

Awards Committee Notebook

Last Updated

January 2025

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The AIFD National Awards Committee notebook is a useful tool for the Awards Committee as a whole and the committee members. Please note that the first section, Policy and Procedures, cannot be edited or modified in any way without the approval of the National Board, this section is from the AIFD Policy and Procedure Manual. If for any reason a change is needed, the committee chair should recommend the change by contacting the National Secretary and the change will be taken to the National Board for consideration. The balance of the document can be changed by Committee consent by contacting the National Board Secretary with these changes.

I. National Awards Committee Policy and Procedures

Policy and Procedures in this section cannot be modified without National Board approval.

(All mention of Frabel's removed and changed to Award, 10/23)

1. The Chairperson of the Awards committee is appointed by the President- Elect and shall take office with the induction of the President-Elect as President. The Chairperson shall be a member of the National Board or a Past National President.
2. The suggested Committee composition has eight (8) members:
 - Chairperson 2 year-term (Jan 25)
 - One member from each Regional Chapter, appointed for a two-year term, appointing two members per term.
 - One representative of the Fellows, appointed by the President-Elect after having surveyed the Fellows.
3. AIFD® members agreeing to serve are expected to attend the Awards Committee meetings scheduled in conjunction with the Spring National Board Meeting, or an alternative meeting site selected by the committee, or participates in an appropriately convened telephonic or web-based conference call as determined by the Chairperson.
4. The Awards Committee Chairperson shall maintain letters of recommendation and letters of endorsement on file for two years. Awards Committee Chairpersons are expected to keep records in an orderly fashion so that they can be passed on from year-to-year to new chairpersons. Copies of recommendations are to be mailed, in a timely manner, to committee members prior to the Awards Selection meeting.
 - a. Endorsement letters must be personally written by AIFD® accredited members in good standing. Form letters of any kind will not be accepted by the committee for consideration. If for any reason the Chairperson feels as though this is a campaign the letters will be thrown out and the member will no longer be considered for the Award.
5. Awards Committee Chairperson is responsible to update the Memorial Scrapbook every year displayed by the Memorial Garden arrangement provided by the Immediate Past President.
6. All, some, or no awards may be given in any year. The committee is not required to limit its selection of awardee(s) to the written nominations received.
7. Non-industry recipients should be considered from the region where the National Symposium is to be held to make it more convenient for them to attend. It is suggested that the Regional Board of the Chapter serving as host to the National Symposium be asked to submit names for consideration. Monies are not allocated for travel, rooms, or expenses.
8. All awards will be specialty vases designed for AIFD®. These specialty Vase Awards will include an engraving on the vase and must be ordered eight weeks in advance. The awards shall be ordered by the Chairperson in coordination with the Management Company staff.

9. Below is the order that the Awards should be listed in the AIFD® roster, and the proper order for any printed material. They shall be presented in reverse order. It is the correct wording that should appear on the engraved plate under the recipient's name. The type of award presented is listed in capital letters following the award:
- a. Year -- Award of Distinguished Service to AIFD®
Award: Specialty Vase Award Daffodil
 - b. Year -- AIFD® Award of Distinguished Service to the Floral Industry
Award: Specialty Vase Award Tulip
 - c. Year -- AIFD® Award of Design Influence
Award: Specialty Vase Award: Tall
Calla
 - d. Year -- AIFD® Award of Merit – Industry
Award: Specialty Vase Award
Round Calla
 - e. Year -- AIFD® Award of Merit – Non-Industry
Award: Specialty Vase Award Sward
Round Calla
10. The Past President pin, the Past Presidents plaque and the incoming President's gavel and plaque (which will be held until the following year) shall be sent to the Awards Chairperson.
- a. Past Presidents Plaque is given at the Annual Meeting, first duty of the Incoming President. The Past President gives the gavel to the incoming President and closes the meeting with the gavel.
11. Fellows of AIFD® (Members receiving the AIFD® Award of Distinguished Service), in addition to the Award Sculpture, will be presented the Fellowship Medallion. They will further be given Life Membership in AIFD®.
12. AIFD® Award of Design Influence shall be presented to the floral designers whose creative work over the years has made a significant impact on American floral design. The families of the recipients will have the option to attend. Enlist their help to retain the element of surprise. Recipients of the Award of Design Influence will be given the Award Sculpture and a pin.
13. The Awards Committee Chairperson is also responsible for:
- a. Ordering the single (6" high) Dogwood Award to be presented to those retiring from the National Board of Directors. This award shall read:
 - Name, AIFD®
 - Years that they served
 - National Board of Directors
 - b. Reminding the President-Elect that he or she is responsible for securing the gift for the outgoing National President of AIFD® with a maximum expenditure of \$500.00.
 - c. Reminding the President that it is his/her responsibility to secure the gift for the National Symposium Coordinator with a maximum expenditure of

