



2016 Policy Letters, Nomination Forms and Applications

INSTRUCTIONS AND FORMS

Included Within

SCHOLARSHIP POLICY AND APPLICATION FORM OPERATOR OF THE YEAR POLICY AND NOMINATION FORM EMPLOYEE OF THE YEAR POLICY AND NOMINATION FORM AWARD/SCHOLARSHIP NOTIFICATION FORM HEROISM AWARD NOMINATION FORM

► INSTRUCTIONS

Read the applicable policy letter carefully.

Separate form from this booklet.

Read the form with care and supply all the information requested..

*Return the completed form postmarked by **Mar 1, 2016** in the manner prescribed in the pertaining policy letter and on the form itself.*

*All application/nomination forms must be sent by **March 1, 2016** to the ACFSA Office, PO Box 10065, Burbank, CA 91510*

Call with any questions: (818) 843-6608.

► POLICY LETTER

Scholarship Program Guidelines

The purpose of this policy is to set forth guidelines and procedures under which the ACFSA Continuing Education Scholarship Program will be administered. These procedures will aid in the professional advancement of the ACFSA membership.

I. ACFSA Sponsored Scholarships

- A. ACFSA will award scholarships of up to \$750 annually. The number of scholarships to be awarded will be determined by the amount of money donated to the scholarship fund.
- B. Recipients will be selected from each of the five regions. The Board of Directors reserves the right to award scholarships to eligible recipients in other regions, should no applications be received from a specific region.
- C. One new member (with less than one year of membership at the time of application) will be chosen annually through the New Member Scholarship Lottery to receive a scholarship for attendance at the International Conference.
- D. The Immediate Past President or Designee acts as Chair of the Scholarship Committee along with an appointed Professional Partner.

II. Criteria for Application

- A. Applicants must be currently employed in the field of correctional food or farm service on a full-time basis
- B. Applicants must be members of ACFSA in good standing (dues paid) and have been a member for at least the last 12 months. The applicant must also be a member in good standing at the time of award and use of the scholarship. The ACFSA staff will verify this.
- C. A completed, application must be post-marked or electronically time-stamped on or before the designated date. The application must be completed in full and signed by the applicant and his/her supervisor. The supervisor's signature will be considered as both authorization and as a recommendation.
- D. Scholarships are to be used to attend ACFSA conferences or for ACFSA sponsored educational programs. The New Member Scholarship Lottery will award one scholarship annually for attendance to the International Conference.
- E. Members of the ACFSA International Board of Directors are not eligible to receive scholarship awards while in office or for at least 5 years after leaving office. No one directly involved in selecting recipients shall be eligible for an award.
- F. The award of scholarship funds will be selected on a non-discriminatory basis.
- G. A Scholarship Program recipient will not be eligible for another award for a minimum of ten years.
- H. If the awarded scholarship is not utilized within one year of award, the funds will revert to the Scholarship Fund. Under these circumstances, the recipient becomes exempt from the ten-year eligibility requirement.
- I. Scholarships are to be used by the applicant only and are nontransferable.
- J. The following awards include a financial reward and as such only one per calendar year may be received: Scholarship, Correctional Food Service Operator of the Year and Employee of the Year Awards. Region-

al Correctional Food Service Employee of the Year may be received concurrently with a Scholarship or Heroism Award. The Heroism Award may be received concurrently with any other award.

III. Criteria for Award/Selection

- A. Award of the application for scholarship shall be considered on the basis of:
 1. Benefit to the individual for professional growth;
 2. Approval of employer to attend conference;
 3. First time attendees and those who are considered by their region and/or International Board of Directors as potential future leaders;
 4. An objective point system, based upon the pertinent facts of each application;
 5. Scholarship program guidelines.
- B. All expenses must be reimbursed according to the ACFSA Scholarship Reimbursement Instructions. Any unused portion of the scholarship award shall be retained by the ACFSA. Failure to attend a minimum of 75% of conference and/or continuing education program may subject the recipient to a reduction in scholarship funds or voiding of funds awarded.
- C. Scholarship recipients will receive a Letter of Notification of the award of funds and a Letter of Commendation shall be sent to the Agency Head, Institutional Superintendent/Warden/Sheriff or Supervisor of the applicant. In addition, the recipients shall be recognized at the ACFSA International Conference and in INSIDER Magazine.
- D. Scholarship recipients will be required to write a letter or brief article indicating how the use of the scholarship benefited them, their opinion of the quality of the conference or other training program and how it related to their performing their job better upon returning from the scholarship event. This article may or may not be used as part of an article for the INSIDER Magazine or in other ACFSA literature.

Continued on next page.

