

# FAHU AWARDS GUIDE



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## **FAHU AWARDS GUIDE**

Welcome to the FAHU Awards Guide. The information in this guide is designed to help you successfully apply for FAHU Awards each year. As the local Awards Chair for your chapter, you have a big role in your chapter. At the beginning of each award year, you should work with your Chapter President to plan activities specifically designed to earn points for each award. Prior to the awards submission deadline, consult your Chapter President and Board to decide who will be nominated for each award.

In addition, take time to familiarize yourself with the NAHU awards. All of the information for the NAHU awards can be found at [www.nahu.org](http://www.nahu.org) in the member area. If you haven't done so, it may be a good idea to go ahead and form an Awards Committee to help gather all the required documentation throughout the year.

### **Resources:**

If you have questions throughout the year, please reach out to the FAHU Awards Chair. If you're not sure who this person is, you can check the FAHU website, [www.fahu.org](http://www.fahu.org) or ask the FAHU Executive Director at [fahu@fahu.org](mailto:fahu@fahu.org).

### **Requirements:**

In order to receive points for a specific item, documentation must be submitted. Failure to submit the documentation will result in points not being counted. Examples of documentation include but are not limited to copies of sent emails, meeting minutes, agendas, newsletters, outside recognition, thank you letters received, newspaper articles, press releases. Failure to tally points will result in the award submission being declined. In addition, award submissions received without the original application form will not be accepted. Rekeyed or retyped application forms will not be accepted.

### **Timeframes:**

The qualification period for *all* FAHU Awards is July 1 to June 30 each year. All submissions must physically be received by midnight on July 7 via email or mail. A postmarked date of July 7 will not be accepted. If July 7 should fall on a Sunday, then submissions will be accepted on Monday July 8.

### **Rules:**

Only FAHU members are eligible. Executive assistants and directors of the association are eligible only at the nomination by their employing board for activities above and beyond their paid responsibilities.

### **Selection:**

All Award Recipients are selected by the FAHU Awards Committee which carefully reviews all applications and documentation submitted. In making its selection, the committee looks for contributions above and beyond the call of duty without regard to personal gain. Nominations must be supported by accompanying statements that details the accomplishments of the candidate. Award Recipients will be announced at the Annual FAHU Awards Event.

# Volunteer of the Year

## FAHU Award Application

*The nominee for this award should be an individual member that volunteers at least 30 hours per year to our association through dedicated service at the STATE level. In addition, the Volunteer of the Year also knows the importance and value in giving his/her time to other organizations and charities. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_

2. Year's in the insurance industry: \_\_\_\_\_

3. Designations or special education earned during Award Year: \_\_\_\_\_

4. Positions held in local or state AHU's: \_\_\_\_\_

5. Positions held in other organizations: \_\_\_\_\_

6. Number of hours community service: \_\_\_\_\_

7. Outline of accomplishments at local or state AHU including number of service hours provided to association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Board Chair, FAHU Officer, Board Member, Chapter President:

\_\_\_\_\_

Name of Association: \_\_\_\_\_

Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.

# Technology of the Year

## FAHU Award Application

*The nominee for this award should be an individual member that used technology to provide better communication to its chapter members and/or prospective members. Examples include but are not limited to an email marketing campaign to increase membership or meeting attendance, an improved or new chapter website, and/or industry related webinars to clients. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_

2. Year's in the insurance industry: \_\_\_\_\_

3. Designations or special education earned during Award Year: \_\_\_\_\_

4. Positions held in local or state AHU's \_\_\_\_\_

5. Describe in detail the technology used by the member: \_\_\_\_\_

\_\_\_\_\_

6. What was the result of the technology used? Cost savings, membership increase etc.? \_\_\_\_\_

\_\_\_\_\_

7. How many hours were dedicated to implement the technology? \_\_\_\_\_

8. Did the technology result in any new policies and procedures for the chapter? If so, please provide documentation? \_\_\_\_\_

Signature of Board Chair, FAHU Officer, Board Member, Chapter President:

\_\_\_\_\_

Name of Association: \_\_\_\_\_

Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.

