



ARKANSAS SOCIETY OF ASSOCIATION EXECUTIVES

May 8, 2023

Dear ASAE Executive Members:

ASAE has an annual tradition of recognizing the outstanding accomplishments of our members. It is once again time to gather nominations. Specifically, we are requesting submissions for the following awards:

- Excellence in Communications
- Ken Graves Award
- Partner of the Year
- Emerging Leader

Applications for each award, as well as the requirements for submissions, are included in this packet. We look forward to receiving many submissions for the outstanding work we know has been taking place over the last year. As an alternative, you can also choose to submit through an online form located at

<https://www.arksae.net/awards>.

**NEW THIS YEAR!** Please note that the Excellence in Communications Awards are divided into **three categories**, according to association annual budget levels.

Each category has two levels of entries: **1. Single Piece** (brochure, newsletter, annual report, website, social media, video, podcast, etc.) and **2. Overall Campaign** (any program or event that used more than one medium by which to promote it).

**Submissions for all awards are due by midnight on June 16th (EXTENDED).** We look forward to honoring the winners on the evening of July 18<sup>th</sup> at the 2023 Annual Convention in Fort Smith. To register for the annual convention, please go to [www.arksae.net/annual-convention](http://www.arksae.net/annual-convention).

Please contact Leigh at [office@arksae.net](mailto:office@arksae.net) or 501-223-9188 with any questions.

Sincerely,

Leigh Anderson, Executive Director  
Arkansas Society of Association Executives  
Phone: 501-223-9188  
Email: [office@arksae.net](mailto:office@arksae.net)



## 2023 ASAE Excellence in Communications Awards Entry Form

P.O. Box 23034, Little Rock, Arkansas 72221 | 501-223-9188

**Rules:** Any and all kinds of communications media (print, broadcast, web-based) **produced from July 2022 to present will be considered.** Please submit in print or electronic format **by midnight on June 16, 2023.** There is no fee to submit an entry. If submitting multiple entries, be sure to attach separate forms for each entry.

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

Association: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Entry: \_\_\_\_\_

### Category (Please check which you are entering)

- Category 1: For associations with **budgets under \$350,000**
- Category 2: For associations with **budgets from \$350,001 to \$750,000**
- Category 3: For associations with **budgets over \$750,000**

### Type of entry (Please check which you are entering)

- Single Communications Piece:** A single piece may be brochure, newsletter, ad, annual report, membership materials, website, social media account, etc.
- Overall Campaign:** Must include **more than one medium** used for an event, program or campaign.

Associations can submit multiple entries for Single Communications piece but **only one entry for Overall Campaign.** Associations submitting entries are asked to **provide samples** and descriptions of their communications to be evaluated. Entries will be judged by communications professionals on the following criteria:

- Planning
- Implementation - design, layout, content or delivery
- Results and evaluation

**Please answer the following questions for each entry.** Submit your answer, along with this form, to us by June 16.

1. Goals: What were the goals of this communications program?
2. Planning and Implementation: How did you plan and implement the communication?
3. Results: What were the measurable results achieved with this project?
4. Evaluation: How did you evaluate its success?

**Entry Deadline: Midnight on June 16.** All entries should be delivered by close of business to:

ASAE, P.O Box 23034, Little Rock, AR 72221      OR      1401 W. Capitol Ave., Ste 440, Little Rock, AR 72201

Contact Leigh Anderson at [office@arksae.net](mailto:office@arksae.net) or 501-223-9188 with questions.

Online Version of this form available at <https://www.arksae.net/awards>



## Ken Graves Memorial Award Nomination Form

The award will be given to an Association Executive who has exemplified an exceptional level of professionalism in Association Management and in his/her community in which they live and work.

### Criteria:

1. The recipient would be an Association Executive in good standing of ASAE either as a regular member or a retiree.
2. The recipient should have been involved in the association management field for five (5) years or more.
3. The recipient should exemplify a high level of professionalism and integrity in association management.
4. The recipient should have worked toward the betterment of ASAE and furthered the quality of the association management field.
5. The recipient should be a respected member of their community.
6. For a list of previously honored recipients, see page 6 of the ASAE Membership Directory.

Nominee: \_\_\_\_\_

Association: \_\_\_\_\_

### Guidelines:

1. A minimum of one paragraph must be included with this nomination form stating why the nominee is deserving of this award.
2. Nominations for the Ken Graves Memorial Award are reviewed by a nominations committee composed of the Executive Board, past award recipients (active and inactive) and the Executive Director. The Executive Director is a non-voting member.
3. The award is based solely on merit and is not necessarily an annual award.

**DEADLINE TO RETURN FORM: JUNE 16<sup>th</sup>**

**ASAE Ken Graves Memorial Award**

***P.O. Box 23034 Little Rock, AR 72221 [office@arksae.net](mailto:office@arksae.net)***

Online Version of this form available at <https://www.arksae.net/awards>



## ASAE Partner of the Year Award Nomination Form

This award should be presented to an associate member (individual or company) who has demonstrated exemplary support of the association community and supports ASAE's programs by their attendance and willingness to help with projects when called upon. Financial support can be a consideration but is not a requirement.

### Criteria:

1. The recipient would be an Associate Member or Partner in good standing of ASAE.
2. The recipient should have worked toward the betterment of ASAE and furthered the quality of the associations programming and events.
3. The recipient should be a respected member of their community.

Nominee: \_\_\_\_\_

Organization: \_\_\_\_\_

### Guidelines:

1. A minimum of one paragraph must be included with this nomination form stating why the nominee is deserving of this award.
2. Nominations for the Partner of the Year Award are reviewed by a nominations committee composed of three association executives selected by the President.
3. The award is based solely on merit and is not necessarily an annual award.

**DEADLINE TO RETURN FORM: Midnight on JUNE 16<sup>th</sup>**

### ASAE Partner of the Year Award

P. O. Box 23034  
Little Rock, AR 72221  
[office@arksae.net](mailto:office@arksae.net)

Online Version of this form available at <https://www.arksae.net/awards>



## ASAE Emerging Leader Award Nomination Form

This award would be presented to either an associate or executive member who demonstrates skills for future leadership in the association and distinguish themselves every day and make exceptional contributions in their chosen field of work.

Criteria:

1. The recipient would be an Associate Member or Association Executive in good standing of ASAE.
2. The recipient should have worked toward the betterment of ASAE and furthered the quality of the associations programming and events.
3. The recipient should demonstrate skills for future leadership within the organization.

Nominee: \_\_\_\_\_

Organization: \_\_\_\_\_

Guidelines:

1. A minimum of one paragraph must be included with this nomination form stating why the nominee is deserving of this award.
2. Nominations for the Emerging Leader Award are reviewed by the Board of Directors.
3. The award is based solely on merit and is not necessarily an annual award.

**DEADLINE TO RETURN FORM: Midnight on JUNE 16<sup>th</sup>**

**Arkansas Society of Association Executives  
Emerging Leader Award**

P. O. Box 23034 Little Rock, AR 72221

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