



Dear Chapter and Club Presidents:

It is time to share your pioneering stories of the past year. We hope you are busy collecting data on your community service projects and plan to submit at least one entry for our 2025 ITPA Awards Program. Chapters and Clubs who have submitted their 2024 Annual Report Forms are eligible for the ITPA Awards Program.

Please read this packet in its entirety, and use the forms from this packet only, as some items and requirements may have changed.

Chapters and Clubs may elect to receive a certificate and check for the charity of their choice instead of a plaque for a winning first, second, or third-place entry. Checks, certificates, and plaques will be presented at the ITPA Annual Spring Assembly Awards Ceremony in April.

Enclosed you will find the descriptions of the award categories, general information, entry procedures, and forms. They should be shared with your members and project chair to stimulate interest and enthusiasm.

Be sure to read the entry procedures carefully.

Follow the instructions and submit your application(s) on the forms provided or your project may be disqualified. You may copy the forms locally if additional copies are required. In addition, all forms are on the ITPA web page at www.nationalitpa.com.

If your project is selected, you may be required to provide additional photographs for our awards display and the presentation ceremonies.

Please be aware of the following deadlines:

February 6, 2025, Chapter/Club Presidents must submit all entries to their respective Regional Vice President. If you are close to meeting the deadline for submissions, please overnight the submission via FedEx, UPS, or US Postal Mail. **Entries postmarked after February 6, 2025, will have points deducted from their entries.**

February 20, 2025, Regional Vice Presidents must submit all eligible entries to Ann Beck, Awards Chair.

Awards will be presented during ITPA's 33rd Annual Spring Assembly.

For additional information or clarification, please contact the ITPA National Office at 912-408-4872 or e-mail itpa@telecom-pioneers.net.

On behalf of ITPA and the Awards Committee, I wish you great success with your award entries.

Sincerely,
Ann Beck
Chair, National Awards Committee

***The 2025
Independent
Telecommunications
Pioneer Association***



National Awards Program



2024 ITPA National Awards

When recognized, the accomplishments of the past serve as the building blocks and incentives for the future.

General Information

Awards are presented each year to officially recognize Chapters, Clubs, and individuals who have exemplified the principles of Pioneering.

A National Awards Committee whose chairperson is appointed by the National President each year administers the program. The committee chairperson picks a diversified group of active Pioneers to be on this committee.

Detailed procedures, judging criteria, and nomination forms are mailed to each Chapter and Club president. Winning submissions are selected by the award committee.

Competition in National Award categories is broken down into Chapter and Club size classifications (except Pioneering Excellence, New/Renewal, and Founder's Awards)
Class sizes have changed, please be aware of the class you are submitting in.

- Class A 1-25 members
- Class B 26-75 members
- Class C over 76 members

Class size must reflect a Chapter or Club's membership as of September 30 of the previous year. (For Example, your Club or Chapter membership number in September 2024 is what should be included for submissions in 2025.) Chapter membership includes all affiliated Clubs. Awards for first, second, and third place are given (if appropriate) for each size classification within an award category. **The awards committee is not required to give an award simply because there is a submission. Each submission must meet all the criteria outlined in the award's package.** The award committee retains the right to give an honorable mention to a club or chapter or to move a submission from one category to another category if needed.

ENTRY PROCEDURES

To submit nominations for the Community Service, Spirit of Service, National ITPA Project, Pioneering Excellence, John Knox Johnston or Founders Award, the Chapter or Club must:

1. Complete the two-page entry form.

Forms in this packet must be used when submitting a project application.

Page 1 Complete the Award Application Routing form. (Must complete one per each entry)

Page 2 Complete Application Form. Fill in specific information about the project. Be careful to read each line and answer the questions for that line. If you have any questions, feel free to call the Awards Chair, Ann Beck.