# Special Service FAHU Award Application

*The nominee for this award should be an individual member that excels above and beyond the call of duty on a LOCAL chapter level. Examples of special service include but are not limited to coordinating a chapter fundraiser, membership drive, and/or CE event. There may be multiple award receipts for this award. The qualification period for this award is July 1-July 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_

2. Year's in the insurance industry: \_\_\_\_\_

3. Designations or special education earned during Award Year: \_\_\_\_\_

4. Positions held in local or state AHU's: \_\_\_\_\_

5. Describe in detail the details of the special service including any measurable results. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Board Chair, FAHU Officer, Board Member, Chapter President:

\_\_\_\_\_

Name of Association: \_\_\_\_\_

**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**

# The David Saltzman Award For Excellence in Journalism or Public Speaking

## FAHU Award Application

*The nominee for this award should be an individual member that has demonstrated excellence in either journalism or public speaking. David Saltzman has served our membership for many years, establishing himself as the spokesperson for FAHU, both from the podium and in print. He continues to be an active NAHU member. For a member to be nominated for this award is a great honor because David is known not only for his professional character but also his ability to bring humor to every situation. A nominee should be a deserving member who has created a body of work in journalism and/or public speaking. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_
2. Year's in the insurance industry: \_\_\_\_\_
3. Designations or special education earned during Award Year: \_\_\_\_\_
4. Positions held in local or state AHU's: \_\_\_\_\_

### Criteria:

1. Demonstrated significant contribution of time and talent to further the health insurance industry by either publishing or making presentations multiple times covering topics relating to health care, its allied fields, legislative issues or life insurance. Topics include but are not limited to:
  - ? Health Care
  - ? Legislation
  - ? Disability
  - ? Sales/Motivation
  - ? Dental
  - ? Long Term Care
  - ? Compliance Issues
  - ? Work Site Marketing
  - ? Senior Market
2. Presentations or publications must be made to insurance industry and/or community organizations.
3. Copies of all print articles must be submitted.
4. Testimonial letters and outline of presentation for each public speaking engagement must be submitted.

- 5. Candidates may submit their own criteria or assist sponsoring Association.
- 6. A previous recipient of this award may be nominated if at least seven (7) years have passed since receipt of last award.

**Signature of Board Chair, FAHU Officer, Board Member, Chapter President:**

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**Name of Association:**

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**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**

# Herb Rough Education Award

## FAHU Award Application

*The nominee for this award should be an Education Chair at a LOCAL chapter that embodies the standards set forth by Herb Rough. For several years, Herb Rough was the FAHU Education Chair. During that time he established the FAHU School allowing us to provide valuable CE to our members. Mr. Rough implemented the FAHU Speakers Bureau that provided local chapters resources to offer quality programs to its members. In addition, he was President of the Gold Coast (Broward) chapter for two years.*

*Multiple Certificates of Achievements may be awarded to individuals that have completed 8 of the 17 items below. One (1) Excellence of Achievement will be selected from all candidates nominated. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member:
2. Year's in the insurance industry:
3. Designations or special education earned during Award Year
4. Positions held in local or state AHU's

Please "X" all items accomplished and provide documentation.

