



Criscuoli Volunteer Leadership Award

Policy 7008

Policy 7008: E.J. Criscuoli, Jr., CPP, Volunteer Leadership Award

- I. Objective
 - A. The E.J. Criscuoli, Jr., CPP, Volunteer Leadership Award recognizes an ASIS International member who has exhibited selfless devotion at the volunteer level, emphasizing significant contributions at the chapter and regional levels over an extended period of time.

- II. Criteria
 - A. The candidate must be an ASIS International member who has made outstanding and significant professional contributions at the chapter and/or regional level. Each nomination must be submitted on the official nomination form to the Director, Membership and Regional VP Relations.

 - B. Ineligibility of certain individuals holding elevated positions within ASIS International.
 - 1. No member of the ASIS Board of Directors (past or present) may be nominated for this award.
 - 2. No member of the Awards Committee may be nominated for this award during the time in which they are serving on the committee.
 - 3. No Awards Committee retiree may be nominated for this award for a period of three full years following their last service on the committee.

 - C. Unsuccessful nominees may be re-nominated in any following year.

References
Policy 7000

Revised 2016-01



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I. Nominations

- A. Nominations may be submitted by any member to include self-nominations. The E. J. Criscuoli, Jr., CPP, Volunteer Leadership Award nomination form is available from ASIS International headquarters or the ASIS Website. Nominations should be made to the Director, Membership and Regional VP Relations by 11:59 PM EDT, 5 July.
- B. In addition, the nominating party will submit a paper detailing the significant contributions deserving of recognition and outlining why the candidate would make a worthy recipient. The written narrative should be no less than 500 words and not to exceed 2000 words.
- C. The specific components of the nomination shall be verified by the affected Chapter Chairperson and ASIS HQ Staff.

II. Documentation

- A. All service to the organization shall be listed in the appropriate section of the nomination form which is appended to this procedure.
- B. All chapter level service receives points as listed below each title in the nomination form, without limit.
- C. The written narrative must specifically highlight the nominee's chapter level volunteer activity in service to ASIS International. References to professional accomplishments, if introduced, should be limited.
- D. Regional level service receives points as listed, with a maximum number of regional points capped at 30.
- E. All claims for points will be verified by Headquarters staff and adjusted (if necessary) in accordance with the information provided to Headquarters by the chapter on the annual Chapter Officials Report Form & Survey and all amendments on file, if any.
- F. In the event that a chapter did not report services performed by a nominee, points may be granted provided that substantiating documentation is provided to the Director, Membership and Regional VP Relations.

III. Selection

- A. The Awards Committee will evaluate submissions against general and specific criteria. Final scores earned by each entrant will be composed in the following proportions: 30% will be accrued as a result of verifiable



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volunteer positions held, 35% for the evaluation of the accompanying narrative, and the remaining 35% for Award Committee discussion, deliberations and judging.

- B. The committee deliberations will occur during the July Awards Committee Meeting.
- C. The committee recommendations will be provided to the ASIS International President at this same meeting and will be publicly announced at the Annual Seminar and Exhibits.

IV. Notifications

- A. The committee recommendations will be provided to the ASIS International President immediately following the selection.
- B. The notification process to the winner shall follow the instructions set forth on the nomination form, as completed by the submitter.
 - 1. The notification wishes to the winning individual must be identified on the nomination form.
- C. The President shall instruct the Executive Vice President and Chief Executive Officer to notify the submitter.
 - 1. If the Chapter Chair wishes to notify the recipient at a chapter meeting, the Chapter Chair will so advise the Executive Vice President and Chief Executive Officer.
 - a. The Chapter Chair will also advise the recipient that the award will be presented at the Annual Seminar and Exhibits.
 - b. If the Chapter Chair does not want to notify the recipient, the procedure in Section IV Item B will be followed.
- D. In all situations where the chapter will not be making the initial notification to the recipient, the President shall instruct the Executive Vice President and Chief Executive Officer to notify the recipient and advise him/her that the award will be presented at the Annual Seminar and Exhibits.

V. Award

- A. The winner of the award will receive the following benefits in their name:
 - 1. A \$500.00 contribution will be given to the ASIS Foundation as an unrestricted contribution.



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- 2. A \$2,000.00 contribution will be given to the recipient’s chapter to use as a means of funding an educational program, scholarship or another note worthy cause within their mission.
 - B. ASIS International will fund the recipient’s travel expenses, hotel accommodations, and four-day registration fee for that year’s ASIS Annual Seminar and Exhibits.
- VI. Presentation
- A. The President shall present the award during the ASIS Annual Seminar and Exhibits.
 - B. In the event the recipient cannot attend the ASIS Annual Seminar and Exhibits, the President and Executive Vice President and Chief Executive Officer shall arrange for the award to be presented at a later date.
- VII. Recognition
- A. The winner of the award will be will be recognized in ASIS Dynamics, Seminar News, the Region and Chapter Newsletter, and on the ASIS Website.