Page 3 Write a double-spaced narrative. The narrative must clearly define the need for any objectives of the project, explain the steps taken to find a need, identify a solution, spell out the action taken (including fundraising efforts) and finally, describe the immediate and future impact on the membership and the community. **REMEMBER the narrative is the most important element of your entry. We know nothing whatsoever about your project.**

2. If available, attach newspaper articles, pictures, booklets, flyers, social media, etc., which support the submission. For hard copy submissions please attach them to a page and then place them in your notebook---that way the additional articles etc. will not be lost.) **Note: Many clubs/chapters put additional items in sheet protectors, glue or tape the attachments to paper, and then place them in a notebook to ensure they stay attached.** Highlight information pertaining to your project. Digital submissions should follow the same advice. **ATTACHMENTS SHOULD NOT EXCEED 15 PAGES, FRONT, AND BACK OR A TOTAL OF 30 SIDES. This does not include your write-up or application.**

3. **Submit your entry in one of two ways. A standard 10 x 11 1/2" soft cover 3-ring binder or you may submit a digital packet and email each award packet separately following the exact same directions on the digital copy as you would on hard copies.** Deadlines will be the same for both digital and hard copy submissions. The presentation should be neat, complete, organized, and include good photography. Elaborate presentations and special effects are not necessary.

4. Digital submissions must submit a separate email with the digital form outlining the packets to be sent. **The digital form is included at the end of this packet.**

5. If you are submitting more than one nomination, submit them in separate binders or separate emails.

6. Only one project per category will be accepted

7. Review the judging criteria at the end of this packet to make sure your submission meets all requirements for a standout submission!!

8. When filling in and printing the forms, you may remove the notations in parentheses.

An entry will be disqualified and returned if it does not follow the established procedures outlined above.

Deadlines

February 6, 2025: All entries must be mailed or emailed to the Region Vice-President.

February 20, 2025: All entries must be mailed to Ann Beck - Awards Chair.

Eligibility

Any activity that benefits the community, Pioneer members, telephone employees, and their families or the industry will be eligible. Projects may be one-time or continuing but must have been performed at some point in the current awards period, January 1, 2024–December 31, 2024.

The Awards Committee reserves the right to re-categorize applications if deemed necessary.

Contact your Region Vice President for clarification.

Region 1 Vice President Gregg Klatsky: bacon@baconllc.net

Region 2 & 3 Vice President Darlene Roll: droll1998@gmail.com

Region 4 Nancy Schnitzer: schnitzerhome@comcast.net

Ann Beck: AnnThomasBeck@gmail.com

Judging

Judging will be based on the following criteria. The weighted maximum score given to each criterion is indicated in parentheses:

1. Participation (10)

Number of Pioneers and volunteers involved? Were other organizations or groups enlisted to help during any stage of the project?

2. Impact (10)

Future impact, and outreach potential. Geographical area or community served.

3. Innovation (10)

The degree of originality and creativity offered by Pioneers. Unique solutions are devised to solve problems and meet needs. Any unusual obstacles that were overcome.

4. Effectiveness (10)

Were your project goals achieved?

5. Recognition (10)

How well did you promote your project? Examples: Email, flyers, posters, etc. Did your Chapter or Club or company receive recognition as a result of the project? Examples: Thank you notes, newspapers, TV, radio, social media, etc.

6. Presentation (10)

Physical presentation of submission. Make sure the judges, who are total strangers to you and your project, fully understand your accomplishments.

7. Outstanding Submission (5)

Judges will be able to give from one to five extra points for an outstanding submission at the individual judge's discretion.

Community Service Award Categories

Purpose

Community Service Awards are the highest form of recognition that a Chapter or Club can receive for its local service activities. This award is designed to identify and applaud excellence. Successful Pioneer projects recognize a need. Pioneers must find a solution, create a plan of action, recruit volunteers, and resolve the problem.

Entries may be submitted in any or all of the three categories. Chapters or Clubs may have undertaken several outstanding projects but may enter **ONLY ONE PROJECT** in each category. Additional activities that support a specific category should be noted in the accompanying materials. Each submission must be limited to projects that relate to the main event. **Mixing of projects in submission will cause your project to be rejected.**

Community Enhancement

These are projects which will help the entire community, not just one group or individual. Public education and community awareness fall into this category. Health fairs, health screenings, and public information programs are all examples of community enhancement projects. Volunteering during community events and walks to raise money for community awareness also falls into this category. Relay for Life, March of Dimes, Alzheimer's Walk, and Health Fairs are all examples of activities that come within this category.

