

2017 Association of Fundraising Professionals, Western New York Chapter

National Philanthropy Day Nominations Guidelines for Submission

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WITH A GIVING HEART

**National
Philanthropy Day®**

About National Philanthropy Day Awards

The Association of Fundraising Professionals' (AFP) annual awards program recognizes outstanding achievement by individual, foundation and corporate philanthropists, fundraising volunteers and professional fundraisers. In philanthropy, such individuals and organizations form a vital partnership with charities and the nonprofit sector to ensure that the needs of all citizens are met. It is right and proper, therefore, that AFP honors those who hold high ethical standards and best exemplify commitment and dedication toward helping society.

Nominating Process

These awards are given in recognition to those individuals and organizations whose life-time or long-term achievements have made a significant impact upon society. Nominations **MUST** be submitted by a current AFP-WNY chapter member in good standing. Nominations may be made by completing one or more of the applicable nomination forms, and emailing a complete nomination to afpwny@afpwnychapter.org. Nominations must be received by **Friday, June 2, 2017 at 5:00 p.m.** The appropriate forms must be completed for all nominations. Nomination forms for each award category are available for download from the AFP-WNY website under "Philanthropy Day – 2017 Philanthropy Award Information".

**** Any person or organization that previously won an award 15 years ago or more is eligible to be nominated again. Therefore, if a person or organization won one of these awards in 2002 or earlier, they are eligible for nomination again for any of the awards.** A list of previous winners is available for download from the AFP-WNY website.**

Selection Process

Honorees will be selected by the Awards Selection Committee, comprised of past award winners and members of the National Philanthropy Day committee. Nominations will be scored on a scale of 1-5 for each set of award criteria:

- 1 = Does not meet award criteria
- 2 = Slightly meets award criteria
- 3 = Satisfactorily meets award criteria
- 4 = Exceeds award criteria
- 5 = Exceptional demonstration of award criteria

The scale rating will be tabulated for each award criteria, and utilized as a guide in determining final award winners. If, in the judgment of the committee, no applications in a particular category meet the criteria, no award will be given in that category. All categories will be awarded having met the association's selection criteria and historical standards of achievement. Please submit a well-written nominations that are the best representation of you, your organization and your nominee; free of errors and typos and broken out into the required, numbered categories. The caliber of professionals reviewing these applications should elicit the best possible nomination submissions.

Presentation of Honors

The individuals and organizations selected will receive their honors at the Association of Fundraising Professionals, Western New York Chapter *National Philanthropy Day Luncheon* on **Wednesday, November 15, 2017**.

Submission Information:

- Nominations are due by **Friday, June 2, 2017 at 5:00 p.m.**
- Nominations must be submitted by a current AFP-WNY Chapter Member in good standing.
- Forms **must** be submitted in MS Word format, via email attachment to afpwny@afpwnychapter.org.
- Additional supporting documentation will **not** be considered.
- As the nominator, if your nominee is selected as a category award winner, you will serve as point of contact for gathering photos, bio information and any necessary company logos by print deadline of **September 8, 2017**. Nominations are reviewed by the awards selection committee. Please ensure they are free of typos and are the best possible representation of you, your organization and your nominee.