

**Ice Age Trail Alliance, Inc.**

**Policy:** IATA Awards

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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 Award Selection Committee (ASC)**

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

**2.2 Composition** — Members of the ASC shall be determined on an annual basis by September 1st by the President. The ASC shall consist of the IATA Executive Director

(or staff designee) and four additional IATA constituents (a mix of Board members, former Board members, active IATA members, and/or public partners). If a Committee member is later determined to also be an award nominee, the Executive Director or President shall select an alternate to serve on the Committee.

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

### **3.0 Public Awards**

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

Using the Public Partners Award Nomination Form, any IATA member may submit nomination(s) to the Executive Director no later than September 30th. After review by the Executive Director, the nomination shall be forwarded to the Award Selection Committee (ASC) described in Section 2.0.

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

Each public award shall consist of a robust engraved plaque identifying the award, the recipient's name, and year of receipt.

Public awards shall be presented by the Executive Director and/or the President at a statewide Trail event (ideally the IATA's Annual Membership Conference), public/media event, and/or a special gathering of the recipient's peers.

**3.1 Ray Zillmer Award** — The Ray Zillmer Award recognizes individuals whose work exemplifies the ideals that inspired the establishment of the Ice Age National Scenic Trail. Nominees shall have performed at least three of the following:

- Served the Ice Age Trail for at least 20 years.
- Markedly elevated public awareness of the Trail.
- Secured significant funding.
- Significantly advanced the IATA's mission in some other way.

**3.2 Henry S. Reuss 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.

**3.3 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.

**3.4 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(s).
- 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 have contributed significantly to the ongoing success of the Ice Age Trail. This work may include promotion of the Ice Age Trail through media or personal contacts.

#### **4.0 Internal Awards**

In contrast with public awards, internal awards vary considerably in nomination method, selection process, award type, and presentation venue. Details are included below for each award.

**4.1 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 November each year. For recognizing contributions on a Trailwide basis, any IATA member may submit nomination(s) to IATA staff by February 10th.

Selection: Chapter recipients shall 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 10th, 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 were met. For those nominated for Trailwide efforts, all nominations received by February 10th of each year shall be reviewed by staff, who shall then select 2 recipients by majority vote.

Presentation: Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the award winner cannot attend the conference, the award shall be delivered via mail.

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

**4.2 Spirit Stick Award** — This statewide award symbolizes long-term dedication and volunteer service to the Ice Age Trail and shall be 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: Using the Spirit Stick nomination form, any IATA member may submit nomination(s) to IATA staff. 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 shall be reviewed by staff, who shall then select a winner by majority vote.

Presentation: Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the award winner cannot attend the conference, the award shall be presented at another Trail event or special gathering of the recipient's peers, per the recipient's wishes. The Spirit Stick is a traveling trophy that remains with the recipient for one year. Each recipient's name and the year of his/her award are carved into the stick. A Spirit Stick memorial book shall be maintained with each recipient's memoirs of the past year. An updated copy shall be presented to the prior year's recipient.

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

**4.3 Years of Service Award** — Continuous volunteer service shall be recognized at 10-, 20-, 30-, 40-, and 50-year milestones.

Selection: Chapter leaders and staff work with IATA members to determine “active volunteer since” dates that are entered into the IATA's constituency database. 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's Annual Membership Conference by the Executive Director and/or President. In the event a 10-, 20-, or 30-year award winner cannot attend the conference, the award shall be delivered via mail. In the event a 40- or 50-year award winner cannot attend the conference, the award shall be presented at another Trail event or special gathering of the recipient's peers, per the recipient's wishes.

Description of the Award:

- For 10, 20, and 30 years of service, a personalized certificate signed by the Executive Director along with a pin representative of the years of service.
- For 40 and 50 years of service, a robust engraved plaque identifying the award, the recipient's name, and year of receipt.

**4.4 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 IATA's mission; fostered positive, productive relationships between staff, volunteers, partners, and communities; and served as an exemplary “face of the Ice Age Trail.”

Nomination: A board member may submit a nomination at any time to the President for recommendation to the Board.

Presentation: Presented by the President at the IATA's Annual Membership Conference.

Description of the Award: A robust engraved plaque identifying the award, the recipient's name, and year of receipt and certificate signed by the President.

**4.5 Leadership Memorial** — The Leadership Memorial category recognizes longtime IATA leaders who have passed away.

Nomination: Any IATA member may submit nomination(s) to the Executive Director no later than September 30th. After review by the Executive Director, the nomination shall be forwarded to the Award Selection Committee (ASC).

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

Presentation: The Leadership Memorial award shall be given to a member of the recipient's family at a Trail event or special gathering of the recipient's family and peers, per the family's wishes. The recipient's name shall be added to the list that appears in each issue of *Mammoth Tales*.

