completed nomination forms and supporting documents. The call for nominations should be circulated
 66 on a time frame sufficient to allow for a thorough review of all documents submitted in support of the
 67 nomination. Typically, the call for nominations should be announced at the same time as other ATSIP
 68 awards to be conferred at the Traffic Records Forum (e.g. Best Practice's Awards and the ATSIP
 69 Distinguished Achievement Award for Traffic Records).

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71 **Notification procedure:**

72 Personal contact – once the award decisions are made, a telephone call will be made to the
73 winner(s) to notify them of their award and request confirmation of their presence at the
74 upcoming Traffic Records Forum. Attendance at the Forum is not a pre-requisite for receiving
75 the award, however, honorees are strongly encouraged to be present.

76 Award letter – a formal announcement letter will be delivered to the winner(s). The letter is
77 intended to be signed by the chair of the awards committee and the President of ATSIP.

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79 **Travel expenses:**

80 Unless the winner(s) are already covered by their organization, ATSIP will offer the following to
81 assist in their travel:

- 82 1) Complimentary registration to the Forum for winner, spouse or significant other.
- 83 2) Two nights complimentary lodging.
- 84 3) Travel to and from the Forum for winner plus- spouse or significant other.
- 85 4) Reasonable meal expenses outside of what is already provided by the Forum.
- 86 5) Incidental expenses related to travel.

87 Copies of all expenses will be provided to the ATSIP Treasurer for reimbursement. Expenses and
88 other assistance is not intended for a colleague.

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90 **Attendance at Awards Luncheon:** is not mandatory for recipients but is highly encouraged. For
91 posthumous awards, a close family member or representative from the winner(s) agency/company will
92 be invited to accept on behalf of the award recipient. For other absent awardees, the opportunity for
93 someone to accept on their behalf will be offered if attendance is not possible. (The same travel
94 expenses listed above should also be offered in these cases)

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96 **Draft Media Release, embargoed until notification of recipient(s):** if deemed appropriate a media
97 release, written by the awards committee and submitted to the ATSIP President for review will be made
98 public following the presentation of the award. The public announcement of the award shall be delayed
99 until after notification to the award recipient (or next of kin), but may be made in advance of the actual
100 presentation of the award to take advantage of any possible press coverage at the awards luncheon.
101 Timing of the press release, once the recipient (or their representative/next-of-kin) has indicated
102 acceptance and approval, is at the discretion of the ATSIP President and ATSIP Executive Board.

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104 **Awards Luncheon presentation and protocol:**

- 105 1) The presentation shall be made during the Traffic Records Forum at the Awards Luncheon
106 except when extenuating circumstances require a different timing.

- 107 2) The Presiding Officer of the Awards Luncheon (usually the ATSIP President) or a designee,
108 will be responsible for reading the prepared awards statement, presenting the award, and
109 introducing the recipient.
- 110 3) The winner will have the opportunity to address the participants at the Awards Luncheon.
111 The time should be limited to 5 minutes or less. Winners will be requested to prepare their
112 remarks in advance and plan to speak for no more than the allotted time.
- 113 4) The awards committee is to develop a brief description of the reason for the award, any
114 specific project or success story that factored into the award, and to acknowledge the
115 person. This material will be used to develop the formal statement to be read at the Awards
116 Luncheon, but may also be used to generate any press releases and content for the ATSIP
117 website and newsletter. The description should be provided to the Forum planners in
118 advance so that it may be included in attendee's materials as appropriate.
- 119 5) The recipient will be photographed with the Presiding Officer of the Awards Luncheon and
120 any other ATSIP Executive Board Members. The pictures shall be arranged in advance with
121 both the recipient and the official photographer for the event.

122 **Post-Award Publicity:**

- 123 1) Where appropriate, in addition to any pre-event media releases, the awards committee will
124 produce a post-award press package suitable for use in the ATSIP newsletter, on the ATSIP
125 website, and for distribution to local media outlets in the area where the Traffic Records
126 Forum was held, and in state and local media outlets where the award recipient resides if
127 possible. An announcement should also go to the agency/company where the recipient is
128 employed if still working.
- 129 2) Where appropriate, in addition to any other media releases, an information package shall be
130 prepared by the awards committee for distribution to trade and professional organizations
131 announcing the award.

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134 Approved 7/18/2018

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