

How to Create a Member Recognition Program

PURPOSE:

We are an all-volunteer organization. Implementing an ongoing Member Recognition Program (MRP) helps reinforce efforts of active members and allies. Do this by creating a peer-nominated award system for outstanding service and contributions to your local, to the school site, or in the service of students, colleagues or the community.

STEPS:

1. Executive board announces the MRP and gathers information from Rep Council on its structure, how nominations will occur, etc.
2. Details- (appoint a separate team or assign it to an already existing committee?) When to schedule awards ceremony and how to encourage nominations
3. Develop the program timelines, sample awards, and how acknowledgments will take place
4. Create a Word- friendly nominating template that can be accessed online.
5. Announce your program through your rep council members and social media platforms, and encourage members to nominate their outstanding colleagues

AWARD SAMPLES:

- **Super Site Rep-** Excellent representational service at the building site level
- **Distinguished Service-** Special effort and commitment to your local association
- **Community Service-** Enhancing the reputation of your chapter in the community
- **Special Recognition-** Going above and beyond for your local

NOMINATING REQUEST-SAMPLE EMAIL:

Members,

Do you have a colleague who has been making a positive difference for the students and staff at your site and you would like them to be recognized? Follow these steps and nominate them for *[Your association here]*! Click **here** *[link to your online form]* to learn more about this recognition program and submit a nomination for a deserving colleague. This nomination period will run *[determine the nominating timeline here]* *[Your chapter]* will come to sites starting in the beginning of *[date, time, and location]* to honor recipients by recognizing them in the presence of their site colleagues.

Find more ideas at:
www.cta.org/leaderresources