



2008 International Awards Program Manual

“The Spirit of Service”

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“The Spirit of Service” A Historical Perspective



“The Spirit of Service”

Nearly 100 years ago a tradition so evident in Pioneering was born when the outdoor plant of our infant telephone industry met and passed its first service test. "The Spirit of Service" commemorates that historical event. It was during the great blizzard in New York before dawn on March 12, 1888, when all other means of communication failed between Boston and New York that the toll line remained in service, thanks to the foresight of the builders and the courage and dedication of the men who watched over it. The storm was the worst to hit this nation in a century. It paralyzed the Northeast, piling drifts as high as houses, blocking every highway, knocking out all telegraph and train service, and almost—but not quite - eliminating telephone service. These, of course, were the days of open wire construction, when the telephone system was subject to the worst the elements could offer. The telephone industry was in its infancy—Bell had invented the phone just 12 years earlier.

Angus Macdonald was a 23-year-old lineman in 1888. He was part of a crew that worked through that blinding storm—patrolling the lines and repairing breaks wherever they found them—to keep open the last remaining long distance line between New York and Boston.

Thanks to the dedication of Macdonald and his fellow workers, New York was never without at least some long distance telephone service. But, for several days, the telephone was New York’s only means of communication with the rest of the world.

*Because of his part in this historic event, Macdonald was asked to pose for the painting that was commissioned in honor of the dedication of those brave workers. It would come to be known as "**The Spirit of Service**" and would serve as a tribute to generations of dedicated telephone people. Macdonald was an active Telephone Pioneer as well as a dedicated telephone man. In fact, he, along with Alexander Graham Bell and 243 other telephone people, attended the very first Pioneer meeting in Boston in 1911. Macdonald retired from the Long Lines department in the '30s after more than 48 years of service. He belonged to the Life Member Club of the Edward J. Hall Chapter in New York at the time of his death in 1958 at age 94.*

The spirit of service didn’t die out when old-timers like Angus Macdonald retired. It’s still very much alive today, and, over the years, telephone employees have seen how essential that spirit is in providing our country with the world’s best telephone service—not just in responding to emergencies, as important as that is, but in meeting our day-to-day commitments as well.

TelecomPioneers Awards Program Overview

This Association Awards Manual contains information regarding awards and grants available from the TelecomPioneers for accomplishments during the Pioneer year.

There are five categories of International Awards and two Grants. The Chairman’s Award is only presented under special circumstances as deemed appropriate by the TCP team.

Awards:

1. Chapter of Excellence
2. Community Impact
3. Project Excellence
 - a. Education
 - b. Life Enrichment
 - c. Health and Human Services
 - d. Environment
 - e. Military
 - f. Telecom Challenge (the premier award for each PE category)
4. Individual Pioneer Excellence (6)
5. Association Project Awards (PUTR, PC)
6. Chairman’s Award

Grants:

7. Foundation Fund Grant
8. Dodds Fund Grant

The award overviews and application forms for each award are included in this manual. Applications are evaluated on the information supplied. Therefore, applications not including all requested information by the due date are ineligible for consideration. Each application form must be sent in electronic format to your group Awards Committee Member on or before October 15. Applications are subject to the first round of judging and/or qualification verification from an internal committee of judges representing all Pioneer groups. Qualifying applications will then be sent on to an external panel of judges for the final judging process which will determine finalists and winners.

Any preliminary application review and editing process taking place at the group level before final submission to TCP must be finalized before the October 15th deadline. Dates the applications are due to the Awards Committee Member for the preliminary group review are at the discretion of the individual group and will be communicated by the Awards Committee Member/VP.



TelecomPioneers International Awards Program
"The Spirit of Service"

Short-term projects that occur during the three-month period prior to the close of the Pioneer year may be submitted for consideration the following year.

Any application that exceeds the guidelines will be penalized on a point basis.

If you have any questions, please contact your Group's Awards Committee Member or Kari Biesendorfer, Program Director, TelecomPioneers, at 303-571-9262, or via email at kbiesendorfer@telecompioneers.org.

**International Awards Committee Members/Group Review Team
Leaders**

- | | |
|----------------------------------|-----------------------------------|
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| • Bev Cyca, Canada | bev.cyca@sasktel.sk.ca |
| • Debbie Fasciano, Frontier | deborah.fasciano@frontiercorp.com |
| • Jan Webster, New Outlook | flamingo1913@msn.com |
| • Cheryl Daughtry, Qwest | sddaugh@cox.net |
| • Jackie Gunn, Verizon/Telcordia | j.gunn5@verizon.net |

Presentation of Awards

Physical Awards

- Chapter of Excellence
- Community Impact
- Project Excellence
- Telecom Challenge (the premier award for each Project Excellence category)
- Individual Excellence
- International Awards (Project Connect, Power Up To Read)

Monetary Grants/Awards

- Foundation Fund
- Dodds Fund
- Telecom Challenge, Project Excellence
 - a. \$1,000.00 for each of the 5 categories

2008 Chapter of Excellence Award Overview

Explanation of Award: The Chapter of Excellence Award is given to chapters most closely aligned with the strategic direction of TelecomPioneers and their Sponsor/Self-Sponsored groups in 5 main strategic areas. Projects will be eligible for a total of 100 points + 10 bonus points, weighted as indicated below:

1. Leadership (40 points)
2. Volunteer Engagement (30 points)
3. Communications/Marketing (15 points)
4. Community Collaboration/Partnership (15 points)
5. TCP Initiatives (10 bonus points)

Entry Deadline:

- Due electronically to group Awards Committee Member (or Area Manager if AT&T) on or before **October 15**.
- *TCP will only accept applications for the judging process from the group Awards Committee Member (or Area Manager if AT&T).*

Eligibility: All TelecomPioneers Chapters are eligible to apply for the Chapter of Excellence Award.

Submission Process: Complete the application form provided. Each application form must be sent in electronic format to your group Awards Committee Member (or Area Manager if AT&T) on or before October 15. Applications are subject to the first round of judging and/or qualification verification by an internal committee of judges. An external committee of judges will score the remaining applications to determine finalists and winners. *Late applications will not be accepted.*

Application Instructions:

1. 2008 application forms must be used – found at www.telecompioneers.org. Any version other than the 2008 form will be penalized on a point-basis.
2. All questions/fields require an answer. If not applicable, enter N/A.
3. Do not exceed the maximum attachments. A total of 5 images and 3 letters of recommendation (this includes and is not limited to items embedded into the application that are scanned text documents such as letters of support, business plans, any images such as pictures, video or audio files, etc.) Any application with attachments exceeding the maximum number will be penalized on a point-basis.
 - a. See *Image Requirements* for more information on supporting attachments (pictures, letters of recommendations, videos, audio clips, news clips, etc.)
4. Information should be typed following the question.

- a. Y/N/NA means enter either Yes, No or Not Applicable only.
5. If the Chapter has a Business Plan, it is mandatory to attach the Business Plan with the application. The Business Plan is **excluded** from the attached supporting documents of images and letters.

Attachment Instructions: The application must be accompanied by at least 1 letter of recognition/acknowledgement from a community leader outside of the Pioneer Association (maximum of 3 letters), and a maximum of 5 additional supporting attachments (images, video, audio, etc) can be attached. The Business Plan is not considered one of these attachments, but must be attached (if applicable).

Image requirements: Pictures, scanned images, and/or videos may be used in the Awards Presentation and should be submitted in the following format(s):

- It is best if the **original image** is submitted as opposed to an edited/scaled back version embedded in PDFs.
- The .tiff format is the best quality, but a high resolution .jpeg format works well too.
- 100 dpi and 600x480 pixel ratio is a **minimum** for TelecomPioneers to use in the finalist video.
- Pictures not meeting the image requirements may not be used in the Awards Presentation.