1. Offer one CE per quarter
2. At least one designation CE class (RHU, REBC, MHP).
3. Invitation letters to non-members
4. At least one Legislation CE program
5. Offer twelve hours of CE or more per year to local chapter
6. 25% of all CE attendants were non-members
7. Two articles in Newsletter (not promotions, but informative items)
8. Thank you notes to non-members that attended CE's (submit copy of one)
9. CE involving the public and/or clients such as COBRA or HIPAA
10. Education Committee has at least 4 committee members (list names and responsibilities)
11. Attend at least one FAHU CE Workshop (leadership training or strategic planning session)
12. The use of any FAHU School sponsored CE course
13. Create CE net revenue gain for local chapter
14. Suggest your replacement to chapter President-Elect (could be yourself)
15. Attend FAHU Symposium
16. Chair replacement attends FAHU Symposium
17. Other:

**Signature of Board Chair, FAHU Officer, Board Member, Chapter President:**

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**Name of Association:**

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**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**

# Dan Yount Outstanding Floridian of the Year Award

## FAHU Award Application

*The nominee for this award should be an individual member that has contributed outstanding service to the STATE chapter. Dan Yount was president of the SW Florida chapter and was involved heavily in industry activities both in and out of FAHU. He was also FAHU president. Shortly after serving his term, he passed away at a young age. Those that knew him felt that he was the model FAHU member, citizen and human being that we should all strive to be. This award replaced the FAHU member of the Year Award in his honor. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_

2. Year's in the insurance industry: \_\_\_\_\_

3. Designations or special education earned during Award Year: \_\_\_\_\_

4. Positions held in local or state AHU's: \_\_\_\_\_

5. Please list nominee's accomplishments with the state chapter: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Board Chair, FAHU Officer, Board Member, Chapter President:  
\_\_\_\_\_

Name of Association: \_\_\_\_\_

**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**

# FAHU Chapter of the Year Award

## FAHU Award Application

**One award will be given the Small Chapter of the Year (90 members and under) and one for the Large Chapter of the Year (over 90 members). Whether you qualify as a large or small chapter will be determined on Jan.1 of each year. Items with an asterisk (\*) require documentation. Please arrange documentation by application section and number. The qualification period for this award is July 1-June 30.**

**Chapter's Name:** \_\_\_\_\_

**I. Local Meetings**

- |    |  |            |                   |
|----|--|------------|-------------------|
| 1. | Holding a local Sales Symposium or CE Seminar *<br>(Minimum of 5 hours)        |            | 1 x 50 pts. _____ |
| 2. | Holding regularly scheduled local membership meeting *<br>(Min of 10 Meetings) | Monthly    | 1 x 50 pts. _____ |
|    |  | Bi-Monthly | 1 x 25 pts. _____ |
|    |  | Quarterly  | 1 x 15 pts. _____ |
| 3. | Holding an annual Strategic Planning meeting *                                 |            | 1 x 25 pts. _____ |

**Bonus Points for each additional sponsored meeting or event occurring during the review period. \* (Maximum of 50 points)** \_\_\_\_\_ x 10 pts. \_\_\_\_\_

(Meetings can only be counted here as long as they are not counted under another section. Regularly scheduled meetings or special board meetings cannot be counted here.)

**II. Legislative Activity**

- |    |   |  |                       |
|----|---|--|-----------------------|
| 1. | Holding legislative content meetings * <b>(Maximum of 50 points)</b><br>Can include chapter membership meetings (as long as they are legislative programs and not just legislative updates) and special legislative meetings. |  | _____ x 10 pts. _____ |
| 2. | Legislative Chair/Co-Chair on monthly legislative conference calls <b>(Maximum of 50 points)</b>  |  | __ x 5 pts. _____     |
| 3. | Regular interaction with legislators * <b>(Maximum of 50 points)</b><br>(show documentation of regular visits, emails, phone calls)   |  | _____ x 10 pts. _____ |
| 4. | Legislative Chair at State Legislative Conference   |  | 1 x 50 pts. _____     |
| 5. | Legislative Chair at NAHU Cap Conference  |  | 1 x 50 pts. _____     |
| 6. | Member attendance at State Legislative Conference <b>(Maximum of 75 points)</b>   |  | __ x 25 pts. _____    |
| 7. | Member attendance at NAHU Cap Conference <b>(Maximum of 75 points)</b>  |  | __ x 25pts. _____     |

