Coordinator of the Year

General Guidelines

➢ The local Crime Stoppers program <u>must</u> be in good standing with Crime Stoppers USA, including being current in payment of dues for calendar year 2019 and 2020.

➢ Complete one form for each award nominee. For example, if you are submitting an award for Board member of the Year and Coordinator of the Year, a separate form is required for each type of submission.

➢ As a member of Crime Stoppers USA, no fees are required for submission of award nominations, however, entries will not be returned.

➢ The judging panel reserves the right to place your entry into another appropriate category, if necessary. The awards committee will inform you of any such changes.

➢ **All award nomination submissions must be emailed/submitted no later than August 15, 2020.**

➢ Award population categories:
   o There are no population categories for individual awards.

Qualification of Award

➢ This award is in recognition for outstanding performance and commitment, personifying a spirit of community cooperation demonstrating qualities of leadership.

➢ Nominees for this award may be either law-enforcement or civilian coordinators, although these individuals may not be voting members of the Crime Stoppers program.

➢ The nominee must have been an active coordinator for the program between January 1, 2019 and December 31, 2019 of the member program being in good standing with Crime Stoppers USA.

➢ Required submission documents:
   o A signed electronic nomination form.
   o A letter of support from the Chairman/President, or designee, regarding the nominee's performance, achievements or outstanding service meriting the award.
   o A brief biography or resume for the nominee.
   o A photo of the nominee.

<u>Award Submission Process</u>

Due to the large number of applications Crime Stoppers USA receives from its membership in each of the award categories, we find it necessary to implement the electronic submission of award nominations. Please follow these steps below for each award nomination a Crime Stoppers program submits to Crime Stoppers USA.

Award nominations will be submitted through Google Forms, simplified from last year.

First, complete the entry form for each nominee being submitted, along with accumulating the additional files required for each award such as PDF, audio, video or photos. The Awards Committee is requesting that submitted information be in the following manner:
1. Any written documents requested in the nomination process be converted to Adobe Acrobat PDF files
2. Videos submitted in either .MPEG-4 or .MOV format
3. Any audio files be submitted in either .MP3 or .WAV format.
4. Any photos or pictures in .JPEG, .JPG, .PNG or .GIF format.

Accumulate all these files for each specific award nomination and title the file by name of the award and program name. For example, TV PSA should all be placed in a file entitled 'TV PSA for (name) Crime Stoppers Program.'

Once all this information is ready to submit, go to the link:
https://forms.gle/fZBEkhAQu7RXk3DT9

At this Google Forms submission site, click on 'Add Files' and upload the files for your award submission. Remember, if you have multiple award nominations, submit each award individually. Also, only 10 files can be submitted for each nomination, however, if you have additional files, again, send them in an additional submission using the link.

After submitting your nomination, the Awards Committee will send a confirmation email of your submission for each award within 3 days of submission. If you don't receive this confirmation email, please try resubmitting.

Crime Stoppers USA wants as many award nominations for all the hard work and success stories from our local programs. Therefore, if you have any difficulties with this submission process, we encourage you to connect with K. Scott Abrams, CSUSA Board Member at sabrams@crimestoppersusa.com. Don't know Google Forms? Need assistance with filling in the forms? Unable to submit the files containing the forms? Please connect with Scott by email to set up a some time to work through this process. Bottom line…**we want every program that wants to participate to be able to do so!**