

ALABAMA COUNSELING
ASSOCIATION (ALCA)
STATE AWARDS &
RESOLUTIONS
HANDBOOK



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ALCA Awards Co-Chairs
2019-2020

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AWARDS & RESOLUTIONS

Policies & Procedures 2019

- 1. Solicitation and collection of nominations with support data may begin May 1. Determination of the Chapter/Division Outstanding Member Awards may be prior to May 1, possibly at the last Chapter/Division meeting before May 1. Procedures for the awards process need to be emphasized on an ongoing basis.**
- 2. The ALCA State Awards and Resolutions Chairs shall solicit the names and addresses of the Chapter/Division Awards Chairs from the Presidents by June 1 or soon thereafter. If no Chapter/Division Awards Chair is named by June 30, the Chapter/Division President shall assume responsibility for the Chapter/Division awards process. These Chapter / Division Awards Chairs will be members, for one year of the ALCA State Awards and Resolutions Committee.**
- 3. A formal Awards Booklet will be given to the incoming President or Awards Chair of each Chapter/Division during the ALCA Spring Retreat or via email no later than July 15.**
- 4. Chapter and Division award chairs are ultimately responsible to solicit nominations from their own membership. ALCA awards chairs will disseminate information regarding the awards process to the general membership as deemed appropriate.**
- 5. In order to be nominated, nominees shall be limited to the membership of the Alabama Counseling Association except as allowed by specific awards.**

- 6. A nominee may be considered for multiple awards but shall only be allowed one nomination per award. Chapters/Divisions may cooperate to submit a joint nomination for an award. Chapters/Divisions choosing to coordinate must submit only one nomination form and support data for the same nominee for a specific award. This documentation shall reflect that multiple chapters/divisions coordinated for this nomination.**
- 7. Chapters/Divisions who submit duplicate nominations for the same nominee will be notified and the nomination packets must be re-submitted as a co-nomination before the stated deadline. State Awards Chair shall not be responsible for creating one unified packet.**
- 8. To prevent unfair advantage, the current ALCA President and President-Elect shall be excluded from awards nominations during the years they serve in those capacities. Additionally, winners of the Jean Cecil, Wilbur Tincher, Fannie Cooley, Distinguished Professional Service, and Outstanding Practitioner awards may not be re-nominated for the same award they won for at least 5 years from the year in which the award was won. It will be the responsibility of the nominator to determine if a selected nominee for any of these awards has won that award in the past 5 years. Information will be available via the ALCA website-based award archive file.**
- 9. The State Awards and Resolutions Committee shall establish deadlines for the submission of all materials related to nominations. These deadlines will be disseminated by the Chapter/Division Awards Chair to the general membership through communicative channels as deemed appropriate. No materials may be considered for nomination after the deadline. The deadline for nomination forms and supporting material should be postmarked to the ALCA State Awards and Resolutions Chair (hereafter referred to as Deadline #1). The deadline will be determined by the committee but will not be later than September 15.**

- 10. Except for the President's Awards, Deadline #1 will be the deadline for Chapter/Division Awards Chairs to postmark resolutions for deceased or retiring members and nomination forms with completed data, including nominations for all awards. The ALCA State Awards and Resolutions Chair will not accept any nominations for consideration that are postmarked later than Deadline #1.**

- 11. The ALCA State Awards and Resolutions Chair will make nomination materials available for the committee members to view/evaluate by their approved deadline.**

- 12. Rating sheets (from the official Awards Booklet) for each award will be included in the nomination materials made available to each committee member. These forms are to be filled in completely and submitted to the ALCA State Awards and Resolutions Chair by the pre-approved deadline, which will be no later than three weeks prior to the start of the Annual Conference. These rating sheets will be reviewed and tallied as a committee prior to the Annual Conference to determine the final award recipients.**

- 13. Except for the Chapter and Division Outstanding Member Award and the Recognition of Deceased or Retiring Members, a minimum score of 3.8 on a 5.0 scale is necessary to qualify for consideration for an award, which means that a specific awards category could be omitted at the Annual Conference. The 3.8 benchmark is interpreted as the “average of the averages”, meaning that disqualification based on an average rating below 3.8 may not be established without input from all the raters. Although no Certificates of Recognition will be given to nominees who do not win an award, all qualifying nominees will be published in the program at the Annual Conference.**