Presentation of Award: All finalists will be recognized at the Annual Meeting. The function will be open to all attendees. All chapters who win this award will be recognized on stage in the business session of the Annual Meeting. The winning Chapter may choose up to two volunteer representatives to go on stage and accept the award. All winners will be publicized in a keepsake awards booklet.

2008 Chapter of Excellence Award Application

Group/Chapter Information

- 1. Applicant’s Information:**
 - a. First and Last Name:
 - b. Role/Title:
 - c. Phone Number:
 - d. E-mail Address:

- 2. Sponsored or Self-Sponsored Group Name (AT&T, Canada, Cincinnati Bell, Frontier, New Outlook, Qwest, Telcordia, Verizon):**

- 3. Chapter Information:**
 - a. Chapter Name:
 - b. Total number of members in Chapter:

- 4. Chapter or Chapter Contact’s Shipping Address (address physical award should be shipped to):**
 - a. Contact First and Last Name:
 - b. Street Address (not P.O. Box):
 - c. City:
 - d. State/Province:
 - e. Zip/Postal Code:
 - f. Phone Number of Contact Person:
 - g. Chapter or Chapter Contact’s E-mail Address:

- 5. List the names of two representatives and their title/role from the Chapter who TCP should call to accept the award on stage at the Annual Meeting (if winning application.)**
 - a. Representative should be a volunteer rather than a paid employee of the TelecomPioneers organization or sponsor companies unless that person as a member of a Pioneer unit is also a Chapter Leader.
 - Rep #1:
 - Rep #2:

Leadership –40 points

Goal Setting, Planning, and Measurement –30 points

- 6. Did the Chapter leadership with the cooperation of all Pioneer units develop a set of goals or business plan? If yes, how was the plan developed, were the objectives accomplished and what methods were used to motivate units to achieve those goals?**

- **If the Chapter has a Business Plan, it must be attached and is excluded from supporting letters and images.**
7. **How does the chapter’s business plan align with the Sponsor Company’s or self-sponsored group’s plan?**
 8. **How does the chapter’s business plan align with that of the TelecomPioneers?**
 9. **Describe one example of a project completed throughout the year that supported the business plan.**

Succession Planning – 10 points

10. **Was the Chapter leadership engaged in active succession planning for incoming leaders? If so, how and what type of training was provided to improve the skill levels of the Pioneer unit officers and chairperson?**
11. **How were new leaders engaged in activities?**
12. **Did the Chapter leadership face challenges due to early retirements, downsizing and other uncontrollable industry factors and events? (Y/N/NA)**
13. **If yes, what challenges did the Chapter face, what steps were taken to meet the challenges, what was the result and what new roles and responsibilities did members take on?**

Volunteer Engagement – 30 points

New Member Engagement –15 points

14. **How did the chapter engage new members throughout the year in projects and chapter activities (example, advertised in work locations, asked one on one, etc?)**
15. **Does the workplace make it clear that Pioneer involvement is an accepted/positive activity? (Y/N/NA)**

Recruitment and Participation –15 points

16. **At application time, what percentage of its December 31 regular member base did the chapter recruit; and what percentage* did the membership grow by in the last 12 months? If there was little to no growth/recruitment, were there extenuating circumstances?**
***Note: The membership growth should take into consideration members recruited and members lost to retirement, downsizing, etc.**

17. Beginning January 1 and ending at application time, what was the average participation hour(s) per member for the year (total hours/total membership)?

Communications and Marketing – 15 points

18. List (in bullet points) the names of the projects/events that received media mentions (example, newspaper, radio and TV, school websites, etc.) throughout the year for its community service efforts.
19. What specific measures were taken to co-brand the sponsor company, self-sponsored group and/or the TelecomPioneers during projects, in publications, etc., throughout the year?
20. Were there visible signs (on programs, shirts, etc.) of the TelecomPioneers and the Sponsoring Company or Self-Sponsored Group at EVERY event? If no, why not?
21. What regular, established methods does the chapter use to communicate with its Sponsor Company or self-sponsored group? Please list the frequency of each method used.
22. What regular, established methods does the chapter use to communicate with its membership? Please list the frequency of each method used.
23. How many times per year does the Chapter hold meetings with its members?
24. Please list the ways chapter meetings are conducted/held and the frequency of each forum (example, face-to-face, conference call, WebEx, etc.)
25. What percentage of your membership regularly attends the Chapter meetings?
26. Does the Chapter have a website? If so, please enter the website address. If not, enter N/A.
27. How was the website used in communication with Pioneer members?
28. Does the website have the capacity to sign up new members? Yes, No or N/A answer only.
29. Does the website allow members to sign up for volunteer activities? (Y/N/NA)

30. List the topics, if any, available on the Headquarters website that was used for your chapter website?

Community Collaboration/Partnerships – 15 points

31. How did the chapter evaluate the charities it supported to verify they were reputable and operated within the guidelines set for nonprofits?
32. Did the chapter submit for any grants? How many? Were any obtained? If so, how many and how much money did the grant(s) result in?
33. Which other entities/businesses did the chapter successfully solicit/partner with to gain funds for projects? Explain.
34. Did the chapter work with any other TelecomPioneers groups on a project (for example, if your group is AT&T Pioneers, did the chapter/council/club cross collaborate with another group such as Qwest Pioneers in your local area?)

TCP Initiatives – 10 bonus points

35. Did the chapter connect an entity to Project Connect? How many individuals (entity contacts and users) were registered?
36. Did the chapter connect a school/organization to Power Up To Read? How many individuals (tutors and tutees) were registered?
37. Do the chapter and all council and club units use PALS (Volunteer and Membership Management modules)?
38. Did the chapter host a Pins For Pioneers bowl-a-thon (United States units only)?
39. Did the chapter share Pioneer Financial Center information with members and endorse the program (United States units only)?
40. Did the Chapter comply with non-profit financial standards (units in Canada) or meet the financial standards for a 501©3 public charity (units in the United States)?

*Notes: Final entries must be forwarded to your group Award Committee Member (or Area Manager if AT&T) on or before October 15th. The group Award Committee Member (or Area Manager if AT&T) will forward the qualifying applications to the TelecomPioneers headquarters. Forms must be submitted in electronic format only. **Late applications will not be considered.***

2008 Community Impact Award Overview

Explanation of Award: This award is designed to recognize a Pioneer entity’s overall cumulative impact on its community throughout the year and over time either in a Geographic Area or with a Community of People. Applications will be evaluated according to the following criteria:

1. Recognition as community leaders (20 points)
2. Responsiveness to community needs (20 points)
3. Community partnerships and recognition (20 points)
4. Engagement of Pioneers and non-Pioneers (20 points)
5. Impact on the community (20 points)

Entry Deadline:

- Due electronically to group Awards Committee Member (or Area Manager if AT&T) on or before **October 15**.
- *TCP will only accept applications for the judging process from the group Awards Committee Member (or Area Manager if AT&T).*

Eligibility: Any formal Pioneer entity is eligible for the Community Impact Award, including chapters, clubs and councils.

Submission Process: Complete the application form provided. Each application form must be sent in electronic format to your group Awards Committee Member (or Area Manager if AT&T) on or before October 15. Applications are subject to the first round of judging and/or qualification verification by an internal committee of judges. An external committee of judges will score the remaining applications to determine finalists and winners. *Late applications will not be accepted.*

Application Instructions:

1. 2008 application forms must be used – found at www.telecompioneers.org. Any version other than the 2008 form will be penalized on a point-basis.
2. All questions/fields require an answer. If not applicable, enter N/A.
3. Do not exceed the maximum attachments. A total of 5 images and 3 letters of recommendation (this includes and is not limited to items embedded into the application that are scanned text documents such as letters of support, business plans, any images such as pictures, video or audio files, etc.) Any application with attachments exceeding the maximum number will be penalized on a point-basis.
 - a. See *Image Requirements* for more information on supporting attachments (pictures, letters of recommendations, videos, audio clips, news clips, etc.)

