



FACA 40th Annual Training Conference

“Working Together for 40 Years! Helping People. Changing Lives”

Aug. 12-13, 2020

FACA 2020 Staff of the Year Award Guidelines

Background

FACA introduces a Staff of the Year Award to recognize distinguished and outstanding frontline or support staff, whose extraordinary service to their agency has had a significant impact on citizens with low-income in the communities in which they live.

Eligibility Criteria

The individual nominated must:

- Be a current employee of a current FACA member agency in good standing;
- Have demonstrated extraordinary contributions beyond daily assigned duties to his/her agency which directly impact the citizen’s ability to improve self-sufficiency or the Agency’s ability to improving its service to low-income citizens of the community.

Nomination Procedures

FACA members may nominate a candidate by submitting the following:

- A completed Official Nomination Form (attached);
- A peer recommendation letter;
- Documentation of activities performed outside of assigned duties (e.g. **may** include additional certifications, extended volunteer service at special events, agency specific course taught for low-income residents, etc.)
- A narrative of no more than two pages demonstrating the nominee’s eligibility for this award and supporting material (e.g., press clippings, articles, letters, or photos).

Please adhere to the nomination procedures to ensure the candidates’ eligibility. A committee will review nominations. The nomination packet must include the official nomination form, narrative, and letter(s) of support. If your nominee is selected, the Florida Association for Community Action will request that you provide a three-minute videotape featuring your award nominee which will be presented during the FACA 40th Annual Training Conference.

Selection Process

The CAA Executive Director of the award recipient will be notified by the FACA Awards Committee Chair prior to the Conference and the Award will be presented during the Conference. Nominations must be received by **Friday, July 31** to be considered. The Nominating Agency will be requested to invite the award winner to attend the ceremony and provide travel.



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NOMINATION FORM

This official nomination form, narrative, and the letter(s) of support must be
Typed and received electronically via admin@faca.org by **Friday, July 31**.

Name of Nominee: _____

Name/Title of Nominator: _____

Agency Name: _____

Agency Executive Director: _____

Agency Address: _____

Agency City, State, Zip: _____

Agency Phone: _____ Fax: _____ Email: _____

ANNUAL CONFERENCE

Questions regarding proposal submission may be emailed to admin@faca.org.

40th Anniversary