

## **Ice Age Trail Alliance, Inc.**

**Policy:** IATA Awards (*amended and restated*)

**Approved:** Board of Directors

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#### **1.0 Purpose**

Volunteers (both members and nonmembers), and cooperating partners (both governmental and private), are vital to accomplishing the Ice Age Trail Alliance's (IATA) mission of creating, supporting and protecting the Ice Age National Scenic Trail. In acknowledgment of this fact, the IATA has established a variety of awards to recognize the many significant accomplishments of its volunteers and partners. This policy describes the criteria and process for making these awards.

#### **2.0 Public Awards**

In order to emphasize and uphold the full integrity of each award, public awards will be conferred selectively and will not necessarily be awarded on an annual basis.

*Utilizing the Public Partners Award Nomination Form, nominations may be submitted by any current IATA member to a member of the staff or Board of Directors no later than September 30<sup>th</sup>. After review by the Executive Director, the nomination is forwarded to the Award Selection Committee (ASC) described in Section 4.1.*

**2.1 Ray Zillmer Award** – As the highest honor given by the IATA, the Ray Zillmer Award recognizes individuals whose work exemplifies the ideals that inspire the establishment of the Ice Age National Scenic Trail. Nominees have performed at least two of the following actions:

- Served the Ice Age Trail for many years
- Markedly elevated public awareness of the Trail
- Secured significant funding
- Significantly advanced the Trail in some other way

Description of the Award: A custom and prestigious award suitable for desk or shelf-top display.

Presentation: Presented by the Executive Director and/or the President at a statewide Trail or public event.

**2.2 Henry S. Reuss Award** – A prestigious award, the Henry S. Reuss Award recognizes work performed by individuals through government channels on behalf of the Trail. It emphasizes the recipient's ability to:

- Influence agencies to take an active role in the mission of the IATA
- Maintain an ongoing public relationship as an advocate for the Trail
- Advocate for legislation that advances the mission of the Trail
- Cultivate a bipartisan political climate that recognizes the benefits of the Trail to the people of Wisconsin and the nation

Description of the Award: A custom and prestigious award suitable for desk or shelf-top display.

Presentation: Presented by the Executive Director and/or the President at a statewide Trail or public event.

**2.3 Public Partner Award** – The recipient of this award:

- Is an individual rather than a body of government
- Works for a public, governmental agency
- Has provided dedicated, consistently cooperative and ongoing service for the Trail above and beyond the regular duties associated with their job or position description.

Description of the Award: An engraved plaque identifying the award, the recipient's name and year.

Presentation: Presented by the Executive Director and/or the President at a statewide Trail or public event.

**2.4 *Friend of the Ice Age Trail Award*** – This award recognizes individuals, foundations, businesses and other organizations for their strong support of the Ice Age Trail. A recipient has accomplished one or more of the following:

- Given a single sizable monetary contribution or significant monetary contributions over many years.
- Enabled new capacity within the IATA through financial contribution
- Partnered with the IATA or promoted the Ice Age Trail in a unique or significant way
- Built coalitions, partnerships or other forms of local support that has contributed significantly to the ongoing success of the Ice Age Trail. This work may include promotion of the Ice Age Trail through communications, media or personal contacts.

Description of the Award: An engraved plaque identifying the award, the recipient’s name and year.

Presentation: Presented publicly by the Executive Director and/or the President at a statewide Trail event or celebration, public event, media event or a gathering of the recipient’s peers in collaboration with the recipient.

**Notification for all Public Awards:**

Once recipients are selected, the Executive Director or President will notify them of their award. Formal notification letters will be mailed to all recipients before any public announcements are made. Adequate time will be provided to allow for award creation and for generous public promotion through all appropriate IATA media channels, including Mammoth Tales, website, email, social media, special mailings and public news releases, especially in the regions where the recipients reside.

**3.0 Internal Awards**

**3.1 *In the Mud Award*** – Awarded to IATA member volunteers who display dedication to the mission and goals of the IATA through an exceptional willingness to contribute labor and enthusiasm to build and maintain the trail and landscapes associated with the trail. An In the Mud award nominee:

- Consistently participates in trailbuilding, maintenance and stewardship projects. Provides leadership by example and fosters cooperation and safety among fellow volunteers.
- Epitomizes the bedrock, essential volunteer spirit and vision responsible for building and maintaining a world-class trail

Nomination: For recognizing contributions to a specific chapter, chapter leaders request nominations from chapter members before the end of January each year. For recognizing contributions on a Trailwide basis, any IATA member may submit a nomination to staff.

Selection: Chapter recipients will be selected by chapter vote at December or January chapter meetings, with a maximum of two recipients per chapter per year. Chapter leaders then forward to staff, by February 15, the name of the award recipient along with a list of specific

tasks the volunteer completed during the past year and how In the Mud criteria was met. For those nominated for Trailwide efforts, all nominations received by February 15 of each year will be reviewed by staff, who will select 2 recipients by majority vote.