References

Policy and Procedure 7000

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E.J. Criscuoli, Jr., CPP, Volunteer Leadership Award Nomination Form

Revised 2016-01



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NOMINATION FORM

NOTES TO THE NOMINATION FORM SUBMITTER:

1. Please ensure that all information placed on this form is accurate and truthful.
2. All information entered must be legible, including the printed name of the submitter.
3. This form is available as either an Adobe® PDF or as a Microsoft® Word® file. Contact ASIS Member Services to obtain it in the format which is most convenient for you.
4. ASIS Member Services will verify all leadership contributions and make any necessary corrections.

PART I – AWARD NOMINEE

Name: _____

Membership Number: _____ Year joined ASIS: _____

Current ASIS Chapter: _____

PART II – LEADERSHIP CONTRIBUTIONS (Attach additional sheets if necessary)

<u>Chapter Level Service</u> (List all offices & years served)	Points Claimed	HQ Verification
1. Chapter Chair: _____ _____	_____	_____
<i>Include chapter name, years held office, each year earns 25 point, no limit</i>		
2. Chapter Vice Chair: _____ _____	_____	_____
<i>Include chapter name, years held office, each year earns 20 points, no limit</i>		
3. Secretary: _____ _____	_____	_____
<i>Include chapter name, years held office, each year earns 15 points, no limit</i>		



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4. Treasurer: _____

_____ *Include chapter name, years held office, each year earns 15 points, no limit*

5. Committee Chair: _____

_____ *Include chapter name, years held office, each year earns 5 point, no limit*

6. Committee Member: _____

_____ *Include chapter name, years held office, each year earns 2 points, no limit*

TOTAL NUMBER OF CHAPTER LEVEL POINTS: _____

Note: All points must be verifiable by reconciliation with the Chapter Officials Report Form & Survey (and any properly filed amendments/ update forms) submitted to ASIS HQ each year by the chapter, for the years of service in which credit is claimed.



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Regional Level Service

	Points Claimed	HQ Verification
1. SRVP: _____ _____	_____	_____
<p><i>Include region number, years held office</i> (List all years served, 5 points per year, MAXIMUM points for SRVP, RVP, and ARVP COMBINED is 30)</p>		
2. RVP: _____ _____	_____	_____
<p><i>Include region number, years held office</i> (List all years served, 5 points per year, MAXIMUM points for SRVP, RVP, and ARVP COMBINED is 30)</p>		
3. ARVP: _____ _____	_____	_____
<p><i>Include region number, years held office</i> (List all years served, 5 points per year, MAXIMUM points for SRVP, RVP, and ARVP COMBINED is 30)</p>		
TOTAL NUMBER OF REGIONAL LEVEL POINTS:	_____	_____

PART III – WRITTEN PRESENTATION (REQUIRED)



E.J. CRISCUOLI VOLUNTEER LEADERSHIP AWARD NOMINATION FORM

Please attach a written narrative to this nomination form detailing the significant volunteer contributions of the nominee, which are deserving of this recognition and which would make the nominee a worthy recipient. The narrative **MUST** be computer printable (NOT hand written) and contain no less than 500 words, nor no more than 2,000 words.

(This may be completed by either the nominee or a submitter.)

By placing my signature and printed name on the following lines, I do attest that the information contained in this award application is accurate and that I have made every effort possible to verify as much as possible.

Signature: _____ Date: _____

Printed Name: _____ Membership #: _____
MUST be legible

PART IV – NOTIFICATION PREFERENCES: – (To be completed by nomination submitter)

This nominee is is NOT aware that he has been submitted for this award.

If selected as the E.J. Criscuoli, Jr., CPP, Volunteer Leadership Award winner, I would like the nominee to be notified by:

- The submitter of this nomination
- The nominee's Chapter Chairman
- The Regional Vice President or the Assistant Regional Vice President
- The President or Chief Executive Officer of ASIS
- I have no preference

Congratulations, you have completed the nomination form for the E.J. Criscuoli, Jr., CPP, Volunteer Leadership Award. Please review the form and documentation to ensure that it is legible. To submit the application, please send ALL pages of the form, plus the narrative to:



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Matthew W. Mantione
Director, Membership and Regional VP Relations
ASIS International
1625 Prince Street
Alexandria, VA 22314

Due at Headquarters by 11:59 PM EDT, July 5

Fax: 1-703-519-6298

Email: regionsandchapters@asisonline.org

(All below to be completed by Director, Membership and Regional VP Relations)

PART V – VERIFICATION –This is to certify that the information contained in Part II above has been verified thorough records at Headquarters, by contacting volunteer leaders or other available members unless listed to the contrary below.

Reason Unverified (if necessary): _____

The following corrections were made (if necessary): _____

Verified by signature below:

Signature: _____

Director, Membership and Regional VP Relations

Date: _____