

To: Georgia Employer Committee Members
From: Jonathan Martin, State Chair, Georgia Employer Committee
CC: Vickie Henson, Project Administrator, Georgia Employer Committee
Date: 5/20/2009
Re: ***2009 Georgia Employer Committee Awards Criteria***

The following is the criteria and format for submitting your nomination for the “**Local Committee of the Year**,” “**Project of the Year**” and “**Community Service**” Award nominations:

PROJECT OF THE YEAR – The narrative submitted should describe the following aspects of the Project:

- The purpose of the Project (why the Committee determined it was needed)
- The scope of the Project (how was the Project done, the extent of the Committee’s involvement, the affect on others—i.e. the organization affected or the Committee itself, any unique obstacles, other organizations that may have partnered in the Project, etc.)
- The results of the Project (the specific outcomes of the Project—i.e. positive, negative, long-term, short-term, effect on others, organizations, etc.)

The total narrative must not exceed ten typed pages. Supporting documentation should not exceed ten (10) typed pages or ten (10) pages of supporting illustrations, photos, or graphics, etc. **Electronic media submissions will not be accepted- i.e. Videos, DVD’s, CD’s, etc.** The narrative and/or supporting documentation must stand on its own.

A brief narrative that serves as a summation of the Project must be provided at the same time that the Project is submitted. This Summary will be used in describing the Project at the Awards Luncheon when the nominations are announced. This brief summary may not be more than one (1) typed page or it will not meet the criteria for acceptance. The nomination will not be considered complete without the summary of the Project.

Note: In order for your Project Summary to be included in this year’s Awards Program Book (given out at the Awards Luncheon) you must e-mail it in Word Format to Vickie Henson at Vickie.henson@dol.state.ga.us by the deadline of Tuesday, September 1, 2009.

COMMITTEE OF THE YEAR – The narrative should describe the following attributes of the Committee:

- Activities/interaction with the local Career Center Office to support its employment services functions, its image in the community and/or the Department of Labor staff.
- Any seminars, workshops, job fairs, career days, scholarships, summer youth hires, etc. that the Committee sponsored.
- The Committee's support or involvement in any special DOL initiatives such as Georgia Works, Jobs for Georgia Graduates, hiring people with disabilities or other DOL activities/projects.
- The Committee's involvement with other organizations (Chambers of Commerce, manufacturing associations, personnel associations, workforce boards, and education institutions) and the Committee's support of the Georgia Employer Committee/Executive Board at the state level and of the Executive Board's activities and special projects. Please also include any contributions you have made during the year to the Executive State Board.

The narrative should detail the purpose, the scope and the results of the specific activities and/or functions. It should be clear how the activities described in the narrative served to distinguish the Committee rather than have the narrative simply be a listing of a multitude of activities. The total nomination narrative must not exceed twenty-five (25) pages, including the narrative and the supporting documentation.

A brief narrative that serves as a summation of the Committee's nomination for "Committee of the Year" must be provided at the same time that the nomination is submitted. This will be used in describing the Committee at the Awards Luncheon when the nominations are announced. This brief summary may not be more than one (1) typed page or it will not meet the criteria for acceptance. The nomination will not be considered complete without the summary of the Committee's nomination.

Note: In order for your Committee of the Year Summary to be included in this year's Awards Program Book (given out at the Awards Luncheon) you must e-mail it in Word Format to Vickie Henson at Vickie.henson@dol.state.ga.us by the deadline of Tuesday, September 1, 2009.

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COMMUNITY SERVICE AWARD - The narrative should describe the following attributes of the Committee:

- The purpose of the Community Service Project (why the Committee decided to get involved with this specific community project as opposed to others, what particular need was addressed.) Please include any other community partners that were involved with the project.
- The Committee's involvement (how the Committee assisted in this community project)
- The positive results (long-term, short-term, unique, unexpected, etc.) resulting from the Committee's direct involvement in the project.

The total narrative must not exceed ten (10) typed pages. Supporting documentation should not exceed ten (10) typed pages or ten (10) pages of supporting illustrations, photos, or graphics, etc. **Electronic media submissions will not be accepted- i.e.**

Videos, DVD's, CD's, etc. The narrative and/or supporting documentation must stand on its own.

A brief narrative that serves as a summation of the Community Project must be provided at the same time that the Project is submitted. This will be used in describing the committee's Community Project at the Awards Luncheon when nominations are announced. This brief summary may not be more than one (1) typed page or it will not meet the criteria for acceptance. The nomination will not be considered complete without this summary of the Project.

Note: In order for your Community Project Summary to be included in this year's Awards Program Book (given out at the Awards Luncheon) you must e-mail it in Word Format to Vickie Henson at Vickie.henson@dol.state.ga.us by the deadline of Tuesday, September 1, 2009.

It is strongly suggested that a representative from the Committee act as a proofreader so that the quality of the "Project of the Year," "Committee of the Year" and "Community Service Award" nominations is not adversely affected by the spelling/typographical quality or the presentation style of the nominations.

All awards cover the period August 1, 2008, through September 30, 2009.

Please note that each Committee is allowed only one nomination per award, but any Committee can win one or all three awards.

Nominations and electronically submitted (Word Format) Summary pages must be received by Tuesday, September 1, 2009. You may mail or deliver nominations to Vickie Henson, Project Administrator, Georgia Department of Labor, 148 Andrew Young International Boulevard, N. E., Suite 600, Atlanta, GA 30303-1751. Only the Summary Pages for the Awards Program Book need to be submitted electronically.

If you have any questions on any of the above, please contact Vickie Henson at (404) 232-7325.