4. Information should be typed following the question.
 - b. Y/N/NA means enter either Yes, No or Not Applicable only.

Attachment Instructions: The application must be accompanied by at least 1 letter of recognition/acknowledgement from a community leader outside of the Pioneer Association (maximum of 3 letters), and a maximum of 5 additional supporting attachments (images, video, audio, etc) can be attached.

Image requirements: Pictures, scanned images, and/or videos may be used in the Awards Presentation and should be submitted in the following format(s):

- It is best if the **original image** is submitted as opposed to an edited/scaled back version embedded in PDFs.
- The .tiff format is the best quality, but a high resolution .jpeg format works well too.
- 100 dpi and 600x480 pixel ratio is a **minimum** for TelecomPioneers to use in the finalist video.
- Pictures not meeting the image requirements may not be used in the Awards Presentation.

Presentation of Award: All finalists will be recognized at the Annual Meeting. The function will be open to all attendees. All individuals who win this award will be recognized on stage in either the business session or the Saturday night banquet at the Annual Meeting. All winners will be publicized in a keepsake awards booklet.

2008 Community Impact Award Application

Unit Information

- 1. Applicant’s Information:**
 - a. First and Last Name:
 - b. Role/Title:
 - c. Phone Number:
 - d. E-mail Address:

- 2. Unit Information:**
 - a. Chapter/Council/Club Name (if club, enter name of council and chapter):
 - b. Total number of members in group (will be verified in PALS):

- 3. Sponsored or Self-Sponsored Group Name** (AT&T, Bell Aliant, Cincinnati Bell, Frontier, New Outlook, Qwest, SaskTel, Telcordia, Verizon):

- 4. Unit’s or Unit Contact’s Shipping Address (address award is to be shipped directly to):**
 - a. Contact First and Last Name:
 - b. Role/Title
 - c. Street Address (not P.O. Box):
 - d. City:
 - e. State/Province:
 - f. Zip/Postal Code:
 - g. Phone Number of Contact Person:
 - h. Unit or Unit’s Contact’s E-mail Address:

- 5. List the names of two representatives and their title/role from the Unit who TCP should call to accept the award on stage at the Annual Meeting (if this is a winning application.**
 - a. Representative should be a volunteer rather than a paid employee of the TelecomPioneers organization or sponsor companies unless that person as a member of a Pioneer unit is also a Chapter Leader or Project Lead.
 - Rep #1:
 - Rep #2:

Community Information

- 6. Community Information:** Please fill in the required information below the word that best describes the community you are impacting – **Geographic** (group of people living in a particular area) **or** **Community of People** (individuals with common needs/characteristics such as the homeless community, blind community, etc.)
 - a. Geographic**

- Describe the geographic area boundaries (states/provinces or cities within a state)

b. Community of People

- Describe the common needs/characteristics of the group.

Leadership Recognition – 20 points

7. Describe how Pioneers are recognized as leaders in the community. Please list all letters of recognition received.

Community Responsiveness and Need – 20 points

8. Give three examples of the Pioneer unit’s responsiveness to community needs.

Community Partnerships/Recognition - 20 points

9. Describe the community partnerships and ongoing relationships the Pioneer unit is actively engaged in.
10. In bullet points, list the media mentions the Pioneer unit received for the past year, including TV, radio and print.

Pioneer Engagement - 20 points

11. Describe how the Pioneer unit’s membership was engaged throughout the year?
12. How many participants were involved throughout the year:
13. List the organizations the group partnered with to impact the community this year.
14. How many volunteer hours were accumulated specifically to impact this community this year?

Impact on the Community - 20 points

15. Describe the impact the Pioneer unit has had on the community over the past year. Provide additional information not previously addressed. (*Note: entries may describe a longer period of time, but must include current information from the past year also.*)



TelecomPioneers International Awards Program
“The Spirit of Service”

*Notes: Final entries must be forwarded to your group Award Committee Member (or Area Manager if AT&T) on or before October 15th. The group Award Committee Member (or Area Manager if AT&T) will forward the qualifying applications to the TelecomPioneers headquarters. Forms must be submitted in electronic format only. **Late applications will not be considered.***

2008 Individual Pioneer Excellence Award Overview

Explanation of Award: This award is designed to recognize individual Pioneers and Partners who go above and beyond to answer the call of those in need. There are categories for regular member, life member and partner/associate. Applications will be evaluated according to the following criteria:

1. Level of Involvement (20 points)
2. Branding/Media (20 points)
3. Membership Engagement (20 points)
4. Leadership Qualities (20 points)
5. Distinguishable Characteristics (20 points)

Entry Deadline:

- Due electronically to group Awards Committee Member (or Area Manager if AT&T) on or before **October 15**.
- *TCP will only accept applications for the judging process from the group Awards Committee Member (or Area Manager if AT&T).*

Eligibility: All Regular members, Life members, Partners and/or Associate members are eligible.

Submission Process: Complete the application form provided. Each application form must be sent in electronic format to your group Awards Committee Member (or Area Manager if AT&T) on or before October 15. Applications are subject to the first round of judging and/or qualification verification by an internal committee of judges. An external committee of judges will score the remaining applications to determine finalists and the two winners from each member category (life, regular, partner/associate). ***Late applications will not be accepted.***

Application Instructions:

1. 2008 application forms must be used – found at www.telecompioneers.org. Any version other than the 2008 form will be penalized on a point-basis.
2. All questions/fields require an answer. If not applicable, enter N/A.
3. Do not exceed the maximum attachments. A total of 5 images and 3 letters of recommendation (this includes and is not limited to items embedded into the application that are scanned text documents such as letters of support, business plans, any images such as pictures, video or audio files, etc.) Any application with attachments exceeding the maximum number will be penalized on a point-basis.

- a. See *Attachment Instructions* for more information on supporting attachments (pictures, letters of recommendations, videos, audio clips, news clips, etc.)
4. Information should be typed following the question.
 - a. Y/N/NA means enter either Yes, No or Not Applicable only.
5. Each instance of instruction violation will result in a 1 point deduction from the application’s total score.

Attachment Instructions: The application must be accompanied by at least 1 letter of recognition/acknowledgement from a community leader outside of the Pioneer Association (maximum of 3 letters), and a maximum of 5 additional supporting attachments (images, video, audio, etc) can be attached.

Image requirements: Pictures, scanned images, and/or videos may be used in the Awards Presentation and should be submitted in the following format(s):

- It is best if the **original image** is submitted as opposed to an edited/scaled back version embedded in PDFs.
- The .tiff format is the best quality, but a high resolution .jpeg format works well too.
- 100 dpi and 600x480 pixel ratio is a **minimum** for TelecomPioneers to use in the finalist video.
- Pictures not meeting the image requirements may not be used in the Awards Presentation.

Presentation of Award: All finalists will be recognized at the Annual Meeting. The function will be open to all attendees. All individuals who win this award will be recognized on stage in the business session of the Annual Meeting. All winners will be publicized in a keepsake awards booklet.

