

Alabama Recreation and Parks Association
Recognizing a Deserving Colleague, Agency, Facility or Program

2011 ARPA Awards

The Alabama Recreation and Parks Association recognizes and honors individuals, groups, programs, facilities and agencies each year who have rendered outstanding service to the field of parks and recreation, as well as to ARPA. The Awards Committee of ARPA is responsible for seeking nominations for the various awards presented by the Association.

The Committee studies the qualifications of each individual, group, facility, agency or program nominated using criteria established by the ARPA Board of Directors, and then selects the most deserving nominees. The winner of the Jim Spain Award will be selected by previous winners of the award. The awards will be presented during the annual Awards and Installation Banquet held during the 2012 Annual State Conference. Only one award will be given for each category unless noted. The Awards Committee will be accepting nominations for consideration in the following categories:

Jim Spain Professional Award	Merit in Recreation
Merit in Parks	Merit in Therapeutic Recreation
Outstanding New Professional	Special Achievement
Chester Freeman Park Board Award	Community Service Award
*Retiree Certificate	**Agency of the Year
**Facility of the Year	**Innovative Program/Special Event

(*As many as needed will be given, **One award per population category)

Deadline for all nominations is 5:00 p.m. on December 2, 2011

For applications and full criteria for each award, please visit the ARPA website at www.arpaonline.org or contact Awards Committee Chair, Gayle Milam, gayle.milam@madisonal.gov or 256-772-2557.

RECOGNIZE A DESERVING COLLEAGUE, AGENCY, FACILITY OR PROGRAM/SPECIAL EVENT

The Alabama Recreation and Parks Association recognizes and honors individuals, groups, programs, facilities and agencies each year who have rendered outstanding service to the field of parks and recreation, as well as to ARPA. The Awards Committee of APRA is responsible for seeking nominations for the various awards presented by the Association. The Committee studies the qualifications of each individual, group, facility, agency or program nominated using criteria established by the ARPA Board of Directors, and then selects the most deserving nominees. The selected nominees and their information will be presented to a committee comprised of previous Jim Spain Award winners for final selection. The awards will be presented during the annual Awards and Installation Banquet held during ARPA's annual conference. The Awards Committee will be accepting nominations for consideration in the following categories:

JIM SPAIN Professional of the Year Award

Any member of ARPA may nominate a candidate for this award. Eligible candidates include any member who is in good standing with ARPA and has been a member of ARPA for at least 10 years and has had a minimum of 10 years of full time professional service in the field of recreation, parks or conservation and has not received the award previously.

A maximum of one Jim Spain Professional of the Year Award will be awarded. Nominees should be qualified in at least one of the following categories of service:

Leadership and or active involvement: must have rendered outstanding service or accomplishment to the leisure service recreation, parks and/or conservation profession through leadership and/or active involvement. Must have successfully held positions of leadership in professional organizations. This should include any positions held on the national, regional, state or local level.

Writing, research, speeches and/or innovation programs: must have rendered outstanding service or accomplishment to the leisure service, recreation, parks and/or conservation profession as a speaker on programs-

local, state, regional, national, etc.; through articles published in newspapers, pamphlets, magazines, etc.; through research which has helped further the profession, or through the innovation of a specific program on the local, state, regional or national basis in the area of leisure services, recreation, parks and /or conservation.

In bibliographic form, please list all pertinent accomplishments attributed to the nominee; name the organizations, position held and dates of service held by nominee; articles written should include the names and dates of the publications; presentations should be noted by topic, date and to whom the presentation was made; programming activities should be noted by a program description, date and site of implementation.

MERIT IN RECREATION AWARD

Any member of ARPA may make a nomination for this award. Any ARPA member who has been employed full-time and a member of ARPA for at least 5 years in the field of recreation, athletics, leisure services or special event programming and/or leadership is eligible for this award.