- 14. When rating nominees for awards, the rater is required to demonstrate clearly their choice of a winner by showing the highest total points for one nominee over other nominees. In other words, individual raters may not submit “tie scores” for their choice of a winner of any one award.**

- 15. Any nominee voted to be “not eligible because they do not meet the stated criteria for the award” will be discussed by the entire committee for a decision as to the eligibility of that nominee. However, Chapter/Division award chairs are still required to rate ALL nominees based on the rating sheet criteria, regardless of their concerns of eligibility. To clarify, this procedure refers to eligibility BEFORE rating begins, rather than a nominee being named ineligible due to an overall score of less than 3.8.**

- 16. Certificates or plaques will be presented to award winners during the General Sessions of the Annual Conference for the standing Awards. These awards include, but not limited to: Outstanding Chapter/Division Member Award, Research Award, Individual Publication Award, Chapter/Division Publication Award, Chapter/Division Service Award, Chapter/Division Program Award, Distinguished Professional Service Award, Outstanding Practitioner Award, Fannie R. Cooley Award for Distinguished Professional Development, Jean H. Cecil Distinguished Counselor Educator Award, and Wilbur A. Tincher Award for a Humanitarian and Caring Person. Chapter/Division awards may be placed in Chapter/Division archive scrapbooks as desired.**

- 17. The ALCA Historian will assist the ALCA State Awards and Resolutions Chairs by providing a photographer to take pictures during the Awards Ceremony for use in the Archives. Reprints may be made**

for a fee and purchased by Division/Chapters for newspaper publicity and by award recipients for documentation purposes. Posed pictures may be taken during or after the awards presentation.

18. The ALCA State Awards and Resolutions Chairs will notify Chapter/Division Presidents of all award winners. The ALCA State Awards and Resolutions Chairs will provide ALCA media as deemed appropriate the names of all award winners at the Annual Conference.

19. Resolutions to express appreciation for contributions of workshop personnel will be determined by the President of ALCA. Resolutions, other than those for deceased or retiring members, may be submitted by the membership no later than the ALCA Executive Council meeting time at the Annual Conference. Resolutions are due by Deadline #1 if possible. State awards chairs will determine how to respectfully and appropriately present resolutions during the ceremony.

20. Expenditures for the ALCA State Awards and Resolutions Committee will be covered through the ALCA budget guidelines and a report of monies used will be provided at the ALCA Executive Council meeting and at Awards and Resolutions Committee meetings.

21. The ALCA State Awards and Resolutions Chairs will appropriately handle any special memorandums from the state and national levels. Past records of minutes and business transacted by the committee will be passed to the succeeding ALCA Awards and Resolutions Chair(s).

- 22. The standing awards of this association include, but are not limited to: Past President's Award, President's Award, Outstanding Chapter/Division Member Award, Research Award, Individual Publication Award, Chapter/Division Publication Award, Chapter/Division Service Award, Chapter/Division Program Award, Distinguished Professional Service Award, Outstanding Practitioner Award, Fannie R. Cooley Award for Distinguished Professional Development, Jean H. Cecil Distinguished Counselor Educator Award, and Wilbur A. Tincher Award for a Humanitarian and Caring Person.**
- 23. Recommendations to establish new standing awards or recognize an individual falling outside the definition of standing awards must be agreed upon by a simple majority of the Awards and Resolutions committee and be forwarded as a motion to the ALCA Executive Committee for approval.**
- 24. For the Chapter/Division Outstanding Member Award, only one copy of the nomination form and two-page summary should be sent to the Awards and Resolutions Chairs. For all other nominations to be considered, the appropriate documentation must be submitted to the ALCA State Awards and Resolutions Chairs, which will include the nomination forms, summaries, and supporting materials. Additionally, the documentation should be collated/organized so that each packet represents all the materials necessary related to that nomination. Failure to provide all required documentation will result in the disqualification of the nominee.**