\$350.00, and a gift for the National Symposium Program Coordinator with a maximum expenditure of \$200.00

- d. Confirming with AIFD[®] Management Company that the plaque has been ordered for the Outgoing President, and the gavel of office for the Incoming President.
14. The families of the recipients of the AIFD[®] Awards of Distinguished Service to AIFD[®] and Service to Industry will be notified of the awards so that they may have the option to attend. This courtesy should also be extended if the recipient of the Award of Design Influence is a member of AIFD[®]. Enlist their help to retain the element of surprise.
15. Non-Industry nominees should receive in the original letter, information regarding AIFD[®]. Such information should state the countries and continents represented in the membership, the purpose of AIFD[®] and its code of ethics, the types of awards and the names of previous recipients.
16. The names selected by the Awards Committee must be presented to the National Board of Directors at its spring meeting for ratification. Prior to presenting the names:
 - a. The Awards Committee Chairperson should request that the President ask all guests, including Past Presidents (excluding the seated Immediate Past President) to vacate the room.
 - b. Instruct the Board that the awards and names of recipients, except for the recipient of the Award of Merit - Non-Industry, are confidential and not be discussed outside the Board Meeting
 - c. Instruct the Executive Director not to include the Awards information and names in the minutes until after all awards have been presented.
17. The Awards Committee shall make recommendations to the Board of Directors which shall approve each honored by a 2/3rd vote.
18. The Awards night held during the National Symposium should be a special evening combined with the recognition of new members into AIFD[®]. The Committee should:
 - a. Work with the Symposium Coordinator to see that one evening during the Symposium shall include a special ceremony and dinner honoring new inductees and award recipients. This event shall be called the Awards and Induction Gala and be managed by the Awards Committee.
 - b. Notify the Symposium Coordinator of the need for reserved tables
 - c. Work with the Symposium Coordinator, Program Coordinator, Stage Manager and Production Company in regards to special staging needs such as tables for awards, podiums, as well as schedules for the evening's events
 - d. It is the Awards Chairperson and committee's responsibility to advise those participating in the evening's presentations in advance of their responsibilities and to assemble everyone prior to the start of the evening's events.

- e. Assign a host to each of the tables; and provide a member to greet and escort the recipient to the appropriate table, if necessary.
19. Request the AIFD[®] Management Company to prepare press releases to be distributed after the awards have been conferred. The Award of Merit - Non-Industry, when appropriate and beneficial to AIFD[®], may be publicized prior to the National Symposium. It is expected that the appropriate local newspapers, television and radio stations, and the trade press, will be provided with the information and photographs, when possible. It shall be the responsibility of the Awards Committee to secure the appropriate information about each recipient for use by the Management Company in preparing publicity materials.
 20. It shall be the responsibility of the Awards Chairperson to oversee the collection of brief excerpts of all the speeches that were given about each award recipient, including why the recipient received the award, and to forward the excerpts to the Management Company for use in press releases.
 21. It shall be the responsibility of the Awards Chairperson to assemble the awards recipients for a photograph immediately following the Awards/Induction ceremonies at the National Symposium.
 22. The members of the Awards Committee retain, in their possession during their term on the Awards Committee, the "Candidate Notebook" and upon completion of their term on the Committee, they shall return the notebook to the Committee Chairperson who, in turn, will forward it to an incoming member of the Committee.
 23. The Awards Committee will only accept and review nominations presented by a member or Partner Member in good standing, and for a member in good standing.
 24. Members of the Awards Committee are eligible to make nominations for all categories of awards.
 25. In the case of a non-symposium attendee being presented with an award, he/she and one guest will be given a complimentary dinner ticket to the Awards Dinner. Any additional guest associated with the award recipient who would not otherwise attend, but who would like to be present, may be offered the opportunity to purchase a dinner ticket at the early-bird/member rate. In addition, up to two (2) complimentary dinner tickets may be available to immediate family members (husband, wife, partner, and child) of an award recipient who is already registered for the dinner. This ticket will be charged to the Awards Committee budget for disbursement. Any additional guest(s) associated with the award recipient who would like to attend may be offered the opportunity to purchase a dinner ticket at the early bird/member rate. Further, the award recipient, if not attending Symposium, or the guest of an award recipient shall be invited to attend the first main stage program of the day following the awards presentation with VIP seating. The expense for all complimentary dinners will be charged to the Awards Committee budget.
 26. The Awards Committee shall select persons eligible to receive Institute awards and make recommendations to the Board of Directors.