Qualifications: one award shall be given to an eligible candidate who has shown outstanding leadership and innovation in the area of recreation, athletics, leisure or special event programming and /or instruction

MERIT IN PARKS AWARDS

Any member of ARPA who is in good standing may make a nomination for this award. Any ARPA member who has been employed full-time and a member of ARPA for at least 5 years in the field of parks planning, park operation or maintenance is eligible for this award.

Qualifications: one award shall be given to an eligible candidate who has shown outstanding leadership and innovation in the areas of park planning, operations or maintenance.

MERIT IN THERAPEUTIC RECREATION AWARD

Any member of ARPA may make a nomination for this award. Eligible candidates include individuals who have

been employed full-time and a member of APRA for at least 5 years in the field of therapeutic recreation.

Qualifications: one award shall be given to an eligible candidate who has shown outstanding leadership, service and innovation to participants or clients, or to the field of Therapeutic Recreation or state, regional, or national Therapeutic Recreation organizations.

OUTSTANDING NEW PROFESSIONAL AWARD

Any member of APRA may make a nomination for this award. Eligible candidates include individuals who have been employed full-time and a member of ARPA for 5 years or less in the field of parks and recreation.

Qualifications: one award shall be given to an eligible candidate who has been employed in the field 5 years or less and who has demonstrated outstanding commitment to the profession of parks, recreation, and leisure services and who has been actively involved in ARPA.

SPECIAL ACHIEVEMENT AWARD

Any member of ARPA may submit a nomination for this award. Eligible candidates include political leaders, local, state or federal employees or leisure service employees from outside the state of Alabama who have significantly assisted APRA in some manner.

Qualifications: Nominations should be based on contributions to the leisure service, recreation, parks and/or conservation field on the local, state or national level. These contributions must be perceived as having as lasting effect on the nominator's programs or the Alabama Parks and Recreation Association.

COMMUNITY SERVICE AWARD

Any member of ARPA may submit a nomination for this award. Eligible candidates include any person, business, civic club, organization or agency not officially associated on a professional basis in the recreation, park or leisure service field.

Qualifications: one award shall be given to an eligible candidate who have made contributions to the leisure service, recreation, parks and/or conservation profession

at the local, state or national level. These contributions should be perceived by the nominator as having a lasting effect on the affiliate's program or the community.

CHESTER FREEMAN PARK BOARD SERVICE AWARD

Any member of ARPA may submit a nomination for this award. Eligible candidates include any person who has served or is currently serving on a park and recreation board.

Qualifications: one award shall be given to an eligible candidate who has been instrumental in providing the leadership, political advocacy and fundraising needed to create top-level public park and recreation agencies.

RETIREE CERTIFICATE

Any member of ARPA may submit a nomination for this award. Eligible candidates include any retired leisure service, recreation, parks and/or conservation professional.

Qualifications: The nominee must have been a member of ARPA for a least 5 years and one who has made significant contributions to the profession on the local level, as well as the Association prior to their retirement.

OUTSTANDING FACILITY AWARD

The purpose of these awards is to recognize and honor public parks and recreation agencies within the state for outstanding and unique achievements in the design and development of park and recreation facilities. This award is for either new construction or renovation of an existing facility. Only one entry per year, per agency will be allowed. Facilities being nominated must have been completed or renovated and opened to the public within the past 5 calendar years (Jan. 1, 2007-Dec. 1, 2011).

Categories for nomination include: Specific Use Facility, Multiple Use Facility, Aquatic Facility, Parks, Renovations, Rehabilitation, Conversion, Remodeling or Restoration. Awards will be given in each class of population. Agencies serving populations of 15,000 or less; and agencies serving populations of 15,001 or more.

Nominations for facility awards are very specific and require the submission of a great deal of material. For more information on this award please contact Gayle Milam at (256) 772-2557 or email: gayle.milam@madisonal.gov.

class of population. Agencies serving populations of 15,000 or less and agencies serving populations of 15,001 or more. There is a special checklist for this nomination. For additional information of this award please contact Gayle Milam at (256) 772-2557 or email gayle.milam@madisonal.gov.