**Bonus Points for each additional special Leg event such as Fly-ins or State Summit event occurring during the review period. \* (Maximum of 50 points)** \_\_\_\_\_ x 10 pts. \_\_\_\_\_

**III. Local Communication**

- |    |   |  |                   |
|----|---|--|-------------------|
| 1. | Chapter Newsletter * (submit examples of mailed or emailed newsletters) |  |                   |
|    | Single-Page quarterly   |  | 1 x 10 pts. _____ |
|    | Single-Page monthly   |  | 1 x 25 pts. _____ |
|    | Multi-Page quarterly  |  | 1 x 25 pts. _____ |
|    | Multi-Page monthly  |  | 1 x 50 pts. _____ |
| 2. | Maintain Chapter Website *  |  | 1 x 50 pts. _____ |

- |                                |  |  |                      |
|--------------------------------|--|--|----------------------|
| 3.                             | Email or fax broadcast system to membership *<br>(outside regular meeting invites can be leg updates, special programs)  |  | 1 x 15 pts. _____    |
| 4.                             | Publish Chapter newsletter on website*   |  | 1 x 25 pts. _____    |
| <b>IV. Media Relations</b>     |  |  |                      |
| 1.                             | Exposure of events through news media *<br>(i.e. radio, TV, newspaper) <b>(Maximum of 125 points)</b>  |  | ___ x 25 pts. _____  |
| 2.                             | Establish database of media contacts in chapter's area *   |  | 1 x 15 pts. _____    |
| 3.                             | Make presentations on NAHU health care issues<br>to community/civic groups * <b>(Maximum of 50 points)</b>   |  | ___ x 10 pts. _____  |
| <b>V. Membership/Retention</b> |  |  |                      |
| 1.                             | Sponsoring chapter membership campaign and/or contests * <b>(Maximum of 75 points)</b><br>Must show formal membership contest and promotion methods,<br>with incentives to encourage membership recruitment. |  | ___ x 25 pts. _____  |
| 2.                             | Net Membership gain during the award period 7/1 through 6/30 (FAHU will verify)  |  |                      |
|                                | 21% or more  |  | 1 x 100 pts. _____   |
|                                | 11% to 20%   |  | 1 x 75 pts. _____    |
|                                | 5% to 10%  |  | 1 x 50 pts. _____    |
| 3.                             | Membership Chair/Co-Chair on monthly conference calls <b>(Maximum of 50 points)</b>  |  | ___ x 5 pts. _____   |
| 4.                             | Holding separate membership strategic planning session *   |  | 1 x 50 pts. _____    |
| 5.                             | New member orientation meetings <b>(Maximum of 50 points)*</b>   |  | ___ x 25 pts. _____  |
| 6.                             | Member retention during award period 4/1 through 3/31 (FAHU will verify)   |  |                      |
|                                | 85% or more  |  | 1 x 100 pts. _____   |
|                                | 80% to 84.99%  |  | 1 x 75 pts. _____    |
|                                | 76% to 79.99%  |  | 1 x 50 pts. _____    |
| <b>VI. Public Service</b>      |  |  |                      |
| 1.                             | Sponsoring chapter public service projects * <b>(Maximum of 50 points)</b>   |  | ___ x 10 pts. _____  |
| 2.                             | Total dollars raised for all projects* <b>(Maximum of 50 points)</b>   |  |                      |
|                                | \$1,500 +  |  | ___ x 50 pts. _____  |
|                                | \$1,000 to \$1,499   |  | ___ x 35 pts. _____  |
|                                | \$500 to \$999   |  | ___ x 25 pts. _____  |
|                                | \$100 to \$499   |  | ___ x 15 pts. _____  |
| <b>VII. FHU CCE</b>            |  |  |                      |
| 1.                             | Chapter Contributions to FL Leg Fund* <b>(Maximum of 75 points)</b><br>(DO NOT count individual donations here)  |  |                      |
|                                | \$1500 +   |  | ___ x 75 pts. _____  |
|                                | \$1000 - \$1499  |  | ___ x 50 pts. _____  |
|                                | \$500 - \$999  |  | ___ x 25 pts. _____  |
|                                | \$100 - \$499  |  | ___ x 15 pts. _____  |
| 2.                             | Having individual members contributing \$100 or more<br>to Florida FHU CCE *   |  |                      |
|                                | 21% +  |  | ___ x 100 pts. _____ |
|                                | 11% to 20%   |  | ___ x 75 pts. _____  |
|                                | 5% to 10%  |  | ___ x 50 pts. _____  |