2008 Individual Pioneer Excellence Award Application

Group/Chapter Information

- 1. Individual Excellence Nominee’s Information (and shipping address for award):**
 - a. Member Type (regular, life, partner and/or associate):
 - b. First and Last Name:
 - c. Role/Title:
 - d. Chapter/Council/Club Name (if club, need name of council and chapter, etc.):
 - e. Street Address (not P.O. Box):
 - f. City:
 - g. State/Province:
 - h. Zip/Postal Code:
 - i. E-mail Address:
 - j. Phone Number:
- 2. Sponsored or Self-Sponsored Group Name (AT&T, Bell Aliant, Cincinnati Bell, Frontier, New Outlook, Qwest, SaskTel, Telcordia, Verizon):**
- 3. Submitting Applicant’s Information:**
 - a. First and Last Name:
 - b. Role/Title:
 - c. Phone Number:
 - d. E-mail Address:

Level of Involvement - 20 points

- 4. Why do you believe your nominee deserves this award?**
- 5. What role did this individual play in the success of the group or a particular project?**
- 6. What level of involvement did this individual have? How many volunteer hours were reported for this member since January 1?**
- 7. What actions demonstrate the individual’s ongoing commitment to the success of Pioneering?**
- 8. Describe the nominee’s volunteer service and the need for this service.**
- 9. Describe the impact or difference the nominee made on the community.**

10. How did the individual’s overall contribution improve or strengthen the Pioneer organization?

Branding/Media – 20 points

11. What branding/promotional actions were performed or managed by this individual to promote awareness of the organization to the sponsoring company (where applicable) and/or the community?

12. What level of publicity was generated by the activities of this individual?

Membership Engagement – 20 points

13. Did the nominee start a new program, use new methods to solve problems, initiate activities, promote collaboration with other organizations? (Y/N/NA; Please explain)

14. How was the membership and/or potential membership influenced by this individual’s actions?

15. Has this individual recruited new members and/or first time volunteers? If so, how many?

Leadership Qualities– 20 points

16. Describe the leadership qualities exhibited by the individual (for examples, see below):

- **Motivator- leads by example?**
- **Communicator- is clear about what needs to be done?**
- **Focused on community needs?**
- **Honesty and integrity?**
- **Financially responsible?**
- **Other?**

17. How did the individual use his/her influence to meet the needs of the community and further the group’s goals and objectives?

Distinguishable Characteristics– 20 points

18. What other characteristics, involvement, or actions (separate from those described above) would distinguish this individual from other volunteers?



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*Notes: Final entries must be forwarded to your group Award Committee Member (or Area Manager if AT&T) on or before October 15th. The group Award Committee Member (or Area Manager if AT&T) will forward the qualifying applications to the TelecomPioneers headquarters. Forms must be submitted in electronic format only. **Late applications will not be accepted.***

2008 Project Excellence Award Overview

The Telecom Challenge has been added under Project Excellence as an optional but paramount subcategory, trumping all other applications for that specific category. Any Pioneer unit may enter multiple project applications, as long as each project falls under the correct subcategory.

Explanation of Project Excellence Award: This award is designed to recognize the top level of TelecomPioneers community service projects completed throughout the year across the United States and Canada. The award has been divided into 4 categories (Education, Life Enrichment/Health and Human Services, Military and Environment) to ensure equality of judging and to limit the number of applications units would otherwise need to submit.

The Telecom Challenge has been added as an optional, premier subcategory upon meeting additional qualifications (see point 6 below). **In order to be considered for the Telecom Challenge, the application must first meet the standard Project Excellence criteria in any one category as well as the additional qualifications listed in the 6th criteria point.** A project being considered for the Telecom Challenge cannot win the Telecom Challenge as well as the Project Excellence for the same category; i.e. a Telecom Challenge winner in Education cannot also win Project Excellence Award in Education. If a Pioneer unit is not submitting the application for the Telecom Challenge, the application is **still eligible** to win the Project Excellence award. Projects will be eligible for a total of 100 points, based on the following five weighted criteria below. The applications for the Telecom Challenge will be scored out of 150 points.

Project Excellence Criteria (100 points):

1. Community Need (25 points)
2. Innovation and Creativity (15 points)
3. Involvement (25 points)
4. Branding and Alignment (20 points)
5. Creative Funding and/or Cost-Efficiency (15 points)

Telecom Challenge additional qualifications and criteria:

6. **(Optional)** Telecom Challenge Consideration (50 points) can be submitted for Education, Life Enrichment, Health and Human Services, Military or Environment.
 - The Telecom Challenge theme is “**Connecting Our Communities Through Technology**” and applications must clearly address the theme and demonstrate an exceptional use of technology in a project if being considered for any category.
 - This theme will guide Pioneers into exploring the many ways that the implementation of technology services/products can positively affect our communities.

- The Telecom Challenge is designed to showcase the talents and creativity of Pioneers by challenging them to carry out a community service project, in alignment with the company(s) (or self-sponsored group) goals, using the technology of the telecommunications industry to improve our communities.
- It's a chance for Pioneers to combine their volunteer skills with the technology of our industry to promote the value of volunteerism. It is also a great opportunity to invite new or prospective members to enjoy the unique experience of volunteering with TelecomPioneers.

Entry Deadline:

- Due electronically to group Awards Committee Member (or Area Manager if AT&T) on or before **October 15**.
- *TCP will only accept applications for the judging process from the group Awards Committee Member (or Area Manager if AT&T).*

Eligibility: All TelecomPioneers projects are eligible for the Project Excellence Award, including recurring projects. If a project was submitted in subsequent years, the project needs to have grown and changed significantly over the past year and this must be clearly explained in the project submission. Telecom Challenge applications must meet additional requirements. Applications not considered for the Telecom Challenge are still eligible for the Project Excellence Award.

Submission Process: Complete the application form provided. Each application form must be sent in electronic format to your group Awards Committee Member (or Area Manager if AT&T) on or before October 15. Applications are subject to the first round of judging and/or qualification verification by an internal committee of judges. An external committee of judges will score the remaining applications to determine finalists and winners. *Late applications will not be accepted.*

Application Instructions:

1. 2008 application forms must be used – found at www.telecompioneers.org. Any version other than the 2008 form will be penalized on a point-basis.
2. All questions/fields require an answer. If not applicable, enter N/A.
3. Do not exceed the maximum attachments. A total of 5 images and 3 letters of recommendation (this includes and is not limited to items embedded into the application that are scanned text documents such as letters of support, business plans, any images such as pictures, video or audio files, etc.). Any application with attachments exceeding the maximum number will be penalized on a point-basis.
 - a. See *Image Requirements* for more information on supporting attachments (pictures, letters of recommendations, videos, audio clips, news clips, etc.)

- b. Applications considered for the **Telecom Challenge** may include 1 additional attachment of choice (letter, image, video, audio, etc.). All other applications will be penalized for additional attachments.
4. Information should be typed following the question.
- a. Y/N/NA means enter either Yes, No or Not Applicable only.

Attachment Instructions: The application must be accompanied by **at least 1 letter** of recognition/acknowledgement from a community leader outside of the Pioneer Association (maximum of 3 letters), and a maximum of **5** additional supporting attachments (images, video, audio, etc) can be attached.

- Applications being considered for the **Telecom Challenge** may only include 1 additional attachment (may be a letter, image, video, audio, news clip, etc.) of choice.

Image requirements: Pictures, scanned images, and/or videos may be used in the Awards Presentation and should be submitted in the following format(s):

- It is best if the **original image** is submitted as opposed to an edited/scaled back version embedded in PDFs.
- The .tiff format is the best quality, but a high resolution .jpeg format works well too.
- 100 dpi and 600x480 pixel ratio is a **minimum** for TelecomPioneers to use in the finalist video.
- Pictures not meeting the image requirements may not be used in the Awards Presentation.

Presentation of Award: All finalists will be recognized at the Annual Meeting. The function will be open to all attendees. All groups who win these awards will be recognized on stage in the business session of the Annual Meeting. All winners will be publicized in a keepsake awards booklet.

