

## FOUNDERS' AWARD

***Excerpted from Standing Rule VI. Awards and Competitions; B. Founders' Award, as adopted in October 2006:***

1. The Founders' Award is named in honor of all those who had the vision to lay the foundation of FALSS. The Trail Blazer Award, the Pioneer Award, and the Founders' Award are presented to the chartered chapters of FALSS that demonstrate the vision necessary to design and implement quality programs. The awards are:
  - Founders' Award* – Recognizes the overall most exceptional program presented during the year.
  - Pioneer Award* – Recognizes the most outstanding program presented during the year in each category, excluding the category in which the Founders' Award is entered.
  - Trail Blazer Award* – Recognizes excellent programs in each category.
2. Effective chapter membership efforts and educational endeavors are the foundation of success for FALSS. Through the efforts of the chartered chapters of FALSS, our association has excelled in education, certification, and professionalism. The Founders' Award is designed to encourage chapters throughout the state to share their successful programs to the benefit of all chapters of FALSS.
3. Each year one chapter will receive the Founders' Award for the overall most exceptional program. The Founders' Award is a wooden plaque upon which the name of each year's recipient is added on an engraved metal plate. The recipient of the Founders' Award keeps and displays the award for one year. The Pioneer Awards and the Trail Blazer Awards are Certificates. All recipients of awards will receive special recognition at the banquet held during the Annual Membership Meeting. Additionally, the recipients will be featured in the Summer issue of the *Legal Support Journal* and on [www.falss.org](http://www.falss.org).
  - a. The categories in which awards may be presented are:
    - 1) Membership Development
      - a) Successful membership promotion
      - b) Effective use of direct mail
      - c) Recognition of new members
      - d) Rewarding current members
      - e) Retention campaign
    - 2) Chapter Development
      - a) Enhancement of image
      - b) Bar relations
      - c) Charity Events
      - d) Working with a changing membership base
    - 3) Chapter Enterprises
      - a) Handbook development
      - b) Leadership training
      - c) Non-dues income
    - 4) One-time Educational Program
      - a) Special guest speaker
      - b) Law Day
      - c) Promotion of educational program
      - d) Court Observance Day activities
      - e) Legal Training Course
      - f) Promotion of educational series
    - 5) Marketing Programs

- a) Creating an environment of professionalism
- b) Promotion to members
- c) Promotion to law firms
- d) Promotion to nonmembers

4. Entry Rules.

- a. All entries must be submitted to the FALSS Association Headquarters, Attention: FALSS President, P.O. Box 161390, Altamonte Springs, FL 32716-1390 postmarked by March 1 on letter-sized white paper, and may be in a small three-ring binder or bound in a report cover.
- b. The program entered must have been completed within the twelve-month period immediately preceding the March 1 deadline.
- c. The entry will be set up as follows:
  - 1) Cover Sheet: The name of the program being entered, the category in which the entry is being submitted, the name and address of the chapter submitting the entry, and the name and title of the person to contact regarding the entry.
  - 2) General Program Description and Summary: Provide the following information:
    - a) Briefly describe the program, including its format, size, purpose, topic, and audience.
    - b) Briefly explain why the FALSS Board should find your program deserving of the Founders' Award. *Note: While the previous response should be strictly factual, this response should be promotional in nature and should direct attention to those aspects or elements of your program that make it exceptional.*
  - 3) Program Need: Describe how the need for the program was identified, (i.e., surveys, requests, etc.), and how this program addresses the need.
  - 4) Program Planning and Design: List the program's objectives and describe the steps taken to design and develop the program, (i.e., planning process, members involved, creativity, etc.)
  - 5) Program Logistics and Production: Describe how the program was presented to the target audience, (i.e., location of the room, room set up, etc.) and provide details describing the materials, methods, and resources used in the presentation
  - 6) Program Budgeting and Finance: Describe the financial objectives of the program including the program's projected revenue and projected expense, and describe the financial success of the program including the program's actual revenue and expense, and give an estimate the number of man-hours spent on the program.
  - 7) Program Promotion: Describe the specific promotional methods used for this program.
  - 8) Program Evaluation: Describe to what extent the program achieved its objectives, (i.e. money raised, new members gained, etc.). Describe the most significant changes that will be made when presenting this or a similar program in the future.
  - 9) Program Materials: Provide samples of all printed materials used in the program, including promotional materials, programs, planning documents, handouts and budget.
- d. The Board will evaluate entries based upon the criteria presented.
- e. The Board reserves the right to reclassify entries if, upon review of the entry, the Board determines that reclassification is warranted.

- f. All entries become the property of FALSS and will be available for use by all chartered chapters of FALSS.
- g. Award recipients will be announced at the banquet held during the Annual Membership Meeting, and the awarded entries will be displayed at the Incoming Membership Meeting immediately following the Annual Membership Meeting, and will be displayed again at First Quarter Membership Meeting.
- h. The decisions of the Board are final.