AGENCY OF THE YEAR

This award is to recognize exemplary agencies in the state whose primary functions is the delivery of recreation and park services for the public, private and corporate community. Agencies are eligible to receive this award once in a 5 year period.

Qualifications: Any agency (affiliate member) within the state of Alabama whose primary function is to provide parks and recreation programs or leisure related services and has made significant contributions to parks and recreation programs or the leisure services on the local, state, regional or national level. One award will be given in each class of population. Agencies serving populations of 15,000 or less and agencies serving populations of 15,001 or more.

There are special requirements to adhere to when nominating an agency. For more information on this award please contact Gayle Milam at (256) 772-2557 or email gayle.milam@madisonal.gov.

INNOVATIVE PROGRAM/SPECIAL EVENT OF THE YEAR AWARD

Any individual or agency member in good standing with ARPA may submit a nomination for this award. This award is to honor programs/special events that demonstrate exceptional innovation in design, presentation and implementation in the park and recreation field. Innovative or unique programs/events from all areas of parks and recreation and leisure services are eligible for nomination.

Qualifications: The agency or agency's staff member(s) in charge of the nominated program must be current member(s) in good standing with APRA. The nominated program must be implemented between October 1, 2010-September 30, 2011. One award will be given in each

2011 ARPA AWARDS PROGRAM



**ALABAMA RECREATION
& PARKS ASSOCIATION**

ANNUAL AWARDS PROGRAM NOMINATION INFORMATION

**Gayle M. Milam, Committee Chair
Madison Pks and Rec Dept.
8324 Madison Pike
Madison, AL 35758**

**Submission Deadlines
5:00 pm on Friday
December 2, 2011**

ALABAMA RECREATION AND PARKS ASSOCIATION

“2011 Outstanding Agency of the Year Award”

Purpose: To recognize exemplary agencies in the state whose primary functions is the delivery of recreation and park services for the public, private, and corporate community.

Who can nominate?

Any member in good standing with ARPA may nominate any agency (affiliate member) within the state of Alabama, including his or her own.

Who is eligible?

Any Agency (Affiliate Member) within the state of Alabama whose primary function is to provide Parks and Recreation Programs or leisure related services and has made significant contributions to Parks and Recreation Programs or the Leisure Services field on the local, state, regional or national level.

Basis for nomination:

Each nomination will be considered on the merits of the facts presented to the awards committee. There will be two categories of agency awards

1. Agency that serves over 15,000 people
2. Agency that serves less than 15,000 people

Deadline: Friday, December 2, 2011 at 5:00 pm

Format: List and answer one question per page only, for a total of **eight** pages. The pages must be doubled spaced using regular types. (No smaller than 10 font, on one side only.)

Mail Entries To:

2011 ARPA Awards Committee
Gayle Milam, Committee Chair
Madison Parks & Recreation Department
8324 Madison Pike
Madison, AL 35758
Telephone (256) 772-2557
Fax: (256) 772-9377
E-Mail: gayle.milam@madisonal.gov

AGENCY OF THE YEAR AWARD

Agency: _____ **Population Category:** _____

1. Parks and Recreation Organization/Administration

Year Established: _____ Board _____ Legal _____ Advisory _____ Other _____
Budget \$ _____ Grants \$ _____ Other \$ _____
Staff: Number of Full Time _____ Number of Part Time _____ Number of Volunteers _____

Master Plan: _____ Yes _____ No
Evaluation Plan _____ Yes _____ No
Staff Input _____ Yes _____ No
Years Covered _____ To _____
Community Input _____ Yes _____ No

3. Program Services:

Do the following have input in program Services?"