Differentiating Health and Human Services and Life Enrichment Categories: Projects should be categorized under the Health and Human Service category if the project is directed at protecting/improving the health of individuals. Projects should be categorized under the Life Enrichment category if the project is directed at improving social and/or life conditions (mainly aimed at people with disabilities or special needs).

Chairman’s Award: The TelecomPioneers Chairman’s Award was established in 2002 as a special honor to be bestowed upon a project that for one reason or another did not catch the attention of awards judges. Perhaps the project blossomed after judging or perhaps its structure did not align within certain parameters, but it excelled in other areas. When such projects rise above, they undergo a secondary review. The projects are judged solely on their own merits and guided by no formal criterion.

2008 Project Excellence Award Application

Group/Chapter Information

- 1. Applicant’s Information:**
 - a. First and Last Name:
 - b. Role/Title:
 - c. Phone Number:
 - d. E-mail Address:

- 2. Project Name:**

- 3. Project Category (Education, Life Enrichment, Health and Human services, Military or Environment):**

- 4. Is the project new or recurring?**

- 5. Sponsored or Self-Sponsored Group Name (AT&T, Canada, Cincinnati Bell, Frontier, New Outlook, Qwest, Telcordia, Verizon):**

- 6. Unit Information:**
 - a. Chapter/Council/Club Name:
 - b. Total number of members in Unit:

- 7. Unit’s Shipping Address (if award is to be shipped directly to unit.)**
 - a. Contact First and Last Name:
 - b. Street Address (not P.O. Box):
 - c. City:
 - d. State/Province:
 - e. Zip/Postal Code:
 - f. Phone Number of Contact Person/Pioneer Units Contact’s E-mail Address:

- 8. List the names of two representatives and their title/role from the unit who TCP should call to accept the award on stage at the Annual Meeting (if winning application.)**
 - a. Representative should be a volunteer rather than a paid employee of the TelecomPioneers organization or sponsor companies unless that person as a member of a Pioneer unit is also a Chapter Leader or Project Lead.
 - Rep #1:
 - Rep #2:

Community Need- 25 points

9. What community need did the project address?
10. What were the goals of the project?
11. Were the goals achieved and what was the final outcome? (Y/N/NA; Please Explain)

Innovation and Creativity - 15 points

12. Was this project created and designed by Pioneers? (Y/N/NA)
13. Did the group take an innovative approach in using this project to address community needs?
14. How was this project different from other projects serving in similar needs?
15. Has this project won a Project Excellence award in the past? If so, how has it been significantly enhanced?

Involvement - 25 points

16. How many Pioneer volunteers did Pioneers engage in the project?
17. Were Pioneers able to engage a good mix of other (non-Pioneer volunteers) or other organizations in the project? (Y/N/NA) If yes, list the organizations involved.
18. Did a sponsor company (where applicable) support the project in any way? (Y/N/NA) If yes, how so?

Branding and Alignment- 20 points

19. What steps were taken to display branding (products, t-shirts, banners, etc.) of TelecomPioneers and the sponsor company? (If applicable)
20. How was the project aligned with the sponsor company’s strategy? (If applicable)
21. Describe how the mission of the TelecomPioneers was effectively integrated into the project.

Creative funding/Cost-efficiency- 15 points

22. Explain how the project was funded.

23. Did the project meet the general financial standards as a public charity?

Telecom Challenge Option

24. Would you like this project to be considered for the Telecom Challenge?
(Y/N/NA; if yes please continue on to the next section, if no please see notes at the end of the application)

Telecom Challenge – 50 points

The Telecom Challenge theme is “Connecting Our Communities Through Technology”. Communities are changing in ways unimagined a generation ago. Technology opens us up to numerous possibilities and this theme will guide Pioneers into exploring the many ways that the implementation of technology services/products can positively affect our “communities”.

- *Projects must be complete by the time the application is submitted.*
- *Projects must utilize the technology products or services of the telecommunications industry.*
- *Projects must address a critical need in the community.*
- *Projects must demonstrate an impact on the community.*
- *Projects must be aligned with the company(s) (or self-sponsored group) goals.*

25. How did this project address the theme of the Telecom Challenge? How did the project utilize the technology products and/or services of the telecommunications industry?

26. Has this project been entered into the Telecom Challenge in the past?
(Y/N/NA)

27. Has this project won a Telecom Challenge Award in the past? (Y/N/NA)

28. If this project has won a Telecom Challenge Award in the past, how has this project been significantly enhanced from the previous entry?

*Notes: Final entries must be forwarded to your group Award Committee Member (or Area Manager if AT&T) on or before October 15th. The group Award Committee Member (or Area Manager if AT&T) will forward the qualifying applications to the TelecomPioneers headquarters. Forms must be submitted in electronic format only. **Late applications will not be considered.***

Project Connect and Power Up To Read International Awards

The *Project Connect* and *Power Up To Read* awards are based on a calendar year. An application is not required for this award. Reports will be pulled from PALS January 1st to determine the winning Chapter, Council or Club for the prior year.

- 1. Project Connect Excellence in Volunteer Implementation**
- 2. Power Up To Read Excellence in Volunteer Implementation**

An award will be given to the top 2 Pioneer Chapters with the highest reported number of hours per member implementing Project Connect and Power Up To Read. This information will be obtained from TCP’s PALS reporting system. **Award is based on (total hours/total membership). There are two awards for PC and two awards for PUTR.**

Examples:

700 hours / 1862 members = .38 hours/member

1500 hours / 1000 members – 1.5 hours/member

- 3. Project Connect Excellence in User Recruitment**
- 4. Power Up To Read Excellence in Tutee Recruitment**

An award will be given to the top 2 Pioneer Chapters with the highest reported number of users registered in Project Connect and Power Up To Read. This information will be obtained from PALS membership report and the PC user report. **Award is based on (total users/total membership). There are two awards for PC and two awards for PUTR.**

Examples:

700 users / 1862 members = .38 users/member

1500 users / 1000 members – 1.5 users/member

Pioneer Foundation Fund **Overview, Guidelines, Timeline and Disbursement Committee**

Overview of the Pioneer Foundation Fund

The Pioneer Foundation Fund carries out its mission of strategically supporting Pioneer groups by awarding grants for projects that make a significant impact in the educational field and generate substantial recognition for the Pioneers. Any chapter, council or club of the international organization may apply for funding.

The Pioneer Foundation grants are based upon the prior year’s investment results. The Association’s (now inclusive of the Pioneer Foundation) runs on a calendar year ending December 31st.

Typically, organizations submit grant applications directly to a foundation to be considered for a grant. The Foundation Fund is different because the local Pioneers submit the grant application on behalf of the organization they support. The Foundation Fund will support local Pioneer educational activities and not merely be a distributor of money to unaffiliated schools or other organizations. The Foundation Fund will support any educational program that enhances the educational experience of children based on a needs assessment (see application) and other individually weighted criteria (see guidelines list below). The Foundation Fund Disbursement Committee will give additional priority to any educational project that encompasses a technology focus. For any school, or other organization to be eligible for a grant, Pioneers must be involved as volunteers in that system.

A Pioneer will be appointed as a Pioneer Advisor to each recipient entity that is awarded a grant to ensure compliance with the purpose/objectives of the project goals. This Pioneer Advisor will be appointed by the group that received the grant.

Pioneers fill out the application; the group VP and/or Group Review Team (led by the Awards Committee Member) recommend grant recipients and the Foundation Fund Disbursement Committee authorizes the grants. The group’s VP and/or Group Review Team will be comprised of Pioneer leaders representing the group’s chapters. The setup and organization of each team is the responsibility of the VP and/or Awards Committee Member. The team should ensure that there is no conflict of interest prior to submitting the application form for the grant money.

The Foundation Fund Disbursement Committee stipulates that the minimum grant request be \$1,500. This minimum grant request will be strictly adhered to unless there are strong documented reasons not to – which will be discussed and voted upon by the Disbursement Committee.