- 25. Individual publication/research (unless the publication is an entire book) should be sent to the ALCA State Awards and Resolutions Chairs. If the publication is a book, one copy should be sent to the ALCA Awards and Resolutions Chairs for review; however, the nomination packet, including the summary and supporting documentation, should not exceed twenty (20) pages. For all other chapter/division and individual awards, the nomination form, summary, and supporting material must be sent to the ALCA State Awards and Resolutions Chairs with the summary and supporting material not exceeding twenty (20) pages. Nomination packets exceeding the twenty (20) page limit will not be accepted for the award nomination.**
- 26. If a website is submitted for an award, the nomination material submitted should include a completed nomination form, summary, and a link to the website. No web links will be accepted with nomination material unless the nominee is a website.**
- 27. This awards process is designed to reflect the highest character and service of the Alabama Counseling Association. As such, both the ALCA State Awards and Resolutions Chairs and all committee members shall guard the process from any suggestion of impropriety, including but not limited to: favoritism, manipulation, or political exploitation. In the event that any such impropriety is suspected, the chair shall notify both the incumbent ALCA President and the Ethics Chair for investigation of and potential sanction of any parties involved.**
- 28. In the event that any such impropriety is substantiated, the nominee and any involved parties shall be notified. Care shall be exercised to protect the character and good name of all parties but especially anyone who is an unwitting participant in such. Sanction may include but is not**

limited to disqualification of the nominee if they are found to be culpable in the impropriety. The ALCA State Awards and Resolutions Chairs and all committee members shall guard against any conflict of interest in the selection of awards winners. In the event that a committee member is nominated or has any other conflict of interest, the member shall abstain from participating in decisions related to the award.

29. In such a case, a designee shall be appointed to rate nominees from within their Chapter/Division for the purpose of rating a nomination or voting on the recipient of an award. Also, in the event that there is no suitable designee, the member shall abstain from participating in any vote related to the award in which they have a conflict.



ALCA Awards Timeline 2019

Deadline#1: Friday, August 30, 2019

Postmark deadline for submission of nomination materials. Send only ONE copy of nomination packet (including the supporting documentation). *Electronic submission is encouraged!*

- Please follow the criteria for each nomination (use the description in the ALCA Awards Notebook/Rating Sheets as your guide).
- Send no rating sheets with this mailing-- you will be notified via email when all the nominees will be available for viewing electronically via google docs.
- Please mail all nomination packets to the ALCA Awards Co-Chair (address below). *Again, electronic submission is encouraged!*

Dr. Laura Hodges
Troy University
PO Box 4419
Montgomery, AL 36103
lhodges154803@troy.edu

Deadline#2: Friday, September 20, 2019

ALCA Awards Chair will email Chapter/Division with information to login and view/rate the nominees for each award. Some of the awards may appear similar.

- Carefully read the criteria and decide if the submitted nomination meets the required documentation for the award.
- Print and complete the rating sheet for each nominee, clearly indicating your choice of a winner for each award. Be sure that for each award you are not submitting a tie for your choice of a winner!

Deadline#3: Friday, October 4, 2019

Postmark deadline for Award rating sheets sent to ALCA Awards Co-Chair.

- Please mail/email completed rating sheets only to the ALCA Awards Chair at the following address:

Dr. Laura Hodges
Troy University
PO Box 4419
Montgomery, AL 36103
lhodges154803@troy.edu

Deadline#4: Friday, October 18, 2019

State Awards/Resolutions Committee (made up of Chapter/Division Awards Chairs) will meet to conduct the annual meeting and tally results for the awards. The meeting details will be sent to committee members in August.

Deadline#5: Friday, October 25, 2019

ALCA Awards Co-Chairs will order certificates and plaques.

ALCA Awards Breakfast: November 20, 2019

All nominees and award winners will be recognized at the ALCA 2019 Annual Awards breakfast at Fall Conference in Montgomery, Alabama.

All nominees and ALCA members are encouraged to attend this festive occasion- which is a celebration of our finest counselors! A great time is always had by all!

OUTSTANDING MEMBER AWARD
CHAPTER/DIVISION

PURPOSE OF AWARD

This award provides each ALCA Chapter/Division the opportunity to recognize their outstanding member of the previous year.

