

Awards Committee				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
4	2 years	1	NO	10/2019

Purpose

The work of the Awards Committee recognizes the achievements and contributions of LQG members.

Process for Adding New Members

Two (2) committee members should be added each year. This provides for 2 members on the committee with 1 year of experience when 2 new members are added. 1 committee member will serve as the Committee Chair during the second year of their term.

Awards

- LQG Life Member:** This is the highest honor given to an LQG member. It is awarded for a lifetime of achievement and significant contributions to the Guild. (This is an award that is infrequently given.)
- LQG Bright Star:** This honor is awarded to an LQG member for consistent achievement and continuing involvement for the betterment of the Guild over a period of time (for achievement beyond the Shining Star level but less than the level of a Life Member.)
- LQG Shining Star:** This honor is awarded to an LQG member for a significant contribution to the Guild. It may be for a single project or for an ongoing project.

Duties

1. The Awards Committee Chair should make an announcement at the July LQG meeting to remind members about the availability of Awards and about the Awards nomination process. Inform LQG members that nomination forms are available 1) from Committee members and 2) on the LQG website.
2. The deadline for nomination forms to be submitted is September 1. Forms should be postmarked on or before September 1 and mailed to the LQG PO Box **or** hand-delivered to the current LQG President on or before September 1.
3. All nomination forms that are submitted by the September 1 deadline will be gathered by the LQG President and given to the Awards Committee for review.
4. The Awards Committee will compare nominations to the list of previous award winners. An LQG member should not receive 2 awards for the same activity.
5. Members of the Awards Committee may write a nomination if they feel there is a deserving LQG member who has not been nominated.
6. Award nominees must receive more than 1 nomination before an award is given. If more than 1 LQG members signs a nomination form, each signature is considered a separate nomination.
7. If the Awards Committee reaches consensus that an LQG member should receive a different award than the one for which the member was nominated, the Committee may change the award designation.
8. Because the guild holds a quilt show every other guild year, and because the job of Quilt Show Chair is such a significant task, the Awards Committee will automatically award the Shining

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Star award to the Quilt Show Chair or Co-Chairs (starting with the 2020 quilt show). No nomination form is required; the Awards Committee should simply include the award with any other awards to be given in October of any guild year during which a quilt show is held. Since the timing of the quilt show can vary, it will be possible for the award to be presented before the quilt show has actually taken place. This is deemed acceptable because much of the Quilt Show Chair's work will already be done and it is deemed important to make sure this award is given consistently.

9. The Chair of the Awards Committee will present a list of award nominations to the LQG Board for approval at the October Board meeting. The Board must give final approval of all awards.
10. All nomination forms for awards not given should be destroyed.
11. Prior to the October LQG meeting, the Chair should ask the President to get the required award pins from the container in the locked cabinet in the Resource Room.
12. A member of the Awards Committee will present pins to award recipients during the October LQG meeting.
13. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
14. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

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LQG Awards Nomination Form	
Deadline: Sept. 1	Nominations required for award: Minimum of 2
<i>LQG Awards will be presented during the October LQG meeting.</i>	

**Nomination forms can be mailed to: LQG Awards
PO Box 6861
Lincoln, NE**

Alternately, nomination forms can be hand-delivered to the current LQG President.

This form may be copied. If submitting more than one nomination, please complete a separate form for each nominee. Do not submit all nominations on one form.

Please be aware that members of the Awards Committee may not be personally aware of your nominee's efforts, so please be specific when detailing your reasons for the nomination. You may attach additional sheets if necessary.

NOMINEE'S NAME: _____

NOMINEE'S ADDRESS: _____
Street City State Zip code

AWARD CATEGORY

Please check the award category that applies to your nomination.

LQG LIFE MEMBER

This is the highest honor given to an LQG member. It is awarded for a *lifetime of achievement in the quilting world* and/or *significant contributions* to the Guild. It is an honor that is infrequently given.

Complete sections A, B, & C below.

LQG BRIGHT STAR

This honor is awarded to an LQG member for *consistent achievement* and *continuing involvement* for the betterment of the Guild over a period of time (for achievement beyond the Shining Star level but less than the level of a Life Member.)

Complete sections A & B below.

LQG SHINING STAR

This honor is awarded to an LQG member for a *significant contribution* to the Guild. It may be for a single project or for an ongoing project.

Complete section A below.

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LQG Awards Nomination Form -- Section A

Deadline: Sept. 1

Nominations required for award: Minimum of 2

Complete for nomination of LQG Shining Star, LQG Bright Star, or LQG Life Member.

NOMINEE'S NAME: _____

NOMINEE'S ADDRESS: _____

Street

City

State

Zip code

SECTION A

1. List the project or projects your nominee has been involved with:

2. How long has s/he been involved with the project or projects? If more than one project, list each project separately and the length of involvement for each one.:

3. Why do you feel your nominee should receive this award?

Nomination for **LQG Shining Star Award** submitted by: _____

Contact information for LQG member submitting **LQG Shining Star Award** nomination:

Mailing Address: _____

Email: _____

Phone: _____

Nomination for LQG Shining Star Award supported by the following LQG members:

Signature(s)

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LQG Awards Nomination Form -- Section B	
Deadline: Sept. 1	Nominations required for award: Minimum of 2
Complete for nomination of LQG Bright Star or LQG Life Member.	

NOMINEE'S NAME: _____

NOMINEE'S ADDRESS: _____
Street
City
State
Zip code

SECTION B

5. How long has your nominee been active or involved in quilting?

6. How long has your nominee been a member of Lincoln Quilters Guild?

7. In what capacity has your nominee served LQG? List all Officer positions, Committee Chair positions, Committees served on, or other volunteer activities.

8. What do you feel is your nominee's main contribution to Lincoln Quilters Guild?

Nomination for **LQG Bright Star Award** submitted by: _____

Contact information for LQG member submitting **LQG Bright Star Award** nomination:

Mailing Address: _____

Email: _____

Phone: _____

Nomination for LQG Bright Star Award supported by the following LQG members:

 Signature(s)

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LQG Awards Nomination Form -- Section C	
Deadline: Sept. 1	Nominations required for award: Minimum of 2
Complete for nomination of LQG Life Member.	

NOMINEE'S NAME: _____

NOMINEE'S ADDRESS: _____
Street City State Zip code

SECTION C

9. How is your nominee involved in the quilting world beyond Lincoln Quilters Guild?

10. What do you feel is your nominee's **MAIN** contribution to the quilting world?

11. List your nominee's quilting achievements (e.g. scholarly writings, quilt making, research, leadership, conservation, teaching, etc.):

12. Why do you feel your nominee deserves the LQG Life Member Award rather than the LQG Bright Star Award?

Nomination for **LQG Life Member Award** submitted by: _____

Contact information for LQG member submitting **LQG Life Member Award** nomination:

Mailing Address: _____

Email: _____

Phone: _____

Nomination for the LQG Life Member Award supported by the following LQG members:

 Signature(s)

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