

## Unofficial Tips and Guidelines for BCCC Annual Recognition Awards “Suggestions for Submittal Success” January 12, 2017

1. The judging of the Annual CHARACTER Awards submissions is done by a panel of judges selected each year from the BCCC! Board of Directors, all volunteers. The names of the judges are not published and remain anonymous to the public. The judges make their recommendations to the Board as to who receives and who does not receive an award. Note: not everyone nominated receives an award. Unless there is an extraordinary issue, the Board normally approves the panel’s recommendations.
2. The Annual Award is for character demonstrated usually not for one time but sustained over time. Pillar Awards are the usual means of rewarding one-time acts of character.
3. It cannot be emphasized enough: submitters should give very specific examples of the behavior meriting the award. It is unfortunate that nominees go unrecognized because the person submitting the nomination was not specific enough. To be clear, writing essentially the same example over and over in different generalizing words or only that a person is “great,” “fantastic,” “nice,” etc, etc, etc. is not being specific.
4. Awards tend not to be given to individuals who, it may be said, are just doing their jobs. A receptionist, for example, is paid to be friendly.
5. Awards are not meant to be a substitute for a company award. This applies to employers submitting names of employees for work well done.
6. Submittals for employees are tricky in that some bosses as well as other employees may believe that the behavior was expected of anyone (and there may be others) holding that position. Is the award likely to cause jealousy amongst the unrecognized employees?
7. Check the write-ups at [www.character60108.org/awards.html](http://www.character60108.org/awards.html) for examples of behavior that have won awards. Realize that the words used are very short summaries of the submittals; however, they tend to indicate the level of good character effort generally being recognized.
8. Check the webpage mentioned above. Despite previous awardees receiving multiple awards, the current policy is to allow only one award per person.
9. Especially well received are submittals about volunteers or extraordinary (far above and beyond the normally expected) actions done in the course of a paid job.
10. The judges are the judges. Notwithstanding the above guidelines, the successful submitter will somehow convince the judges for that year that the nominee should receive an award. If something is unclear, the judges will likely not contact the submitter to resolve an issue, but may suggest in a letter what might be done in a submittal for the following year.
11. **Bottom line:** be clear, be specific, and nominate for behaviors that are commonly deemed to be exceptional and/or in keeping with the scope of the awards as indicated by previous awards.

As the submitter spends his/her time and the judges spend their time, we all hope to properly recognize character in Bloomingdale, where CHARACTER COUNTS!

*Thanks for your understanding!*

**Bloomingdale CHARACTER COUNTS! Coalition**

*NB: Statistics: recent submittals have ranged between 100-500+ words; 250 words common.*