CRITERIA FOR NOMINATION

- 1. The nominee must be a current member of ALCA and the Chapter or Division making the nomination.**
- 2. The nominee must meet the following criteria determined by the Chapter or Division making the nomination. In the space provided below, please list the criteria being used in selecting the most outstanding member.**

NOMINATION PROCEDURE

- 1. Complete the special nomination form for this award and list the criteria for selecting the outstanding member.**
- 2. Write a two-page summary (optional but recommended) showing how the nominee meets all the criteria for the award.**
- 3. Obtain a picture of the nominee for outstanding member (there will be a poster at Fall Conference to recognize the outstanding members of the Chapters and Divisions).**
- 4. Submit the completed form, criteria, summary and picture to the ALCA State Awards and Resolutions Chair by Deadline #1.**

AWARDS NOMINATION FORM
CHAPTER/DIVISION OUTSTANDING MEMBER AWARD

Chapter/Division: _____

Nominee: _____

Professional Title: _____

Place of Employment: _____

Address: _____

Phone Numbers (including cell#): _____

Supervisor's Name: _____

Supervisor's Title: _____

Supervisor's Address (if different): _____

Nominator: _____

Nominator Address: _____

Nominator Email: _____

Nominator Phone (including cell#): _____

I want a certificate prepared to present to our nominee: Yes No

The ALCA Awards and Resolutions Chairs will prepare a certificate for the Chapter/Division Outstanding Members, unless a special award will be given. If no certificate is needed, please indicate this above. This nomination form must be postmarked by Deadline #1!

Mail to: *Dr. Laura Hodges/ALCA Awards Co-Chair, Troy University, PO Box 4419, Montgomery, AL 36103 – or-*
Email: lhodges154803@troy.edu

AWARDS NOMINATION FORM

Use this form for **all** awards except “Chapter/Division Outstanding Member”

Nominee: _____

Professional Title: _____

Place of Employment: _____

Address: _____

Phone (including cell#): _____

Chapter/Division Submitting Nomination: _____

Name/Title of Nominator: _____

Address: _____

Phone: _____

Email: _____

Mail or email **ONE COPY** of this completed application and supporting documentation postmarked by Deadline #1.

Mail to: Dr. Laura Hodges/ALCA Awards Co-Chair, Troy University, PO Box 4419, Montgomery, AL 36103 – or –

Email: lhodges154803@troy.edu

Nominations without all of the required documentation will be deemed ineligible. Please check the nomination criteria carefully before submitting. Each Chapter/Division Awards committee member will be notified how to view and rate all of the nominations by Deadline #2. All nomination packets with supporting documentation, including Individual Publication and Research awards, should not exceed 20 pages.

COMMITTEE USE ONLY	
Rating Sheet Summary	
Raw Score	
Number of Sheets	
FINAL SCORE	

RESEARCH AWARD

PURPOSE OF AWARD

The purposes of the Research Award are (a) to honor and recognize outstanding research in areas of interest to the counseling and human development profession, particularly to members of ALCA and its Chapters and Divisions, and (b) to stimulate future research.

CRITERIA FOR NOMINATION AND SELECTION

1. **Eligibility-** The nominee must be a current member of ALCA.
2. **Published research** may include all ACA publications and those in counseling psychology, measurement and educational research.
3. **Research** must have been published between May 1 and April 30 of the preceding year. Unpublished research in the same timeline may be eligible if it meets the criteria as outlined.

CRITERIA FOR SELECTING RESEARCH

1. **Nature of Study:** The study must be research, which is defined as an empirical, systematic inquiry or investigation into a subject to discover facts or principles, involving an idea to be tested, examination of data through techniques appropriate for the research design, and interpretation of results.
2. **Relevance:** The research must be in areas of interest to one or more of the divisions of ALCA and ACA.
3. **Significance:** The questions answered and ideas investigated must be concerned with problems of interest and significance to the counseling and human development profession, and the findings should be generalized beyond the immediate setting.
4. **Research Procedures:** The research procedures should be of the highest quality, including clear descriptions of publication, selection of appropriate sampling techniques, use of appropriate research design, and adequate and correct treatment of data.
5. **Interpretation of Data:** The study should show careful interpretation of results, and conclusions should not go beyond the data.
6. **Writing:** The report should be scholarly in organization and presentation.

