

## **Heritage Region Recognition Program**

### **For Information, Contact:**

Rich Young, Recognition Chair  
ryrecruits@aol.com or 617-332-3081

### **Recognizing Regional Officers**

Retiring Regional Directors, other regional officers and Chapter Liaisons will be recognized with a \$50 gift card and a Certificate of Appreciation. Gift card selection is up to the discretion of the officer(s) awarding the recognition. Suggested options: Visa or American Express gift card; a gift card/certificate from the recipient's favorite store or restaurant; a gift card from Barnes & Noble or Amazon.com. There is a charge for Amex and Visa gift cards (approximately \$5.90), so expect an additional fee.

Gifts are awarded in July, at the end of the officers' terms of office. The retiring Director and other regional officers will present the individual awards along with a personally written thank you note detailing the individual's contribution and expressing appreciation for their help.

*To officers staying on for another year, it is recommended that they be given a personal note of thanks from the Director.*

### **Recognizing Committee Chairs**

Retiring Committee Chairs will be recognized with appreciation certificates and \$25 gift cards from Barnes and Noble or Amazon.com. The region will award these gifts in July, at the end of the chairs' terms of office. Each board officer who has an outgoing committee chair should present the individual award, along with the certificate of appreciation certificate and a personally written thank you note detailing their contribution and expressing appreciation for their help.

Board Officers are strongly encouraged to write a personal note of thanks to all committee chairs staying on for another year of service.

### **Recognizing Committee Members**

Committee members will receive a certificate of appreciation recognizing their contribution.

Committee chairs will have the option of presenting an additional gift in cases where they feel one or two of their committee members did an especially commendable job. The chair may instead choose to select and purchase a gift of up to \$10.00 – perhaps an inexpensive book or a restaurant gift certificate. Any expense over \$10.00 will not be reimbursed by the region.

Committee chairs need to recognize the importance of thanking the volunteers who serve on their committees. In addition to the certificates and “above and beyond” gifts the region will provide, the chair should send a personally written thank you note to each person on the committee, detailing their contribution and expressing appreciation for their help. These gifts should be awarded shortly after the committee finishes its project or at the end of the term of office if the committee’s work is ongoing.

### ***Ordering Process for Certificates of Appreciation***

Thirty days before the Certificate is to be presented, send the following information to Rich Young, Recognition Chair, at: ryrecruits@aol.com:

1. Name of recipient
2. Their function
3. The date you need the Certificate(s)
4. Your name and mailing address so that you can present them personally.

Complete the Recognition Form and e-mail to the Recognition Chair and the Communications Director (Leslie Guelcher, lguelcher@k2scpa.com).

Aside from end of term awards, recognition of committee members should take place within thirty days following completion-of the volunteer activity for which they are being recognized. With the end of term awards, they should get presented by the end of June.

### ***Getting Reimbursed for Expenses in June 2006***

Awards should be made by the end of June and the expenses submitted within 5 weeks. By August 4, anyone who wants to be reimbursed should have submitted their expenses to the Heritage Region Administrator. All requests should be made within five weeks of the recognition expense.

### **Other Methods of Recognition**

- The Heritage Region newsletter and Web site are excellent forums for recognizing committee members and other volunteers.
- The IABC Leader Letter has a “Leader Spotlight” section for recognizing leaders. Send the name of the leader, along with what they accomplished to Gretchen Hoover, IABC Staff: ghoover@iabc.com.
- IABC has the “Pat on the back” program, through Gretchen Hoover, IABC Staff, for recognizing members at any level. Check Leader Centre section on the IABC Web site for the form: <http://www.iabc.com/leaders/preskit.htm#pat>
- While recognition gifts need to be presented at the appropriate times, the region

plans to recognize all those who have made contributions during 2005-2006 at the Heritage Regional Conference in October 2006.

**Recognition for Chapter Leaders (to be considered)**

The Region is considering implementing a program similar to the D3 “Par Excellence” awards. This would be a more informal program, whereby chapter presidents would be invited to submit the names of up to three chapter leaders who deserve special recognition for their contribution to the chapter. These volunteers would automatically receive the award.

The Communication Director/Secretary will add the approved Recognition Program to the Region’s Policy Manual.

Revised: June 2, 2006