27. The members of the Awards Committee representing the Regional Chapters shall serve a two year term with equal rotation.
28. The Award of Distinguished Service of AIFD® shall be given to longstanding members of the American Institute of Floral Designers® in grateful recognition of extraordinary service to the Institute, upholding its goals and supporting its activities, and who have made significant contributions to the floral industry. Recipients shall be known as 'Fellows of AIFD®' and are granted Life Membership
29. The Award of Merit-Industry shall be presented to a member of the floral industry (not eligible for AIFD® membership) for his or her contributions in furthering the goals of AIFD®.
30. The Award of Merit-Non-Industry shall be presented to individuals and entities outside the floral profession. Persons and entities eligible for the Award of Merit Non-Industry shall be elected because of their personal or professional use of fresh flowers in such a manner as to be a credit to the floral profession.
31. The Award of Design Influence recognizes floral design visionaries whose creative body of work has national influence and constitutes a legacy of innovation.

II. Mission Statement of the National Awards Committee

To provide an opportunity for AIFD to recognize outstanding members of the Institute and associates in the industries well as those who bring about greater awareness of floral art.

To facilitate the giving of such awards in an industry or public setting which highlights the importance and respect the awards deserve.

VIII. Responsibilities of the National Awards Committee

The Awards night held during the National Symposium should be a special evening combined with the recognition of new members into AIFD. The Committee should:

- Notify the Symposium Coordinator of the need for reserved tables.
- Work with the Symposium Coordinator, Program Coordinator, Stage Manager and Production Company in regard to special staging needs such as tables for awards, podiums, as well as schedules for the evening's events.
- It is the Awards Chairperson and committee's responsibility to advise those participating in the evening's presentations in advance of their responsibilities and to assemble everyone prior to the start of the evening's events.

- Assign a host to each of the tables.
- Provide a member to greet and escort the recipient to the appropriate table, if necessary.
- Request the AIFD National Headquarters to prepare press releases to be distributed after the awards have been conferred. The Award of Merit Non-Industry, when appropriate and beneficial to AIFD, may be publicized prior to the National Symposium. It is expected that the appropriate local newspapers, television and radio stations, and the trade press, will be provided with the information and photographs, when possible. It shall be the responsibility of the Awards Committee to secure the appropriate information about each recipient for use by the National Headquarters in preparing publicity materials.
- It is the Awards Chairperson's responsibility to remind the President-Elect that he or she is responsible for securing the gift for the outgoing National President of AIFD with a maximum expenditure of \$500.00.
- It is the Awards Chairperson's responsibility to remind the President that it is his/her responsibility to secure the gift for the National Symposium Coordinator with a maximum expenditure of \$350.00 and a gift for the National Symposium Program Coordinator with a maximum expenditure of \$200.00.
- It is the Awards Chairperson's responsibility to confirm with AIFD National Headquarters that the plaque has been ordered for the Outgoing President and the gavel of office for the Incoming President.
- It shall be the responsibility of the Awards Chairperson to assemble the awards recipients for a photograph immediately following the Awards/Induction ceremonies at the National Symposium.
- Do a yearly review of the Committees Operational Notebook and submit any updates or revisions to the Board Committee Liaison AND the National Secretary by January 1 of each year.
- Do a yearly review of the Committee Policies and Procedures. Submit any updates or revisions to the Board Committee Liaison AND the National Secretary by January 1 of each year.
- Meet at least one time for a face-to-face meeting to be held during the National Symposium. If meeting during the time when national Committees are scheduled is not convenient then the committee should contact headquarters to arrange for another time and place during symposium to hold its meeting.