Grants will be awarded on an annual basis. Requests for grants must be received by your Awards Committee Member on or before October 15. The Pioneers Foundation Fund

Disbursement Committee will authorize awards by December 1 and inform the VPs of the grant recipients. Checks will be automatically deposited into the unit’s account by the PAC. Recognition of the awards is the responsibility of the VPs and will be conducted at the Annual Meeting. A brief report on the use of the grant is required by October 1st the year following the application deadline and will determine eligibility for the following year (groups that do not submit a report will not be eligible for grants the next year). Reports should be sent to the TelecomPioneers Program Coordinator, Bekah Wyman, bwyman@telecompioneers.org or (Fax) 303.572.0520.

Guidelines for Pioneer Foundation Fund Application:

1. Any chapter, council or club of the international organization may apply for funding.
2. Grant applications are to be sent in electronic format to the group Awards Committee Member on or before October 15.
3. VPs and/or Group Review Team *have the option* of forwarding grant recipient recommendations up to 50% more than their allocated amount, thus putting the final distribution of the allocated amount in the hands of the Disbursement Committee. (For example, if Verizon is allocated \$8,000, they may submit recommendations to the Disbursement Committee for up to \$12,000. However, grants will only be awarded up to \$8,000.)
 - a. Note: this will not have a positive or a negative impact on the on applicant’s chances.
4. Minimum grant request must be **\$1,500** per application.
 - a. VPs and/or Group Review Team have the *option of increasing* the minimum amount requested per application within their respective groups.
 - i. Note: this will not have a positive or a negative impact on the on applicant’s chances.
 - b. The exact amount allocated to each group may not be able to be achieved based on the minimum application request, but the Disbursement Committee will make every effort to get as close as possible.
 - c. The Disbursement Committee has the authority to approve the recommended amount and/or increase or decrease the amount requested during the final approval process.
5. Grant applications will be eligible for a total of 100 points, based on four individually weighted criteria determined by the Disbursement Committee. Up to 10 additional “priority points” will be awarded for projects that have a technology focus.
 - a. Educational project (no points awarded - this criteria must be met for eligibility)

- b. Needs assessment (30 points)
 - c. Pioneer recognition generated or expected to generate (30 points)
 - d. Pioneer involvement and client impact (30 points)
 - e. Branding and alignment to sponsoring company (10 points)
 - f. Involving or promoting technology aligning to the Association Strategic Plan (up to 10 “priority” points)
6. Pioneers must have appointed a Pioneer Advisor in the school(s)/ recipient entity to be eligible.
7. Award Periods:
- Grant applications due October 15, 2008 will be for educational projects that will be completed January 1, 2009 – December 31, 2009.
8. A report on the use of the grant monies is required by October 1st, the year following the application deadline and is due to the Program Coordinator.

Foundation Fund Application and Award Timeline

August 1*	Total dollar amounts allocated to each group communicated to the VPs and Awards Committee Member.
October 15	Foundation Fund grant applications due in electronic format to the group Awards Committee Member (do not send to the Association.)
November 5	Awards Committee Member forward recommendations to Association Program Coordinator.
November 25*	Disbursement Committee determines final approval of recommendations selected by the VP and/or Group Review Team.
December 1*	Group VP and Awards Committee Member are informed of grant recipients determined by the Disbursement Committee.
December 20*	Checks cut (per application) and distributed directly in to the units account by the PAC. Public announcement of winners online at www.telecompioneers.org .
Annual Meeting	Recognition of grant recipients will be conducted at the Annual meeting by VPs.
October 1 (following year)	Mandatory reports on the use of the grant money to be submitted to Association Program Coordinator.

* Denotes dates listed are approximations based on judging process.

Pioneer Foundation Fund Disbursement Committee Members

Mary Manning, Past Chairman of the Board, TelecomPioneers

Irene Chavira, Past President, TelecomPioneers

Debbie Pyle, Vice President, AT&T Pioneers

Tom Thomsen, Past President, TelecomPioneers and Disbursement Committee Chair

Ken Weiland, Chief Financial Officer, TelecomPioneers

Kari Biesendorfer, Program Director, TelecomPioneers

Suggestions for Selection and Publicity for Grants VP and/or Group Review Team

Foundation/Dodds Fund

- The Group Review Team Leader is the Awards Committee Member.
- VP and/or Awards Committee Member communicate guidelines, timeline, application and judging criteria to respective group members.
- Grant applications are sent directly to the Awards Committee Member.
- Publicize awards in the name of the Pioneers and the respective sponsoring company (if applicable).

Dodds Fund

- VP and/or Group Review Team grants final approval of winners.

Foundation Fund

- Select candidates from the pool of applications and forward recommendations to Association Program Coordinator. (The Disbursement Committee will review the recommendations to ensure the award criteria are met and make final grant approvals.)

Suggested Composition of the Group Review Team

- Awards Committee Member serves as the chair of the Group Review Team. Other members may include:
 - Group Vice President
 - One person, perhaps Chapter President, from a couple chapters
 - Sponsoring Company Corporate Contributions/Foundations Director
 - Life Member



Suggested Publicity Announcing Award Winners

External

- TelecomPioneers staff will prepare a draft press release (upon request).
- Respective group modifies draft press release to reflect group-specific facts.
- VP coordinates with Sponsoring Company media relations to publish press release with appropriate media within the group.

Internal

- TelecomPioneers staff will prepare a draft publicity story (upon request).
- Respective group modifies draft to reflect group-specific facts.
- VP coordinates with Sponsoring Company internal communications (if applicable) to publish story in appropriate company media such as company newspapers, daily electronic messages, retiree newspaper, etc.
- TelecomPioneers staff will post an announcement of the winners to the headquarters website.
- TelecomPioneers Communications Committee will distribute via its network.

TelecomPioneers E. B. Dodds Fund Overview, Guidelines and Timeline

Overview of the TelecomPioneers E. B. Dodds Fund

The E. B. Dodds Fund was established in 1983. The money was left to the Telephone Pioneers (currently the TelecomPioneers) by Earl B. Dodds, who specified in his will that the “bequest be used by the Association Executive Committee in the promotion of community service activities by telephone employees, active and retired.”

While Mr. Dodds only stipulated that the money be used for “community service,” the Association Executive Committee (currently the Board of Directors) adopted a resolution which reads, in part, “That the funds be used to promote community service activities for hearing impaired or deaf persons.”

The Association Board of Directors then amended the resolution; which currently is as follows:

“That the funds are used to promote community service activities for either hearing impaired or deaf persons and/or for projects to help fulfill the educational focus of our Pioneer mission.”

Each year, the TelecomPioneers Association will divide the yearly interest earned on the fund among the groups based upon total Pioneer membership.

Each group's VP and/or a Group Review Team (led by the Awards Committee Member and established at the group level) determine which Pioneer unit should receive the funds and communicates that within their respective group.

Any chapter, council or club that would like to apply for E. B. Dodds Fund grant should use the Foundation/Dodds Fund Application form (unless otherwise stated by your group VP or Awards Committee Member). The deadline for all submittals is October 15 of the current Pioneer year and forms are due to the group Awards Committee Member.

Following October 15, the individual group's VP and/or Group Review Team will meet to evaluate all grant applications and divide the allocation accordingly. The VP and/or Group Review Team will use their own Dodds Fund assessment criteria (while adhering to the criteria as written above) to determine the grant recipients. The checks will be cut by TCP toward the end of the fiscal year and deposited directly into the unit's account by the PAC. Recognition will be conducted at the group level at the Annual Meeting (Feb).