Presentation: Presented at the IATA annual membership conference by the Executive Director and/or the President. If the award winner cannot attend the conference, the award is delivered via mail.

Description of the Award: A personalized certificate signed by the Executive Director.

3.2 ***Spirit Stick Award*** – This statewide award symbolizes long-term dedication and volunteer service to the Ice Age Trail and is presented to only one recipient per year. Spirit Stick nominees:

- Exhibit a passion for the Trail that has become a way of life
- Lead by example and inspire those around them
- Carry out their service on behalf of the Trail in a spirit of cooperation, optimism and enthusiasm

Nomination: Utilizing the Spirit Stick nomination form, submissions are made to any staff member by any IATA member. Nominations are valid for three years from date of submission. Addendums/updates to a nomination form do not reset the original date of receipt for that nomination.

Selection: All nominations received by February 10th of each year will be reviewed by staff, who will select a winner by majority vote.

Presentation: Presented at the IATA annual membership conference by the Executive Director and/or the President. If circumstances prevent this, a suitable and accommodating arrangement may be made. The Spirit Stick is a traveling trophy that remains with the recipient for one year. Each recipient's name and the year of their award are carved into the stick. A Spirit Stick memorial book will be maintained with each recipient's memoirs of the past year. An updated copy will be presented to the prior year's recipient.

Description of Award: A hand-carved walking stick depicting the Wood Spirit in human form with each year's recipient's name engraved upon it.

3.3 ***Years of Service Award***– Longevity of active volunteer service is awarded at 10, 20, 30, 40 and 50-year milestones.

Selection: Chapter leaders and staff work with their members and volunteers to determine "active volunteer since" dates which are forwarded to staff for entry into a database. Trailwide membership will be included in the tracking process. When records show a volunteer has been active for 10, 20, 30, 40 or 50 years, staff members review the volunteer's record in the IATA's volunteer hours database and ask chapter leaders and staff to verify that the volunteer has indeed contributed consistently over the span of the award.

Presentation: Presented at the IATA annual membership conference by the Executive Director and/or the President of the Board. In the event that a 10, 20 or 30 year award winner cannot attend the conference, the award is delivered via mail. In the case of 40 & 50 year award winners unable to attend, the award will be presented personally, if practicable, by the Executive Director and/or the President.

Description of Award:

- For 10, 20 & 30 years of service, a personalized certificate signed by the Executive Director along with a pin representative of the years of service.
- For 40 & 50 years of service a custom and personalized wooden plaque will be created.

**3.4 *Excellence in Staff Service*** – From time to time, the Board of Directors may recognize staff members who have exhibited exceptional and long-term dedication to the Trail mission; fostered positive, productive relationships between staff, volunteers, partners and communities; and served as an exemplary “face of the Ice Age Trail.”

Nomination: A written nomination may be submitted by a board member at any time to the President for recommendation to the Board.

Presentation: Presented by the President at the IATA Annual Conference.

Description of the Award: A custom engraved wooden plaque and certificate signed by the President.

**3.5 *Leadership Memorial*** – The Leadership Memorial category recognizes longtime Trail leaders who have passed away.

Nomination: A written nomination may be submitted at any time to the ASC for recommendation to the Board.

Selection: The Board will consider the recommendation of the ASC and grant approval to qualified candidates.

Presentation: The Leadership Memorial award is given to a member of the recipient’s family at a Trail event or private gathering in collaboration with the family. (The recipient’s name will be added to the list that appears in each issue of Mammoth Tales)

**3.6 *NPS VIP Program*** –All volunteers are eligible for the National Park Service Volunteers In Parks (VIP) program. Every volunteer in the IATA database has a "career hours count" that began January 1, 2007. Volunteers earn awards determined solely by NPS (e.g. certificates, pins, hats, shirts and jackets) as they log hours in increments of 100, 250, 500, 1,000 and beyond. Additionally, each time a volunteer passes a 250-hour increment, they

receive a federal Interagency Volunteer Pass that waives entrance fees at all federally administered recreation sites (national parks, national forests, etc.) for one year.

Selection: The IATA tracks volunteer hours, through chapter and other volunteer event reporting, to identify these award recipients to NPS.

Presentation: Presented at the IATA annual membership conference. If the award winner cannot attend the conference, the award is delivered via mail.

**3.7 Crew Leader Award** – This Award recognizes any person who meets “Crew Leader in Good Standing” requirements.

Nomination: Participation, training and certification requirements leading to the attainment of “Crew Leader in Good Standing” status shall be tracked in a staff-administered database or equivalent. To meet and maintain “in Good Standing” requirements, individuals must demonstrate advanced leadership qualities, safe working practices, effectively lead volunteer crews on or off trail, maintain skill-based certifications, and serve in a Project Team role at one or more Mobile Skills Crew events within a 15 month time frame.