Human Services

These are projects that provide a tangible service in the form of products or devices. It could also include building or work performed on an existing structure or device. This could include the provision of clothing or food, building reconstruction, or any project where a physical product exists. Financial support is also appropriate, as long as the fund-raising efforts are documented. The donation of items such as food, clothing, vehicles, or toys would come under this category.

Life Enrichment

These are projects that entertain or provide a "human touch" element. Parties for blind children; bingo at nursing homes; "huggers" at the Special Olympics and other programs that involve one-on-one interface are examples of projects to include in this category.

Additional Award Categories

Spirit of Service

The Spirit of Service Award recognizes Chapter and Club activities, which publicly promote the value of telecommunications. Historical endeavors, written histories, museum projects, and community events promoting your club/chapter or sponsor company are examples of submissions appropriate in this category.

ITPA National Project

The National ITPA Project Award is designed to foster a sense of unity throughout the organization. While participation is not mandated, the National ITPA Project campaign provides an opportunity for all Chapters and Clubs to work toward common charitable goals. This award recognizes innovative and special efforts to support national projects. While monetary contributions are important, greater emphasis is placed on ingenuity and participation. National ITPA Projects include Alzheimer's disease, Blood drives, Disaster relief efforts, Education, and Troop Support.

Pioneer Choice

The Pioneer Choice may be used at the discretion of the Chapter or Club for projects that are unique and do not fit into either of the above five categories **or** for a project that the Chapter or Club feels is worthy of submission even though it can be placed into one of the other categories. This category gives Chapters and Clubs the ability to submit projects that fit in the same category without being penalized.

Regional and National Awards Categories

John Knox Johnston Award

The John Knox Johnston Award is the highest honor the Independent Telecommunications Pioneer Association can bestow to one person in a region. The recipient must be or have been a pioneer member who consistently, over a period of years, made significant contributions to his or her community through the pioneers' activities and its goals. The John Knox Johnston Award is given by the Region Vice President.

Founder's Award

The Founder's Award is presented in recognition of the Chapter or Club which achieves the best overall performance during the Pioneer year. The Chapter or Club must have had at least one entry in the Community Service Award category and an entry for Spirit of Service. Additionally, the group must have participated in a national project, held an active membership campaign, and sponsored at least one fellowship/social activity designed for a majority of the membership. Award submissions should be made by the club or chapter with a letter of recommendation from the region's vice president.

Pioneering Excellence National Award

The Pioneering Excellence Award is the highest honor the Independent Telecommunications Pioneer Association can bestow to one individual annually. The recipient must be or have been a Pioneer member who consistently, over a period of years, made significant contributions to his or her community through Pioneer activities and its goals. Only one Pioneer may be recognized each year.

Award Application Routing Form

(A separate routing form must accompany each award nomination.)

To: (Region Vice President)
From: (Chapter or Club President)
Date Postmarked:
Date Emailed:

The attached national award application has been reviewed as required and should be forwarded to the National Awards Committee by February 22, 2024

To: **NATIONAL AWARDS COMMITTEE**
From: (Region Vice President)
Date:

The attached national award application has been reviewed as required and meets the eligibility requirements outlined in the 2024 booklet.

Region Vice President

Application Form

(A separate application must be completed for each submission)

Chapter or Club Name /Number _____ Region ____
Chapter/Club President _____
Application form prepared by _____
Email address _____ Phone _____

Number of Members (as of September 30th of the previous year) Class: _____

Name of Project _____

Awards Category-check appropriate category

- Community Enhancement
- Human Services
- Life Enrichment
- Spirit of Service Award
- National Project Award
- Pioneer Choice

Please list any additional materials that are available: _____

1. Number of Pioneers and volunteers involved in carrying out the event/project. _____

2. Number of Pioneer and volunteer hours devoted to the project (Include time spent planning, fundraising, and finalizing the activity, as well as the activity itself.) _____

3. Were any other groups or organizations involved in planning or executing the project?

Yes No

If "yes" please list the groups or organizations involved:

4. How much money was required for this project? _____

5. Did you secure any donated goods (i.e., printing, food, auction items)?

6. This project:

Is new this year Is an ongoing project

7. What is the project goal?

Project Description

(Please use this page or a separate title page to provide an informative description of the project. The submission must be typed, double-spaced and should not exceed 500 words. Attach additional sheets of paper if necessary.)