- Plan and organize additional committee meetings as needed to accomplish yearly and continuing goals. Additional Committee meetings can be held via conference call, face-to-face or by any other means necessary to accomplish the necessary responsibilities of the committee.
- On a yearly basis the Chairperson along with its committee shall assign specific tasks to each committee member. Tasks should be distributed between all members. No one, committee member shall need to take on multiple positions.
 - **MC/Emcee of the Awards Ceremony** - the Committee Chair person will act as the Master of Ceremonies for the Awards and Induction Ceremony.
 - **Special Guest Host** – One committee member should be in charge of greeting and securing Special Guests in the back-stage area starting at 5:45 pm. This person should also make sure the special guest or award honorees are escorted to their tables for dinner.
 - **Door Monitor** – One committee member should be in charge of standing at the door, making sure no one enters the back-stage area that should not be there, or that no one leaves the area after 6:00 pm.
 - **Schedule Monitor** – Co-Chair is responsible for lining up presenters and keeping the schedule running on time backstage.
 - **Presenter Stand In** – There should be one or two committee members ready to give presentations in case someone is unable to make it to the stage or, in the case that someone does not show up on time. These committee members should be familiar in advance with the scripts for all the presentations.
 - **Stage Monitor** – At least one committee member should be at the front of the stage to help award recipients onto the stage during the presentations. They should also monitor the stage area prior to the ceremony starting to keep people from the awards, and to keep people from coming back stage.
 - **Presentation Bouquets** – One committee member should be prepared to make the necessary presentation bouquet for all the AIFD awards being presented, and to make sure they are back stage for the ceremony. (Note: the awards committee needs to only prepare the bouquets for the 5 AIFD awards being given. In the case multiple awards are given, enough bouquets should be prepared so everyone receiving an award receives a bouquet.)
- In addition, the National Awards Committee may wish to develop other opportunities and projects it wishes to bring forth for consideration. In doing so the

committee will create a detailed plan of execution complete with budgets, deadlines and responsibility assignments that it will present to the National Board for consideration.

IV. Awards Committee Timeline

10-12 Months Out

- Collect notebooks from committee members leaving committee
- Update, repair, re-organize returned notebooks as needed. Once finished send them out to the incoming committee members.
- Determine deadline date for submissions. (Suggest the end of February)
- Set up PR notice schedule and send to headquarters so that they can start promoting the call for nominations.

9-5 months out

- Headquarters should start email blasts, social media posts, and Focal Points insertions promoting the call for nominations. Follow up with headquarters if this is not being done.
- Start collecting nominations as they come in. Make copies and organize them so they can be sent out to committee members in March.
- Schedule a conference for mid-March for the committee to review all applicants as a committee.
- Inform committee of conference call date. (This is a mandatory meeting)

4-2 months out

- **Early March** -Send out copies of all applicants to committee members. Should be sent via email in PDF format, as well as hard copies sent via mail (USPS, Fed Ex or UPS). Final decision must be made by the committee prior to the Spring National Board meeting, usually held during the end of March/first two weeks of April.
- **Mid - March** - Meet with full committee and go over all applications on file. Determine what, if any, awards will be given and who will be receiving them. If necessary, schedule a follow up meeting. (This is a mandatory meeting for all committee members).
- Contact Symposium Coordinator and Program Coordinator and start discussions on décor and evening activities, special needs, and other general information.
- Request detailed information for décor for the evening and start discussions with the Designer and Production Company (Wyatt) as to any staging needs or concerns.

- ***Early to Mid- April*** - During the Spring Board meeting present committee decisions to the board.
- Verify/confirm that awards are ordered.
- Following Spring National board meeting, begin organizing awards evening details:
 - Contact family members, colleagues and friends who may need or want to attend the banquet.
 - Line up award presenters.
 - Request award presentation scripts from those presenting
 - Contact Membership Chairperson, Student Competition Chairperson, and the Foundation to inquire about their needs for the evening and to request agenda and script for pre-approval.
 - Scripts should be turned in for pre-approval prior to June 1.
 - Develop the evenings schedule, delegate committee responsibilities, and advise committee of their individual responsibilities. ○
- ***By May 1st*** – order all awards with headquarters. (See list of awards, #8 in Policies and Procedures, above). Also, secure gifts for Symposium Coordinator and Symposium Program coordinator, and confirm with Headquarters that the plaque for outgoing President and gavel has been ordered. Advise President Elect that they need to secure the gift for the outgoing President.
- As soon as possible secure flowers for presentation bouquets through the Symposium Procurement Committee. Order just enough flowers for each Award recipient to receive a bouquet.
- Contact headquarters to prepare necessary press releases to be distributed with awards or, in the case of Award of Merit- Non-Industry, to prepare and distribute prior to the awards ceremony if appropriate.