Selection: Anyone meeting the nomination requirements shall, upon concurrence by the Director of Trail Operations (or as assigned by the Executive Director), be recognized as a “Crew Leader in Good Standing”.

Presentation: Crew Leader recognition is a one-time presentation based upon meeting award requirements. The award will be presented publicly by the Executive Director and/ or President, or his/her designee, at the IATA annual membership conference or another statewide Trail event.

Description of Award: A custom IATA Crew Leader hat and folding saw.

**3.8 Crew Leader Emeritus Award** – This award recognizes individuals who have provided a minimum 6 years of exemplary and consistently dedicated service as an IATA Crew Leader who choose to retire from actively leading crews.

Nomination: Upon receiving notification/confirmation that a Crew Leader in Good Standing is retiring from actively leading crews, staff will review the database referenced in 3.7 and provide a written nomination to the Executive Director for recognition as Crew Leader Emeritus.

Selection: Upon receipt of above referenced nomination, the Executive Director and the Director of Trail Operations, or staff equivalent, will weigh the merits of the nominee’s contributions as a Crew Leader and provide a final determination.

Presentation: Presented at the IATA annual membership conference by the Executive Director and/or President, or his/her designee. If the award winner cannot attend the conference, the award is delivered via mail or given at another Alliance event.

Description of the Award: A custom engraved wooden plaque and certificate signed by the Executive Director.

**3.9 Trail Steward of the Year** - A volunteer, whose work in any phase of Trail management that contributes in an extraordinary manner to the development of new trail, land improvements or facilities such as:

- Trail planning
- Landowner and/or partner relations
- Trail layout and design
- Trail construction
- Trail maintenance
- Stewardship work

Nomination: A written nomination may be submitted by any IATA member to the staff or Board of Directors. After review by the Executive Director, the nomination is forwarded to the ASC. The ASC, its purpose, composition, process and timeline, are described in section 4.1.

Selection: The Board will consider the recommendation of the ASC and grant approval to qualified candidates.

Presentation: Presented at the IATA annual membership conference by the Executive Director and/or the President. If the award winner cannot attend the conference, the award is delivered via mail.

Description of the Award: A personalized certificate signed by the Executive Director.

**3.10 Douglas "Stickman" Sherman Scholarship Award** - This \$500 scholarship was originally funded by the Sherman family after Douglas' passing and continues to be funded by other interested parties. The one-time award is presented annually to a high school or first year college student who has made significant contributions to the mission of the IATA and whose dedication to the Trail sets an example for other youth and shows exceptional promise

- History of volunteering with the IATA
- Love of the Ice Age National Scenic Trail and a desire to create, support and protect the trail for future generations.
- Future goals including a degree in environmental, educational or related fields
- Payment is made upon submission of college transcript with a GPA of 2.5, or the equivalent, for the first semester of study

Application: Utilizing the Stickman application form, an applicant that meets the above referenced criteria submits the form to any staff member or member of the Board of Directors by September 30<sup>th</sup> of each year.

Selection: After review by the Executive Director, the application is distributed to the ASC. Consideration of nominations and recommendations to the Board are described in section 4.0

Presentation: Presented publicly by the Executive Director and/or President at the IATA annual membership conference. (A check is prepared and mailed upon satisfaction of the final requirement after his/her first semester)

Description of the Award: A personalized certificate signed by the Executive Director.

#### **4.0 Process and Timeline for Public Awards**

##### **4.1 Award Selection Committee (ASC)**

**4.1.1 Purpose** – To review award nominations and applications for IATA awards described in this policy and make recommendations to the Board of Directors for action.

**4.1.2 Composition** - The ASC will be determined on an annual basis by September 1st by the President, using the following criteria: the Committee will consist of five members that represent the diverse constituency involved with the Trail and include the IATA Executive Director or staff designee, and four IATA constituents (e.g. a mix of Board members, former Board members, active IATA members or public partners.) If a Committee member is later determined to also be an award nominee, the Executive Director or President will select an alternate to serve on the Committee.

**4.1.3 Process and Timeline** - A packet containing all of the nominations will be sent to each member of the Committee by November 1<sup>st</sup>. The ASC will review all nominations and recommend to the Board the nominee who best fills the stated criteria for each award by January 10<sup>th</sup> of the following year. Final selections, based solely on the recommendations of the ASC, are made by the Board of Directors at the January Quarterly Board Meeting.

**4.2 Nominations** – Described for each award in section 2.0

**4.3 Notification** – Described for each award in section 2.0