NOMINATION PROCEDURE

- 1. Complete the nomination form.**
- 2. Submit ONE COPY of the completed nomination form, summary/abstract, and supporting documentation along with the research article or report to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1.**
- 3. All nominations must include a completed nomination form, an abstract of the research, and a written summary that fully demonstrates how the research meets the stated award criteria. Nomination form, abstract, summary, and any other supporting documentation must not exceed twenty (20) pages. In addition, nominations must include an electronic version of the full research, which will be utilized by raters as evidence of claims stated in the summary. Raters will not be expected to read the full research.**

INDIVIDUAL PUBLICATION AWARD

PURPOSE OF AWARD

The purposes of the Individual Publication Award are to recognize scholarly and timely publications of interest to the counseling and human development profession, and to stimulate future publications. Nominations for publications that have multiple authors must recognize all contributors. The principle nominee must be an ALCA member. Non-members and out of state contributors who contributed to a nominated publication may be sent a certificate rather than a plaque in order to facilitate mailing of their co-authored award.

CRITERIA FOR NOMINATION AND SELECTION

ELIGIBILITY

1. The nominee must be a current member of ALCA.
2. Publications may include non-research articles, books, brochures, or related publications that are relevant to the counseling and human development profession.
3. All nominations must include a completed nomination form, publisher, and publication date as well as an abstract/summary that fully demonstrates how the publication meets the stated award's criteria of interest to counselors and encourage future research.
4. The nomination form, abstract, summary, and any other supporting documentation must not exceed 20 pages.
5. The publication date must occur between May 1 and April 30 of the preceding year.

CRITERIA FOR SELECTING PUBLICATION

1. **Relevance:** The publication must be concerned with areas of interest to one or more of the Divisions or organizational affiliates of ALCA and ACA.
2. **Relevance:** The ideas presented must be important and of great interest to the counseling and human development profession. New and innovative ideas, application to current problems in counseling, and creativity will determine the significance of the published contribution.
3. **Writing style:** The publication should be scholarly in organization/presentation. The reputation of the journal or publisher will also be considered in selection.

NOMINATION PROCEDURE

- 1. Complete this nomination form.**
- 2. Submit ONE COPY of the completed nomination form, summary, and supporting documentation (not to exceed twenty (20) pages) to the ALCA State Awards & Resolutions Chairs postmarked by Deadline #1. If the publication is an entire book, send one (1) copy for circulation to Committee members. The book will be returned after the ratings are done.**

CHAPTER/DIVISION PUBLICATION AWARD

PURPOSE OF AWARD

The Chapter/Division Publication Award recognizes the ALCA Chapter or Division with (an) outstanding publication(s) for its members.

CRITERIA FOR NOMINATION AND SELECTION

- 1. The publication must be unique and/or of superior quality and must represent a significant professional contribution to the field of counseling and human development.**
- 2. In order to be submitted/considered for the ALCA Award, publication issue must be developed, written, and created by chapter or division rather than using national material.**
- 3. Publications eligible include newsletters, journals and monograms, position papers, brochures, leaflets, pamphlets, audio-visuals, bulletins and handbooks. A Chapter or Division may submit its total publications for the preceding year.**
- 4. All submissions must have been published between May 1 and April 30 of the preceding year.**

NOMINATION PROCEDURE

- 1. Complete this nomination form. Include a one-page summary describing the publication and print the publication on quality paper, since raters will only see a PDF file of the publication.**
- 2. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by Deadline #1.**

CHAPTER/DIVISION SERVICE AWARD

PURPOSE OF AWARD

The Chapter/Division Service Award recognizes the ALCA Chapter or Division that provided a particularly valuable or unique professional service to its members and/or the community.

CRITERIA FOR NOMINATION AND SELECTION

- 1. The unique or particularly valuable service to Chapter or Division members and/or the community should promote increased member involvement in professional aspects of the counseling and human development field.**
- 2. The service provided must be other than those provided through publications and programs. Some of the unique or special services to members and/or the community might include special organization committee work, special legislative endeavors, public relations, professional relationships with other organizations, computer services to members, information hot line or other information services, and audio-visual services.**
- 3. The service must have been provided between May 1 and April 30 of the previous year.**

NOMINATION PROCEDURE

- 1. Complete the nomination form**
- 2. Write a summary (suggested length two pages) describing how the service meets the criteria for the award.**
- 3. Attach supporting documentation about the service. This documentation must not exceed twenty (20) pages.**
- 4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by deadline #1.**

CHAPTER/DIVISION PROGRAM AWARD

PURPOSE OF AWARD

The Chapter/Division Program Award recognizes the ALCA Chapter or Division that provided a unique and/or superior program(s) for its members.