Guidelines for the TelecomPioneers E. B. Dodds Fund Application

1. Application due in electronic format to the group Awards Committee Member on or before October 15.
2. The funds must be used to promote community service activities for either hearing impaired or deaf persons and/or for projects to help fulfill the educational focus of our Pioneer mission.
3. Each group VP and/or Group Review Team will use their own Dodds Fund assessment criteria (while adhering to the Association guidelines.)

***Please note that the historical requirement for matching funds was eliminated by vote of the Board of Directors.**

TelecomPioneers E. B. Dodds Fund Timeline

August 1*	Amount allocated to each group communicated to VPs.
October 15	Grant applications due in electronic format to the Awards Committee Member.
November 15	Group VP and/or Group Review Team determine grant recipient winners.
December 1*	VPs and/or Awards Committee Member inform grant recipient winners and TelecomPioneers Program Coordinator.
December 20*	Checks cut and distributed directly into Pioneer unit’s account by the PAC. Public announcement of winners online at www.telecompioneers.org .
Annual Meeting	Recognition of grant at Annual meeting by Group VPs.

*** Denotes dates listed are approximations based on judging process.**

Suggestions for Selection and Publicity for Grants **VP and/or Review Team**

Foundation/Dodds Fund

- The Group Review Team Leader is the Awards Committee Member.
- Communicate guidelines, timeline, application and judging criteria to respective group members.
- Grant applications are sent directly to the Awards Committee Member.
- Publicize awards in the name of the Pioneers and the respective sponsoring company (if applicable).

Dodds Fund

- VP and/or Group Review Team grants final approval of winners.

Foundation Fund

- VP or Awards Committee Member forwards recommendations to Association Program Coordinator. (The Disbursement Committee will review the recommendations to ensure the award criteria are met and make final grant approvals.)

Suggested Composition of the Group Review Team

- Awards Committee Member serves as the chair of the Group Review Team. Other members may include:
 - Group Vice President
 - One person, perhaps Chapter President, from a couple chapters
 - Sponsoring Company Corporate Contributions/Foundations Director
 - Life Member

Suggested Publicity Announcing Award Winners

External

- TelecomPioneers staff will prepare a draft press release (upon request).
- Respective group modifies draft press release to reflect group- specific facts.
- VP coordinates with Sponsoring Company media relations to publish press release with appropriate media within the group.

Internal

- TelecomPioneers staff will prepare a draft publicity story (upon request).
- Respective group modifies draft to reflect group-specific facts.



TelecomPioneers International Awards Program “The Spirit of Service”

- VP coordinates with Sponsoring Company internal communications (if applicable) to publish story in appropriate company media such as company newspapers, daily electronic messages, retiree newspaper, etc.
- TelecomPioneers staff will post an announcement of the winners to the headquarters website.
- TelecomPioneers Communications Committee will distribute via its network.

**2008 Pioneer Foundation and/or E.B. Dodds Fund
Grant Application Form**

All questions must be answered when applying for the Foundation Fund monies.

Please check with your group VP and/or Awards Committee Member regarding which of the questions below align with your respective group's criteria for applying for the Dodds Fund monies.

1. Applicant's Information:

- a. First and Last Name:
- b. Street Address:
- c. City:
- d. Stat/Province:
- e. Zip/Postal Code:
- f. Phone Number:
- g. Fax Number:
- h. E-mail Address:

2. Indicate which fund and the amount (Foundation- *Education*, E.B. Dodds- *Hearing Impaired/Deaf*, E.B. Dodds- *Education*):

3. Project Name:

4. Is the project new or recurring?

5. Group Association (AT&T, Canada, Cincinnati Bell, Frontier, New Outlook, Qwest, Telcordia, Verizon):

6. Unit Information:

- a. Chapter/Council/Club Name:
- b. Total number of members in Unit:

7. Nominated Recipient Entity Information

- a. Name:
- b. Organizations Federal Tax ID (if applicable):
- c. Contact Name:
- d. Street Address:
- e. City:
- f. State/Province:
- g. Zip/Postal Code:
- h. Phone Number:

- i. Fax Number:
- j. E-mail Address:

8. Pioneer Advisor (if different from applicant)

- a. Pioneer Advisor Name:
- b. Address:
- c. City:
- d. State/Province:
- e. Zip/Postal Code:
- f. Phone Number:
- g. Fax Number:
- h. E-mail Address:

Supporting information should be typed in the row following the question. Please try to keep each of your answers to a 350 word maximum.

Section 1: Focus

- 9. Describe the project’s goals, timeline, and impact on the recipient entity:**
- 10. Describe how the money will be used and why a grant should be awarded:**

Section 2: Needs Assessment – 30 Points

- 11. What are the needs of the recipient?**
- 12. How were the needs determined?**
- 13. Does the recipient have any other resources of funding?**
- 14. Will a sponsor company (where applicable) support the project in any way? If yes, how so?**
- 15. How is this project different than other projects with similar needs?**
- 16. How would this grant complement other Pioneer contributions?**
- 17. Have Pioneers donated funds to this recipient in the past? If yes, please note the amount and date of the donation:**

Section 3: Recognition – 30 Points

18. What steps will be taken to publicly promote the project? Describe the public recognition the project will receive. Include a description of how the recipient will be involved in the promotional efforts:

Section 4: Pioneer Involvement and Client Impact – 30 Points

19. List the total number of volunteers and hours committed to the organization in the last 12 months:

Section 5: Branding and Alignment – 10 Points

20. What steps will be taken to give the project, TelecomPioneers, and the sponsor company (where applicable) branding exposure? (Products, t-shirts, banners, etc.)
21. How is the project aligned with the sponsor company’s strategy (where applicable) and/or the strategy of TelecomPioneers?

Section 6: Technology Aspect – Up to 10 “Priority” Points

22. If applicable, please describe how this project involves or promotes technology:

If desired, supporting material may be attached. There is a limit of two (2) 8.5 x 11 pages for supporting documents.

*Notes: Final entries must be forwarded to office of your Awards Committee Member on or before October 15th. The Awards Committee Member (or Area Manager if AT&T) will forward the qualifying recommendations to the Association Program Coordinator on or before November 5th. Forms must be submitted in electronic format only. **Late applications will not be considered.***

Ideas, Tools and Resources for Local Recognition

Volunteer recognition does not always have to come in the form of an expensive, fancy Awards ceremony or dinner. Sometimes a simple thank you can go a long way. Here are some tips, tools, and resources for recognizing your volunteers on a timely basis. Be sure to visit the links provided often, as many of them are frequently updated with new ideas!

Links to volunteer management websites full of recognition ideas:

- Energize, Inc. for Leaders of Volunteers: <http://www.energizeinc.com/ideas.html>
- CharityChannel.com offers budget-conscious Ideas: <http://charitychannel.com/resources/Detailed/342.html>
- The Thanks Company specializes in greeting cards and gifts for volunteers and offers a recognition forum online: <http://www.thankscompany.com/>
- VolunteerCheer.com offers unique and quality gifts for volunteers and resources for volunteer leaders: <http://www.voluncheer.com/>
- The GuidanceChannel.com offers a wide selection of reasonably priced, specially designed gifts to recognize and appreciate the efforts of volunteers: <http://www.guidancechannel.com/marketplace/default.asp?fn=tID&catID=11>
- Volunteergifts.com specializes in awards and recognition gifts for nonprofit organizations and volunteer program leaders: <http://www.volunteergifts.com/>
- Positive promotions provides a marketplace that focuses on products related to National Volunteer Week: www.positivepromotions.com

Local Recognition Tips

We collected information from Pioneer leaders throughout the association and other volunteer leaders on their favorite recognition methods. These are easy, low-cost methods to let your volunteers know they are appreciated on a day-to-day basis. Whatever method you choose, a general guideline is to keep it timely in relation to the event or time donated.