**VIII. Education/Awards**

1. Percentage of total membership receiving a new industry designation during the award period 7/1 – 6/30\* (i.e. RHU, REBC, HIA, MHP, CLU, CEBS)  
Membership # will be based on 1/1 count.
 

At least one member up to 5%	1 x 15 pts. _____
5% to 9%	1 x 25 pts. _____
10% +	1 x 50 pts. _____
  
2. Continuing Education Hours sponsored by chapter \*
 

20+ CE hours	1 x 50 pts. _____
15 to 19 CE hours	1 x 35 pts. _____
10 to 14 CE hours	1 x 25 pts. _____
5 to 9 CE hours	1 x 15 pts. _____
  
3. Number of CE courses sponsored by chapter \*
 

10+ courses	1 x 40 pts. _____
5 to 9 courses	1 x 30 pts. _____
1 to 4 courses	1 x 20 pts. _____
  
4. Holding an awards recognition service for new RHU, REBC, MHP, LPRT and other industry designations obtained by members \*
 

	1 x 25 pts. _____
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**IX. SPECIAL EVENT ATTENDANCE**

1. Percentage of total member attendance at FAHU symposium \*
 

up to 5% of membership	1 x 15 pts. _____
5% to 9% of membership	1 x 25 pts. _____
10% to 19% of membership	1 x 50 pts. _____
20% + of membership	1 x 100 pts. _____
  
2. Annual NAHU regional meeting attendance \* (**Maximum of 100 points**)
 

	__ x 25 pts. _____
--	--------------------
  
3. Attendance at FAHU sponsored workshops by incoming officers and/or Chairs\* (leadership or strategic planning sessions) (**Maximum of 100 points**)
 

	__ x 10 pts. _____
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**X. CHAPTER MANAGEMENT**

1. Proposed chapter budget for next fiscal year including sources of proposed revenues, utilizing FAHU suggested format\*
2. Policies and procedures authorizing who and how members are to act on behalf of the association\*
3. Bylaws of local chapter\* (updated last 5 years)
4. Articles of incorporation or association\*
5. IRS Tax exempt letter\*
6. Previous 12 month's treasurer's reports including balance sheet and income statements.\*
7. Costs and revenues associated with a newsletter filed on a completed form 990-T\*  
**(Must submit all items for total points)**

	1 x 100 pts. _____
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**TOTAL POINTS** \_\_\_\_\_

**Signature of Board Chair, FAHU Officer, Board Member, Chapter President:**

**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**

# FAHU Emerging Leader Award

## FAHU Award Application

*The nominee for this award should be an individual member with less than five years as an association member that has contributed significantly above and beyond what is normally called for in connection with a local or state association. The qualification period for this award is July 1-June 30.*

Member's Name: \_\_\_\_\_

1. Number of years as association member: \_\_\_\_\_

2. Year's in the insurance industry: \_\_\_\_\_

3. Designations or special education earned during Award Year: \_\_\_\_\_

4. Positions held in local or state AHU's: \_\_\_\_\_

5. Describe nominee's accomplishments with association: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Board Chair, FAHU Officer, Board Member, Chapter President:

\_\_\_\_\_

Name of Association: \_\_\_\_\_

**Please attach any supporting documentation. Your submission must include this original application form or it will not be considered.**