Community Input: _____ Yes _____ No Staff Input: _____ Yes _____ No

4. Program Offered: Youth _____ Adult _____ TR _____ Seniors _____ Other _____

5. Facilities:

Number of Parks: _____ Baseball Fields _____ Swimming Pools _____
Acreage: _____ Softball Fields _____
Maintenance Plan Yes _____ No _____ Soccer Fields _____
Number of Facilities: _____ Basketball Fields _____

6. Marketing/Promotion:

Frequency of Promotion (method): _____ Monthly _____ Annual
_____ Quarter _____ Seasonal

Budget: _____ Information Distribution: _____

7. Professional Development/Staff Training

Training Plan: _____ Yes _____ No Budget: \$ _____
Staff Membership: _____ ARPA _____ NRPA _____ Other _____
In-House Promotion: _____ Yes _____ No
Staff certification Recommended _____ Yes _____ No

8. Outstanding Accomplishments for 12 month period (Jan. 1, 2010- Dec. 31, 2010).

Note: 1-6 = 10 points (Not to exceed one page each)
7 = 40 points (Not to exceed two pages each)

**AGENCY OF THE YEAR
SCORING SHEET**

Agency: _____ Population Category: _____

1. Parks and recreation organization and administration legal structure/financial management (source of operation and capital budget, grants, privatization involvement.

10 points _____

2. Planning & evaluations: Planning (long-range; surveys, strategic; citizen input) evaluation in all areas.

10 points _____

3. Program services offered: Diversity-planning process-networking-evaluation procedure.

10 points _____

4. Facilities, areas: Types-acreage-geographical distribution of recreation sites.

10 points _____

5. Marketing: Marketing plan-budget-staff-information-distribution procedures.

10 points _____

6. Professional development and training of staff: Training plan-budget-NRPA/ARPA

10 points _____

7. Provide any pertinent items including but not limited to: PowerPoint, news clips, videos, brochures, etc.

10 points _____

8. List the outstanding accomplishments of your agency for the past 12-month period.

30 points _____

Total points _____

**NOTE: One page for 1-6 (Not to exceed one page each).
 Two pages for # 8 (Not to exceed two pages).**

**ALABAMA RECREATION AND PARKS ASSOCIATION
2011 OUTSTANDING FACILITY AWARD
ENTRY FORM**

GENERAL INFORMATION

AGENCY NAME: _____

AGENCY DIRECTOR: _____

APPLICATION SUBMITTED BY: _____

TITLE: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

AWARD CATEGORY: _____

FACILITY NAME: _____

FACILITY LOCATION: _____

DATE FACILITY OPENED: _____

ARCHITECT/LANDSCAPE ARCHITECT OF PLANNER: _____

POPULATION: _____ 15,000 or less

_____ 15,0001 or more

2011 OUTSTANDING FACILITY AWARD NARRATIVE CRITERIA

Entries will be judged on the following narrative criteria. Please type your narrative using the following criteria as "CHAPTER HEADINGS." Criteria should follow I order of the list below.

- | | |
|---|-----------|
| 1. Project description and purpose | 5 points |
| 2. Degree of community involvement during planning/developmental phases. | 15 points |
| 3. Relationship of design to comprehensive open space or recreation master plans or relationship of site elements to each other. | 20 points |
| 4. Effective use of material for construction techniques and/or use of plant materials (Include use of color, textures and shapes). | 15 points |
| 5. Efficient and unique use of natural resources and energy, electricity, etc. | 10 points |
| 6. Consideration of maintenance and operation in facility design and construction. | 20 points |
| 7. Copy of project budget. | 5 points |
| 8. Steps toward ADA Compliance. | 5 points |
| 9. Statement as to why the facility is worthy of this award including creative and/or unusual features. | 5 points |

TOTAL

100 POINTS

For any questions relating to the submission process, please contact ARPA Awards Chair Gayle Milam at (256) 772-2557 or gayle.milam@madisonal.gov.

