



**INDIVIDUAL ACHIEVEMENT AWARD**  
*Man/Woman of the Year*

**I. FORM OF NOMINATION**

- A. Where there is an active district, the nomination(s) should be made through the district officers. Chapters may submit candidates to the district board and the nominee(s) will then be selected.
- B. Where there is not an active district, a three (3) member committee (1 clergy and 2 lay people) will submit candidates. The committee will be appointed for one (1) year by the National President. These appointments will not be made public and all nominations should be sent to the dean of that specific district. They will then be forwarded to the committee.
- C. The nomination of an individual should be a resume of that person's achievements done in narrative form. The signature of the District President and the District Spiritual Advisor must be present on the resume. If there is not a district board that then requires the signature of the appointed committee.

**II. CHARGE TO AWARD COMMITTEE AND NOMINEES**

- A. Awardee must meet the minimum requirement of service to the Church, A.C.R.Y. and the Diocese. He/she should also be a well-rounded individual. Any additional letters of recommendations should be stapled to the nominee's resume.
- B. Nominations must be postmarked by July 1<sup>st</sup>. Any that are postmarked after midnight of July 1<sup>st</sup> will be declared ineligible. They should be sent directly to the National President, who will then forward the nominations to the Awards Committee chairperson. If possible, the nomination should be placed in individual envelopes with the nominee's name marked clearly on the outside.
- C. By August 1<sup>st</sup>, the committee will narrow the field to the top five (5) candidates. The candidates will be submitted to the National President in alphabetical order. The five (5) candidates will then be notified by the National President to ensure his/her attendance at the Convention.
- D. Between August 1<sup>st</sup> and the Convention, the committee will reconsider the top five (5) candidates and determine a final rank. The award winner's name will be given to the National President in an envelope and announced at the Grand Banquet on Sunday evening at the Convention