CRITERIA FOR NOMINATION AND SELECTION

- 1. The program(s) must represent a significant contribution to the field of counseling and human development and must promote increased involvement of the Chapter/Division members in the profession.**
- 2. The program(s) must be unique and exhibit above-average quality.**
- 3. Programs eligible might include seminars, workshops, conferences, or a yearlong series of programs promoting a common theme.**
- 4. The program(s) must have been provided by May 1 and April 30 of the previous year.**

NOMINATION PROCEDURE

- 1. Complete the nomination form.**
- 2. Write a summary (suggested length two pages) describing how the program(s) meets all the criteria for the award. The description should include the type of program(s), rationale for the program(s), content of the program(s), number in attendance, target group served, evaluation of the program(s), involvement of members in planning the program, and the budget.**
- 3. Attach supporting documentation about the program(s). Summary and documentation should not exceed twenty (20) pages.**
- 4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by Deadline #1.**

DISTINGUISHED PROFESSIONAL SERVICE AWARD

PURPOSE OF AWARD

The Distinguished Professional Service Award is given to a) honor and/or recognize outstanding service at the local, state, or national level that reflects a significant contribution to the professional concerns of ALCA, and b) to stimulate future service for the well-being of the counseling profession.

CRITERIA FOR NOMINATION AND SELECTION

- 1. Eligibility:** The nominee must be a current member of ALCA.
- 2. Nature of Service:** Service is defined as work done or duties performed primarily with the intent of benefiting or giving assistance to others rather than for personal gain. This work should be of a nature to promote the profession and should have widespread and general impact, rather than being limited in scope.
- 3. Relevance to the Profession:** The service must be concerned primarily with the counseling profession and related to areas of interest in one or more ALCA Divisions.
- 4. Significance of Service:** The nominee should have a history of scientific and scholarly accomplishments that benefit the public in general.

NOMINATION PROCEDURE

- 1. Complete the nomination form.**
- 2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.**
- 3. Attach supporting documentation about the nominee's professional service. Summary and documentation must not exceed twenty (20) pages.**
- 4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair by Deadline #1.**

OUTSTANDING PRACTITIONER AWARD

PURPOSE OF AWARD

The Outstanding Practitioner Award was established to recognize an outstanding counselor whose time is spent primarily in direct counseling services. The purpose of this award would be to honor excellence in the actual practice of counseling. Examples of persons eligible for the award include school counselors, group counselors, rehabilitation counselors, community counselors, counselors in private practice, counselors working in college/university settings, pastoral counselors, or substance abuse counselors. (*Full-time faculty persons would not be eligible as they have the Counselor Educator Award*).

CRITERIA FOR NOMINATION AND SELECTION

1. Nominee spends at least 50% of time performing direct counseling services.
2. Nominee must be a current member of ALCA.
3. Nominee identifies himself/herself as a professional counselor.
4. Nominee is state licensed, certified as a school counselor, and/or holds a nationally recognized credential as a professional counselor.
5. Nominee has been, or currently is, a member in good standing with state and/or national accrediting bodies.
6. Nominee publishes, presents at professional meetings, or otherwise educates other practitioners about successful clinical practices or theories.
7. Nominee has three letters of reference: two from professional colleagues and one from immediate work supervisor, a clinical supervisor, or peer consultant.

NOMINATION PROCEDURE

1. Complete the nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.
(*continued on following page*)

- 3. Attach letters of reference as required above. The letters should speak to the following attributes and/or abilities of the nominee to:**
 - a. relate to diverse populations.**
 - b. demonstrate effective counseling skills.**
 - c. facilitate development in the clients/students/groups they serve.**
 - d. demonstrate exceptional ethical behavior.**
- 4. Include a current vita or resume with the packet.**
- 5. Submit ONE COPY of the completed nomination form, summary, and reference letters, and vita to the ALCA Awards Chair postmarked by Deadline #1.**

FANNIE R. COOLEY AWARD FOR DISTINGUISHED PROFESSIONAL DEVELOPMENT

PURPOSE OF AWARD

The purpose of the Fannie R. Cooley Award for Distinguished Professional Development is to a) honor and/or recognize outstanding professional development, and b) to stimulate future efforts to enhance development of techniques and systems that have marked benefits to counselors.