ALABAMA RECREATION & PARKS ASSOCIATION
“Innovative Program/Special Event of the Year” Award

Purpose: To recognize programs, activities and special events, which can demonstrate exceptional innovation in design, presentation and implementation in the park and recreation field in Alabama.

Who can nominate:

Any individual or agency member in good standing with ARPA may submit a nomination for this award.

What program is eligible?

- ❖ The agency or agency’s staff member(s) in charge of the nominated program must be current members in good standing with ARPA.
- ❖ The nominated program must be implemented between October 1, 2010- September 30, 2011.
- ❖ Innovative or unique Programs and/or Special Events from all areas of parks and recreation are eligible for nomination.

Submission Procedures

The checklist must be included in your entry along with the information requested on the Checklist.

Entries must be received no later than 5:00 p.m., Friday, December 2, 2011.

Gayle Milam, Awards Committee Chair
Madison Parks & Recreation Department
8324 Madison Pike
Madison, AL 35758
Telephone (256) 772-2557
Fax: (256) 772-9377
E-Mail: gayle.milam@madisonal.gov

ALABAMA RECREATION AND PARKS ASSOCIATION
“Innovative Program/Special Event of the Year Award”

Checklist

This checklist and the following information must be INCLUDED in your entry:

_____ **Complete the attached Award Entry Form – (10 points)**

Fill out completely page 3 of 3

_____ **Complete the Narrative - (60 points)**

Narrative should not be more than three typed pages. A page is considered one side of an 8.5” X 11” sheet of paper. All the following must be addressed:

- Explain the program/event and what makes it unique and innovative
- Partnerships (if any)
- Goals and objectives in developing this program and where they achieved
- How does the program/event contribute to the quality of life of the participants served
- Interesting publicity and marketing techniques
- Successes and challenges
- Plans for the future of this program/event
- Any other information that may be needed to fully describe this program

_____ **Prepare a Visual Documentation – (30 points)**

- ❖ The visual documentation is considered two-fold. Judges will consider the visual impact of the entire presentation including the cover, as well as the actual visual documentation of the nominated program, which may include photographs, videos (limit to three minutes), tickets, fliers, letters, newspaper articles/ads, and any other visual tools necessary to document the program.
- ❖ Include written captions explaining photos and documents as needed.
- ❖ Please include, as many pages as you feel are necessary to accurately depict the program or event.
- ❖ Three photographs must be submitted on disc for use in the Awards Ceremony.

ALABAMA RECREATION AND PARKS ASSOCIATION
“Innovative Program/Special Event of the Year Award”

ENTRY FORM

Directions: Entry information must be typed. Information requested must be complete to be considered. Every blank must be completed in order for entry to be judged.

PROGRAM INFORMATION (10% OF TOTAL SCORE)

General Information

Population: _____ 15,000 and under _____ above 15,000

Agency Submitting Entry: _____

Director: _____

Address: _____

City/State/Zip: _____

Agency Phone Number: _____

Program Specifics

Title of nominated program: _____

Number of years program has been in existence: _____

Person in charge of program: _____
& Phone # _____

Number of Participants: _____

Number of Spectators: _____

Number of Staff: _____

Number of Volunteers: _____

**ALABAMA RECREATION AND PARKS ASSOCIATION
2011 AWARD NOMINATION FORM**

Date: _____

Name of Person making nomination: _____

Affiliate Name: _____

Contact Phone Number: _____

I would like to nominate: _____

For the _____ Award

Signature of Person Making Nomination: _____

ANY MEMBER OF ARPA MAY MAKE A NOMINATION FOR THE AWARDS

This nomination form must be submitted with all award nominations along with additional requirements as stated in the criteria.

Deadline for award nominations: December 2, 2011

Please submit all nominations to:

**Gayle Milam, Committee Chair
Madison Pks & Rec Dept.
8324 Madison Pike
Madison, AL 35758
Office: (256) 772-2557
Fax: (256) 772-9377
Email: gayle.milam@madisonal.gov**