IV. Time Frames for Scholarship Policy

Mar 1: Application must be postmarked/ electronically time-stamped on or before midnight.

Mar 15: Completed applications will be mailed to Regional Directors within their respective regions. The Regional Director will complete the evaluation process for each applicant and mail or electronically deliver their evaluation forms with the completed applications and their selections to the ACFSA Executive Offices. The ACFSA International Office will then send out a list of the Regional Directors' selections to the rest of the Board of Directors

Mar 25: The Board will note comments/concerns and forward these to the Chair of the Scholarship Committee (the Past President) and his/her committee members. Conflicts/concerns will be resolved at this level. The Past President will review/finalize and tabulate the final results.

The Past President will then notify the Board of Directors of the final decision.

Second Monday in April: Scholarship recipients shall be notified by the President in writing and/or electronically of the award of the scholarship.

Third Monday in April: A drawing shall be conducted for the New Membership Scholarship from all new members of the Association that qualify, as verified by the Executive Director. The winner of the New Member Scholarship Lottery shall be notified by the President in writing.

Participation in and/or fulfillment of requirements for the training program must be completed as the policy requires in order to receive the Scholarship Award.



► POLICY LETTER

Correctional Food Service Operator of the Year

The purpose of this policy is to set forth guidelines and procedures under which the Association of Correctional Food Service Affiliates Operator of the Year award program will be administered. These procedures will honor Active or Life members for outstanding and significant contributions to the operation, management and administration of correctional foodservice.

I. Operator of the Year

- A. The recipient of the one Correctional Food Service Operator of the Year Award will receive up to \$1,000 for travel and expenses to attend the ACFSA International Conference and receive the award.
- B. The recipient of this award will be a manager, director, or administrator who is in complete charge of the foodservice department/division of a correctional institution or system. If the applicant's department consists only of the applicant, he/she is still eligible to apply for the Correctional Food Service Operator of the Year Award.
- C. This award is non-transferable and must be used by the recipient in the year awarded and for the purpose intended.

II. Criteria for Application

- A. Applicants must be currently employed in the field of correctional foodservice on a full-time basis and have been so employed for a minimum period of 18 months.
- B. Applicants must be Active or Life Members of ACFSA in good standing (dues paid) since March 1, 2014. The applicants must also be active members in good standing at the time of award. The ACFSA staff will verify this.
- C. Applicants may be nominated by their supervisors, another ACFSA member, or may nominate themselves, if approved by their supervisors.
- D. A copy of the nomination form must be used to nominate a candidate for award consideration. The form must be completed with as much pertinent information as possible about the candidate's qualifications within the application requirements. No faxes will be accepted.
- E. Completed nominations must be post-marked or electronically time-stamped on or before midnight March 1, 2015.
- F. International Officers and Regional Directors are not eligible to receive this award while in office. No one directly involved in selecting recipients shall be eligible for an award.

G. Recipients may be awarded the Correctional Food Service Operator of the Year Award only one time.

III. Criteria for Award/Selection

- A. The award selection will be based on accomplishments and on a nondiscriminator basis.
- B. Nominations/applications must be completed according to all directions and be neat and legible. If not, the nomination will be void.
- C. The selection of the Correctional Food Service Operator of the Year will be completed by the ACFSA Board of Directors. The Board of Directors may elect to not present the Correctional Food Service Operator of the Year Award in any year that they determine appropriate individuals have not been nominated.
- D. The Awards Committee will use one or more of the following criteria in selecting an individual for the Correctional Food Service Operator of the Year Award:
 - Exceptional Accomplishments
 - Exemplary Leadership
 - Creativity and Innovation
 - Staff Development
- E. The award recipient will be notified in writing by April 1st.
- F. A Letter of Commendation shall be sent to the Commissioner, Warden, and/or Supervisor of the recipient. In addition, the recipient shall be acknowledged at the ACFSA International Conference and in INSIDER Magazine.
- G. Only one International Award or Scholarship may be disbursed in a calendar year. If the award winner has also been designated to receive a scholarship, reimbursement is authorized up to the maximum limit of the largest dollar amount award. Recipients may not receive both in one year. The Heroism Award may be received concurrently with any other award.

IV. Time Frames for Operator of the Year Policy (reviewed on a yearly basis)

- March 1: Applications must be postmarked or electronically time-stamped by midnight.
- March 15: The ACFSA Board of Directors will receive copies of all eligible nominations for review.
- March 26: Ratings (on score sheets) by the ACFSA Board of Directors will be returned to the Past President. The Past President will tally points and notify the Board of Directors of the selection. Resolution of conflicts will be handled at this point.
- April 1: Notification Letters will be mailed to the recipients and their supervisors from the ACFSA International President.