**4.6 National Park Service Volunteers In Parks (VIP) Program** — All volunteers are eligible for the National Park Service (NPS) 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, 1000, and beyond. Additionally, each time a volunteer passes a 250-hour increment, they receive a federal Interagency Volunteer Pass covering 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's Annual Membership Conference by NPS staff . If the award winner cannot attend the conference, NPS staff shall send the award to the recipient via mail.

**4.7 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 and safe working practices, effectively lead volunteer crews on- and 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 timeframe.

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 shall be a one-time presentation based upon meeting award requirements. Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the recipient cannot attend the conference, the award shall be presented at another Trail event or sent via mail.

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

**4.8 Crew Leader Emeritus Award** — This award recognizes individuals who have provided a minimum of six years of exemplary and consistently dedicated service as an IATA Crew Leader and have chosen 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 shall review the database referenced in section 4.7 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, shall weigh the merits of the nominee's contributions as a Crew Leader and provide a final determination.

Presentation: Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the recipient cannot attend the conference, the award shall be presented at another Trail event or sent via mail.

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

**4.9 Trail Steward of the Year** — This award recognizes those whose work in any phase of Trail management 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: Any IATA member may submit nomination(s) to the Executive Director no later than September 30th. After review by the Executive Director, the nomination shall be forwarded to the Award Selection Committee (ASC).

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

Presentation: Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the recipient cannot attend the conference, the award shall be presented at another Trail event or sent via mail.

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

**4.10 Douglas "Stickman" Sherman Scholarship Award** — This \$500 scholarship was originally funded by the Sherman Family after Douglas's passing and continues to be funded by the Sherman Family and other interested parties. The one-time award shall be

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. The recipient shall have:

- A history of volunteering with the IATA.
- A 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.

Application: Applicants who meet the criteria outlined above shall complete the Stickman Scholarship application form and submit the form to the Executive Director no later than September 30th. After review by the Executive Director, the nomination shall be forwarded to the Award Selection Committee (ASC).

Selection: The Board shall consider the recommendation of the ASC and grant approval to qualified applicants.

Presentation: Presented at the IATA's Annual Membership Conference by the Executive Director and/or President. If the award winner cannot attend the conference, the award shall be delivered via mail. (IATA staff shall prepare and mail a \$500 check upon receipt of the recipient's college transcript showing a GPA of 2.5, or the equivalent, for the first semester of study.)

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

Appendix A — Ice Age Trail Alliance Awards Timeline and Tasks List

Timeframe and/or deadline	Award type	Item
May – September	Public/Internal	Communications Coordinator promotes awards to IATA members and encourages them to submit nominations
June – August	Public/Internal	President recruits members/finalizes composition of Awards Selection Committee (ASC)
September	Public/Internal	Staff review nominations received to date, make final push for additional nominations
September 30th	Public/Internal	Nominations due for ASC-reviewed awards: <ul style="list-style-type: none"> <li>• Ray Zillmer</li> <li>• Henry S. Reuss</li> <li>• Public Partner</li> <li>• Friend of the Ice Age Trail</li> <li>• Leadership Memorial</li> <li>• Trail Steward of the Year</li> <li>• Stickman Scholarship</li> </ul>
October	Public/Internal	Executive Director reviews/forwards all nominations for awards listed above to President + ASC
October – November	Internal	Chapter leaders encourage chapter members to submit “In the Mud” award nominations
October – November	Internal	Staff review volunteer hours database to identify those eligible for NPS VIP awards.
November – January 10th	Public/Internal	ASC reviews nominations, forwards approved nominees to full board
November – December	Internal	Communications Coordinator promotes Spirit Stick and (both chapter- and non-chapter-based) “In the Mud” awards to IATA members and encourages them to submit nominations
December – January 15th	Internal	At chapter meetings, chapter members review “In the Mud” award nominations and vote to determine recipient.
January Board Meeting	Public/Internal	Final approval of ASC-reviewed nominees
Post-January Board Meeting	Public	Executive Director and/or President reaches out to all public-award recipients to deliver news of award and arrange award presentation
Post-January Board Meeting	Public	Communications Coordinator initiates public-awards promotion through appropriate IATA media channels, including <i>Mammoth Tales</i> , website, email, social media and public news releases, especially in the regions where award-recipients reside
February	Internal	Staff work with chapter leaders to identify those eligible for Years of Service awards
February 10th	Internal	Nominations due for Spirit Stick award
February 10th	Internal	Chapter leaders notify staff of their chapter’s selection for “In the Mud” awards
February 10th	Internal	Nominations due for non-chapter-based “In the Mud” award
February 11th – February 28th	Internal	Staff vote to select Spirit Stick and non-chapter-based “In the Mud” recipients
April	Public/Internal	Award recipients honored at the IATA’s Annual Membership Conference
Summer	Public/Internal	Award recipients honored in first issue of <i>Mammoth Tales</i> following the IATA’s Annual Membership Conference