1 month out

- Make follow up call/email Symposium and Program Coordinators to make sure everything is on schedule. Finalize all details.
- Make follow up call/email Headquarters to confirm all awards have been received, have been inspected for damage and correct spelling of recipient names, and press releases are complete.
- Make follow up call/email Designer and Production Company (Wyatt) to discuss final plans for staging needs.

- Check with the President and President Elect to see if there are any special presentations that need to be made.
- Contact committee and confirm who has what responsibilities for the evening of the Awards and Induction Ceremony. Send a copy of the evening's agenda to all committee members.
- Make sure you have collected all the scripts for the presentations and that they fit within the guidelines.
- Obtain travel plans for all special guests and award presenters.
- Create the "Podium Notebook" which should include:
 - The evenings detailed schedule and timeline
 - Copies of all scripts for the award presentations
 - Committee assignments
 - Seating Chart for honorees and special guests. (May have to wait until you are at Symposium to confirm)
 - Include a copy of the Code of Professional Practice for the Induction of the new members.

At Symposium

- Make sure all special guests and award presenters have arrived and/or checked into hotel.
- Have a quick meeting with committee members to confirm that everyone knows their responsibilities.
- Confirm with Headquarters staff that all awards have arrived.
- Meet with Production Company and Stage Manager and go over any special instructions or needs for the evening. View any videos or slides that need to be shown during the ceremony.
- Make any adjustments to the evening agenda necessary and distribute to all committee members, Symposium and Program Coordinators, Stage Manager, Production Company, Headquarters staff members, Membership Chairperson, Student Competition Chair, Foundation Representative, and anyone else who may be giving a presentation during the evening.
- See that an on-site rehearsal time is scheduled to include all parties involved.

Evening of Awards and Induction Ceremony

- Check on the stage and make sure everything is in place.
- Make sure Presentations bouquets are backstage
- Make sure committee members are in place and attending to their assignments.
- Gather Special guests and presenters backstage
- Line up presenters backstage.
- Make sure Membership Committee has new inductees in place.
- Start on time!

V. Financial Responsibilities and Budgets

- Each year you must review your budget with your committee. Consider the amount in your budget for the current year and decide if the budget can remain the same for the next year. Submit any needs or increases to the national Finance Committee by dates set forth by the National Finance Committee, usually in January of each year.
** Note the budget you will be working on is that of the upcoming year.*
- By the January national board meeting, you must present to the Treasurer of the Finance Committee a detailed outline of how your committee will use your current budget to complete your projected goals and whether it needs to be increased for next year or not.
- If you are not requesting additional funds for next year, you simply have to let the National Treasurer know you are good with the same budget for the following year. (This must be done before the National Board meeting in January.)
- If additional funds are needed you are to send a detailed request to the National Treasurer providing a complete explanation as to how the additional funds will be used, including the time frame for doing so, exactly what the funds will be used for and what will be the resulting income from the additional funds. (This needs to be sent to the National Treasurer before the January board meeting.) ▪ Be prepared to explain any overages in spending.
- Per National Policy under Budget and Finance item 1E which states All Committees seeing an annual budget of \$5,000 or more shall be required to submit a detailed budget request to the Finance Committee at least two weeks in advance of the Winter meeting of the National Board of Directors

VI. Meeting Agendas, Minutes and Reports

VII. Important Documents

2024-2025 Awards Committee

*CHAIR: 2 YR TERM, BOARD MEMBER OR PAST
PRESIDENT*

John Kittinger 2026

VICE CHAIRPERSON: 2 YEAR TERM

Pete Samek 2026

COMMITTEE MEMBERS: 2 YR Staggered Terms

Ken Norman 2025

Kevin Coble 2025

Julie Poelter 2026

FELLOWS REPRESENTATIVE: 2 YR TERM

Sharon McGukin 2026

*BOARD LIAISON:
Staff Liaison*

Ken Norman 2025
Camron King