► POLICY LETTER

Correctional Food Service Employee of the Year

The purpose of this policy is to set forth guidelines and procedures under which the Association of Correctional Food Service Affiliates Employee of the Year award program will be administered. These procedures will honor Active or Life members for outstanding and significant contributions to the operation, management and administration of correctional foodservice.

I. Correctional Food Service Employee of the Year

- A. The recipient of the one International Correctional Food Service Employee of the Year Award will receive up to \$1,000 for travel and expenses to attend the ACFSA International Conference and receive the award.
- B. Those who apply for but do not receive the International Employee of the Year Award will be considered for the Employee of the Year Award in their respective regions. The top rated person in each Region who does not receive the International Award will be named the Food Service Employee of the Year for their region at the International Conference. This is not a monetary award. Winners will be presented with an engraved award and will receive recognition both at the International Conference banquet and in ACFSA's INSIDER Magazine. If any of these award winners are unable to attend the banquet, arrangements will be made for the award to be presented within their agency, institution or chapter.
- C. Recipients of this award are line staff (coordinators, cooks, etc.) or persons not eligible for the Correctional Food Service Operator of the Year Award.
- D. This award is nontransferable and must be used by the recipient in the year awarded and for the purpose intended.

II. Criteria for Application

- A. Applicants must be currently employed in the field of correctional foodservice on a full-time basis and have been so employed for a minimum period of 18 months.
- B. Applicants must be Active or Life Members of ACFSA in good standing (dues paid) since March 1, 2014. The applicants must also be active members in good standing at the time of award. The ACFSA staff will verify this.
- C. Applicants may be nominated by their supervisors, another ACFSA member, or may nominate themselves, if approved by their supervisors.

- D. A copy of the nomination form must be used to nominate a candidate for award consideration. The form must be completed with as much pertinent information as possible about the candidate's qualifications.
- E. Completed nominations must be post-marked or electronically time-stamped on or before midnight March 1, 2015.
- F. International Officers and Regional Directors are not eligible to receive this award while in office. No one directly involved in selecting recipients shall be eligible for an award.
- G. Recipients may be awarded the Regional Correctional Food Service Employee of the Year one time. The person may continue to be nominated for the International Correctional Food Service Employee of the Year. Recipients may be awarded the International Correctional Food Service Employee of the Year one time.
- H. The Board of Directors may elect not to present the Correctional Food Service Employee of the Year Award or a specific Regional Correctional Food Service Employee of the Year Award any year that they determine an appropriate individual has not been nominated.

III. Criteria for Award/Selection

- A. The award selection will be based on accomplishments and on a nondiscriminator basis.
- B. The ACFSA Awards Committee will consist of the Board of Directors. Nomination forms will be screened for eligibility. The Board of Directors may elect to not present the Correctional Food Service Operator of the Year Award in any year that they determine appropriate individuals have not been nominated.
- C. Nominations/applications must follow all directions and be neat and legible. If not, the nomination will be void.
- D. The Awards Committee will use one or more of the following criteria in selecting an individual for the Correctional Food Service Employee of the Year award:
- Foodservice and Operations
 - Sanitation Standards
 - Creativity and Innovation
 - Personal Development
- E. Award recipients will be notified in writing by April 1st.
- F. A Letter of Commendation shall be sent to the Commissioner, Warden, and/or Supervisor of the recipient. In addition, the recipient shall be acknowledged at the ACFSA International Conference and in INSIDER Magazine.

- G. Only one International Award or Scholarship may be disbursed in a calendar year. If the award winner has also been designated to receive a scholarship, reimbursement is authorized only to the maximum limit of the largest dollar amount award. Recipients may not receive both in the same year. The Heroism Award may be received concurrently with any other award.

IV. Time Frames for Employee of the Year Policy (reviewed on a yearly basis)

March 1: Applications must be postmarked by midnight.

March 15: The Board of Directors will receive all applications determined to be eligible.

March 26: All scoring will be completed and forwarded to the Past President. The Past President will tally points and notify the Board of Directors of the selection. Resolution of conflicts will be handled at this point.

April 1: Notification Letters will be mailed to the recipients and their supervisors from the ACFSA International President.

The Heroism Award

The Heroism Award will be given to those who have displayed valiant acts of heroism in their job or in their personal life. This is not necessarily an award that is given on a yearly basis. However, more than one person can receive this award per year.

The Recipient will receive a certification of recognition/award to be presented at a State, Regional, or International level, whichever is most convenient to the recipient. A notification letter will be sent to all recipients' supervisors.

The deadline for submission for the 2016 Heroism Award is **March 1, 2016**.