Project Name: _____

Chapter or Club Name: _____ Number: _____

Founder's Award

Description

The Founder's Award is presented in recognition of the Chapter or Club which achieves the best overall performance during the Pioneer year. The Chapter or Club must have had at least one entry in the Community Service Award category and an entry for Spirit of Service. Additionally, the group must have participated in a national project, held an active membership campaign, and sponsored at least one fellowship/social activity designed for a majority of the membership. Award submissions should be made by the club or chapter with a letter of recommendation from the region's vice president.

Entry Procedures

To submit a nomination for the Founder's Award:

1. Identify the Chapter or Club, the current president, and the 2023 awards entries. Give a brief description of fellowship activities and confirm that the Chapter or Club conducted an aggressive membership campaign. Additionally, if an entry has not been submitted in the National Project Award category, confirmation of support for a national project must be indicated.
2. Write a narrative (**double-spaced**) which does not exceed 500 words. The description should briefly support the eligibility criteria and clearly indicate the reasons that this group should be considered as the Chapter or Club with the best overall performance for the year.

Judging

The Founder's Award recipient will be the Chapter or Club which has achieved the best overall performance during the year. Group size will not be considered. Submissions in each category of Community Service as well as Spirit of Service and National Project are key to being considered for the Founder's Award as the total number of points accumulated from those submissions are totaled for a grand total. Applicants must have also conducted a Membership Campaign and a Fellowship/Social Activity.

Performance in the following areas will be considered in the judging process:

- Percent of Participation
- Ability to Recruit Non-Pioneer Volunteers
- Scope of Community Service Activities
- The Chapter's/Club's Innovativeness
- National Project Support
- Fellowship/Social Activities
- Membership Campaign

Founder's Award Application Form

Chapter or Club Name /Number _____ Region _____

Sponsoring Company _____

Chapter/Club President _____

President's Email address _____

Phone _____

Person preparing application form _____

Email Address _____

Phone _____

Awards Submitted (Include Project Name)

Must include at least one Community Service Award Category submission.

Community Enhancement _____

Human Services _____

Life Enrichment _____

Spirit of Service Award _____

National Project Award _____

Pioneer Choice _____

Fellowship/Social Activities (please describe)

Membership Campaign: (please describe)

Reviewed by Region's Vice President

Print Name _____

Signature _____ Date: _____

Founder's Award Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:

Pioneering Excellence **Application Form**

The Pioneering Excellence Award is the highest individual honor ITPA can bestow. The one recipient must be a Pioneer member who consistently, over years, has contributed to his or her community through Pioneer activities, and has enhanced the Association and its goals. Preferred candidates will be individuals who have been awarded a John Knox Johnston Regional Pioneer Award.

Submission must be typed and double-spaced.

Supporting documents must be attached.

Name of Pioneer Candidate _____

Submitted by _____

Year candidate received John Knox Johnston Regional Award (if applicable): _____

Local/State Accomplishments:

Regional Accomplishments:

National Accomplishments:

Pioneering Excellence Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:

Regional John Knox Johnston **Application Form**

This is the highest award that a region can bestow on an individual who consistently has contributed to his or her community through Pioneer activities and has enhanced the Association and its goals.

Submission must be typed and limited to 500 words or less. Supporting documents may be attached.

This application must be submitted to the Region Vice President only.

Name of Pioneer Candidate: _____

Submitted by: _____

Local Accomplishments:

Regional Accomplishments:

National Accomplishments:

John Knox Johnston Narrative

Chapter or Club Name/Number: _____

Region: _____

Narrative:

Digital Submission Form to be emailed to Regional Vice President prior to emailing submission packets.
Each packet is to be emailed individually

Person Submitting: _____

Email Address: _____

Chapter/Club _____ Region _____

Awards Submitted in forthcoming emails (Include Project Name)

Community Enhancement _____

Human Services _____

Life Enrichment _____

Spirit of Service _____

National Project _____

Pioneer Choice _____

Founder's _____

Pioneering Excellence _____

John Knox Johnston _____