- Always keep supplies for recognition on hand as stock items to be easily distributed to the leaders throughout your chapters.
 - General cards with the Pioneer/your company or group logo can be used for thank you, recognition of accomplishment, sympathy, thinking of you, etc.
 - Company/Pioneer branded items such as shirts, jackets, sweaters, mugs, pens, key chains, etc. make great recognition and welcome gifts for new members, new participants, at projects, etc.
**Visit the TelecomPioneers e-store for low cost, high quality Pioneer branded items at www.telecompioneers.org.*

- Arrange for a company leader to come to your project or mention it in a speech or announcement to employees.
- Arrange for company leadership to thank/recognize a person for their participation and contribution to Pioneers.
- Send out motivational flyers/e-flyers (a quote with a picture on one sheet) to volunteer leaders and regular participants.
- Give them something back. Instead of a regular luncheon or dinner event, turn it into an informational/motivational seminar. Get a community member to donate their time to speak to your volunteers.
- Organize an event - go to a museum, see a movie, have a photographer come in and teach them techniques. Any kind of enrichment experience will be appreciated and will develop the social connections that keep volunteers coming back.
- Make it personal - learn what the volunteer enjoys doing in their free time and give them something useful and relevant to their hobby.
- Partner with local non-profits and other organizations to recognize all volunteers in the community in addition to your own. Get the local government involved and work to secure company sponsorship/donations.
- Good old-fashioned handwritten letters go a long way to say a volunteer is appreciated
- Recognize an active employee's participation in a staff meeting with their peers.
- Send a broadcast email to the volunteer's club/council/chapter peers.
- Post an article on the chapter website about the achievement.
- Send the leader an inexpensive but meaningful gift and a handwritten note.
- Call the volunteer on the phone to say thanks personally.
- Conduct an end of the year recognition program for all people who led projects during the year.

External Recognition Opportunities - United States

The **Points of Light Foundation & Volunteer Center National Network** engages and mobilizes millions of volunteers who are helping to solve serious social problems in thousands of communities. Through a variety of programs and services, the Foundation encourages people from all walks of life – businesses, nonprofits, faith-based organizations, low-income communities, families, youth, and older adults – to volunteer. The Foundation partners with many national organizations to offer numerous awards under many different categories. For comprehensive information on all Points of Light awards and their criteria, visit <http://www.pointsoflight.org/> and click on Awards. Below is a quick reference to those which may be relevant to Pioneers and their families.

Visit the POL website to view more detailed information about the following awards:

Daily Points of Light Award

The Daily Points of Light Awards are given to individuals who find innovative ways to meet community needs, efforts which often lead to long-term solutions and impact social problems in their local communities.

Awards for Excellence in Workplace Volunteer Programs

Recognize businesses that have made an organizational commitment to support company wide employee and retiree volunteer efforts. The award recognizes the company’s overall volunteer program, rather than individual volunteer projects.

National Family Volunteer Awards

The National Family Volunteer Awards are presented to recognize outstanding family volunteering activities performed at any time throughout the year. These volunteer efforts may include, but are not limited to, National Family Volunteer Day activities.

President’s Community Volunteer Awards

The President's Community Volunteer Award, formerly called the President's Service Award, is the most prestigious award for volunteer community service. It reflects the importance the President has placed on community service. The awards are presented annually by the President in recognition of outstanding volunteer service directed at solving critical social problems and to call public attention to the contributions made by the nation's 93 million volunteers. More than 3,500 nominations are submitted each year for the President’s Community Volunteer Awards. Nominations are reviewed in the areas of human needs, environment, education and public safety, with special consideration given to those activities that benefit or involve young people.

Wyeth GOAL! (Go On And Live!) Awards

To honor those exceptional volunteers who have overcome depression and gone on to achieve a personal potential previously unknown to them. Wyeth and the Points of Light Foundation are partners in supporting the GOAL! Awards program.

Join Hands Day Awards

These awards honor intergenerational volunteer projects that bring together young people, adults and community organizations on Join Hands Day and beyond. The Foundation manages this awards program for the Join Hands Day Corporation.

President’s Student Service Awards

Recognize students from kindergarten through college for outstanding community service.

USA Freedom Corps - During his 2002 State of the Union address, President George W. Bush called upon every American to get involved in strengthening America's communities and sharing America's compassion around the world. He called on each of us to dedicate at least two years over the course of our lives to the service of others. He included all Americans, especially youth, because everyone can do something, and he created the USA Freedom Corps to help all Americans to answer his call. To view information on the awards below and other awards, visit

http://www.usafreedomcorps.com/for_volunteers/awards_scholarships/overview.asp. The awards listed on this site are particularly focused on youth volunteerism.

- **President’s Volunteer Service Award**

A presidential recognition program for Americans of all ages who contribute a significant amount of time to volunteer service over a 12-month period. The award is given to individuals, families, and groups. To be recognized, service activities should meet national or community needs included in the areas of youth achievement, parks and open spaces, healthy communities, and public safety and emergency response. The awards are delivered through local, state and national organizations that are registered as “certifying organizations”. Individuals must submit their records to certifying organizations that will review and verify their records and order and distribute the award. TelecomPioneers has recently become a certifying organization.

- **Angels in Action**

This award is given to individuals ages 8-15 who perform acts of kindness for their community, a charity, or cause. Ten winners will receive \$10,000 savings bonds and a family trip to New York City for the presentation ceremony in Times Square.

- **The National Caring Award**

Each year the Caring Institute recognizes 10 adults and 5 young adults – those who enrich the human race by transcending self in service to others.



- **Congressional Award**
A public partnership created to promote and recognize achievement, initiative, and service in America’s youth ages 14-23.

External Recognition Opportunities - Canada

Volunteer Canada is the national voice for volunteerism and has provided leadership on issues and trends in the Canadian volunteer movement since 1977. Volunteer Canada actively engages in research, training and other national initiatives designed to increase community participation across the country. Visit www.volunteer.ca, click on “I work with Volunteers”, topics, then Awards, to view information about National and Provincial recognition opportunities available for volunteers throughout Canada. Below are some highlights of National Awards.

- **The Governor General's Caring Canadian Award**
This award is intended for an individual whose unpaid, behind-the-scenes voluntary contribution provides extraordinary help or care to families or groups in the community over a long period of time. For further information and nomination forms, contact the Chancellery at Government House (1-800-465-6890) or www.gg.ca/honours/caring_e.asp
- **The Flare Magazine Volunteer Award**
Presented annually to Canadian women aged 18 and older whose volunteer service in the field of social services, health, arts, culture, education, environment or citizenship has made a significant contribution to the welfare of others by addressing needs in their community. For more information about the awards or to find out how you can nominate someone, contact Hazel Picco hpicco@flare.com at Flare Magazine in Toronto at (416) 596-2569.
- **Imagine "New Spirit of Community" Partnership Awards**
The Awards recognize and showcase leading examples of business/community partnerships that creatively provide services to those in need and ensure the social and cultural vitality of Canadian communities. Any company or voluntary/nonprofit agency operating in Canada may apply. To request an application form for yourself or to nominate a partnership, contact the Canadian Centre for Philanthropy at (416) 597-2293.
- **The Peter F. Drucker Award for Canadian Nonprofit Innovation**
This Foundation endeavors to call attention to the worthwhile, innovative and essential contributions made to society by nonprofit organizations throughout Canada through the annual Peter F. Drucker Award for Canadian Nonprofit Innovation. Innovative ideas need to possess resolve, imagination, and groundbreaking new thought. The ideas also need to be measurable and transferable to the experiences of other nonprofits in the field. Innovation at a nonprofit level should be shared and benchmarked in order to create an overall well being of society. For more information, please contact the Drucker Foundation at (519) 660-2943.