CRITERIA FOR NOMINATION AND SELECTION

- 1. Eligibility:** Nominee must be a current member of ALCA and ACA.
- 2. Nature of Professional Development:** Professional development is defined as the intentional strengthening, expansion, enhancement, improvement and extension of the profession.
- 3. Relevance to the Profession:** The development efforts must be concerned primarily with the counseling and human development profession in general, as opposed to a segment or discrete component of the profession.
- 4. Professional Activity:** The nominee must have a history of activity resulting in expanding and extending the horizons of the profession by efforts to:
 - a) broaden applications of and opportunities for the profession,
 - b) impact other professions,
 - c) identify the needs of the public and provide services to meet those needs, and
 - d) enlarge the potential clientele for service delivery.
- 5. Record of Long-Continued Professional Contributions:** The nominee's ongoing activities should provide evidence of substantive work beyond the call of duty to improve professional practice, and a demonstration of diligence, skill, and effectiveness in applying principles and concepts to achieve professional goals and achievement. The nominee should also have a record of:
 - a) sustained efforts in professional education,
 - b) superior efforts to obtain support for the profession,
 - c) concerted efforts to promote excellence in professional practice,
 - d) systematic efforts to improve the profession through development of methods, techniques, materials, and models,

- e) clearly written, well-organized scholarly publications which are socially significant,
 - f) sustained efforts to conduct and report programmatic research with widespread implications, and
 - g) a significant body of work with general applications, reflecting appreciation for the value of scientifically based data and methods in a humanistic frame of reference.
6. **Substantive Service to Others:** The nominee should have a history of massive efforts to create and improve opportunities for all individuals to realize their full potential by evidence of:
- a) work done or duties performed in professional organization,
 - b) work done or duties performed which impacts the lives and careers of many,
 - c) sensitivity to the problem in general of human growth and development and related evidence of improving interaction of people within their environment.

NOMINATION PROCEDURE

1. Complete this nomination form.
2. Write a summary (suggested length two pages) describing how the nominee meets all the criteria for the award.
3. Attach supporting documentation about the nominee's professional development contributions. Summary and documentation must not exceed twenty (20) pages.
4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by Deadline #1.

JEAN H. CECIL DISTINGUISHED COUNSELOR EDUCATOR AWARD

PURPOSE OF AWARD

The purpose of the Jean H. Cecil Distinguished Counselor Educator Award is to a) honor and/or recognize an ALCA member and counselor educator who has been an exemplary mentor for counselors, b) encourage continued excellence among counselor educators, and c) provide ALCA the opportunity to show appreciation for outstanding counselor training efforts and accomplishments.

CRITERIA FOR NOMINATION AND SELECTION

1. **Eligibility:** The nominee must be a current ALCA member and counselor educator in an Alabama counselor education program. Retired counselor educators are eligible, providing they retired from an Alabama college or university, and b) the nominee must have a history of contributing to counselor training through teaching, publishing, presenting, and supervising at the national, regional, state, and local levels.
2. **Criteria for Selecting the Outstanding Counselor Educator:**
 - a. *Nature of Contributions:* A mentor is a teacher who serves as an exemplary model for students and who encourages students to achieve excellence beyond ordinary expectations. The nominee should be a person who has brought great attention, respect, and admiration to counseling programs in Alabama through personal and professional work. The recipient should have a history of being a guiding force in the establishment and implementation of national accreditation standards for counselor education programs. Teaching, publications, and presentations should have greatly influenced counselors and other professional educators in Alabama and throughout the counseling profession.
 - b. *Professional Activity:* The nominee should have served in leadership positions at the Chapter, Division, state and national levels in professional organizations dedicated to improving and enhancing the counseling profession. Significant efforts should be apparent in certification of counseling programs and strengthening accreditation standards.

NOMINATION PROCEDURES

- 1. Complete the nomination form.**
- 2. Write a summary (suggested length two pages) describing the contributions of the counselor educator to the field of counselor training.**
- 3. Attach the supporting documentation about the counselor educator's mentoring, excellence in training counselors, and influencing counselor education programs and accreditation standards. Summary and documentation must not exceed twenty (20) pages.**
- 4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by Deadline #1.**

**WILBUR A. TINCHER AWARD FOR A
HUMANITARIAN AND CARING PERSON**

PURPOSE OF AWARD

The Wilbur A. Tincher Award for a Humanitarian and Caring Person is given to honor a person who gives to others without fanfare or expectation of reward. A genuine love and personal satisfaction in seeing others made happier and the social milieu given more integrity.

The award includes a grant of \$100.00. Wilbur A. Tincher provided the initial funds after ALCA established the award in his name. His gift serves as a personal witness to his love and admiration for those who genuinely care for the welfare of others, and who care about social issues and problems.

CRITERIA FOR NOMINATION AND SELECTION

1. **Eligibility:** The nominee must be a current member of ALCA
2. **Nature of Caring:** A caring and humane person expresses concerns for social injustices and is willing to confront the sordid situations in our society and the world by throwing oneself into the situation. Caring may be expressed in timely thoughtful efforts, money, exemplary behavior, and true concern for change that will improve the lot of those who are starving, abused, imprisoned, discriminated against, and/or powerless. Caring means the absence of indifference and implies involuntary involvement in the welfare of someone else. Caring is communicating through example by giving time and listening completely. Caring is rejoicing in another person who is happy, as well as being fully with another who is troubled. Caring is reinforcing another person and being available fully, keeping promises and giving of one's self without expectation of reward or recognition. Caring is empathizing with another while effecting change in the other's feelings or behavior, not merely expressing concern. In summary, a caring person will have been observed in unselfish involvement over a period of time in a cause or situation that benefits others.

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NOMINATION PROCEDURE

- 1. Complete the nomination form.**
- 2. Write a summary (suggested length two pages) describing how the nominee meets the criteria for the award. The summary should address the following questions:**
 - a) describe incidents or behaviors which give credence to the nominee's caring in a personal way,**
 - b) describe incidents that support the nominee's involvement in social action,**
 - c) what evidence shows concern about human beings in special ways through caring behavior documented and generally recognized by peers?**
 - d) what evidence shows concern with all humans and their joint welfare, as well as caring for others in a personal way?**
 - e) what evidence shows effectiveness in the communication of caring? And,**
 - f) in what way was courage necessary in becoming involved in a caring way?**
- 3. Attach supporting documentation to the nomination. Summary and documentation must not exceed twenty (20) pages.**
- 4. Submit ONE COPY of the completed nomination form, summary, and supporting documentation to the ALCA Awards Chair postmarked by Deadline #1.**

RECOGNITION OF DECEASED OR RETIRING MEMBERS

PURPOSE OF AWARD

A member who desires recognition for a deceased or retiring member should submit a recommendation to his/her Chapter or Division.

Chapters and Divisions wishing to recognize deceased or retiring members on the state level must submit recommendations postmarked by Deadline #1, to the ALCA Awards Chair. The ALCA Awards and Resolutions Committee will make the final decision regarding the presentation of resolutions at the Annual Conference/Fall Workshop. Chapters and Divisions may elect to recognize deceased or retiring members on the Chapter or Division level only.

This recognition is non-competitive, and multiple persons may receive this honor at the ALCA Annual Conference/Fall Workshop provided the criteria are met for their consideration.

CRITERIA FOR NOMINATION AND SELECTION

- 1. Eligibility: The retiring nominee must be a current member of ALCA. Deceased members must have been members of ALCA.**

SELECTION

- 1. Service to ALCA.**
- 2. Contribution to the counseling profession.**
- 3. Positions held: (supervisor, department head of counselor education program, private practitioner, etc.).**

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NOMINATION PROCEDURE

- 1. Complete the nomination form.**
- 2. Compose a formal resolution. Templates are available (upon request) to assist with composing the resolution. This resolution will be presented to the nominee (retiring member) or their family (deceased member). This resolution should provide a place for the President's signature and may be edited for style and content. If two entities (chapters or divisions) are nominating the same individual, they should work together on the nomination form and on creating the formal resolution.**
- 3. Supporting documentation should be a summary and not exceed a total of five (5) pages including the nomination form.**
- 4. Submit ONE COPY of the completed nomination form, resolution, and supporting documentation to the ALCA Awards chair postmarked by Deadline #1.**