

**Association of Fundraising Professionals
Greater Cleveland Chapter**

POLICY TITLE: National Philanthropy Day®

CLASSIFICATION: Board/Executive

POLICY NUMBER: 2010-0604

APPROVED: September 2018

The Association of Fundraising Professionals Greater Cleveland Chapter (AFPGC) will present an annual National Philanthropy Day® Celebration on the first Friday of November as part of an international effort to recognize philanthropy that is coordinated by AFPI. The goals of AFPGC's National Philanthropy Day® celebration are to promote philanthropy and professional fundraising practices as well as raise funds for chapter, operations, scholarships and professional development. All aspects of National Philanthropy Day® will be coordinated by a volunteer Steering Committee serving under the direction of the Vice President Resource Development, in accordance with the following policies and procedures adopted by the Association of Fundraising Professionals, Greater Cleveland Chapter January, 2016:

Committee Structure and Operations

1. The NPD Committee will be led by a chair, appointed by President and Vice President of Resource Development.
2. An NPD Committee Co-Chair will be selected by the NPD Chair with the concurrence of the President and Vice President of Resource Development with the understanding that the co-chair will serve as the event chair the following year.
3. Additional NPD leadership will be selected by the NPD Chair and Co-Chair. All members of NPD committees shall hold current membership in AFP. All AFPGC members will be invited and encouraged to serve on sub-committees.
4. The chair and co-chair will select individuals to serve as a chair and co-chair of the following sub-committees: awards, logistics, sponsorship, communications [combines media & publicity] and workshops, when scheduled. Additional sub-committees and leaders may be added as needed at the discretion of the chair.
5. The chair, co-chair and sub-committee chairs and co-chairs will comprise an NPD Steering Committee to coordinate event planning and promotion, with the assistance of the Chapter Administrator who will record and maintain minutes of Steering Committee meetings. The meeting notes from the prior month and a meeting agenda will be distributed to all NPD Steering Committee members in advance of scheduled meetings.
6. The NPD Chair will establish Steering Committee meeting schedule and meeting site and will notify appropriate individuals of meeting dates and locations.
7. Chair will establish event timeline and share with the NPD Steering Committee.
8. The event budget will be included as part of annual AFPGC annual budget and will be reviewed/monitored by steering committee throughout planning process.
9. Each member is responsible for purchasing their own ticket to the NPD event. As a courtesy since attendance is required, the AFPGC President, NPD chair and NPD co-chair may attend the luncheon and workshops at no cost in the event that their respective employer does not reimburse their expenses.

Awards Categories

1. The AFPGC Board of Directors has established seven (7) NPD award categories:
 - a. Category 1 - Leadership Award – Corporate
 - b. Category 2 - Leadership Award – Foundation
 - c. Category 3 - Leadership Award – Philanthropist
 - d. Category 4 - Outstanding Fundraising Volunteer Award
 - e. Category 5 - Youth in Philanthropy Award
 - f. Category 6 - Youth Group in Philanthropy Award
 - g. Category 7 - Outstanding Fundraising Professional of the Year Award

2. Award categories 1 through 6 should cover each of the following criteria:
 - a. Outstanding commitment – describe direct support and the impact for your agency, length of service, roles, campaigns or other initiatives.
 - b. Motivation to others - reaching out to the community, involving and motivating others to help.
 - c. Leadership role – support for innovative problem solving and for assuming leadership roles in achieving the fundraising goals of the organization.
 - d. Philanthropic impact – support for other organizations in the community

3. Special conditions apply to nominations for the Outstanding Fundraising Professional of the Year Award.
 - a. Requirements: Nominees must have a minimum of five years fund raising experience and hold a current Association of Fundraising Professionals Greater Cleveland Chapter membership, according to AFPI membership records. Nominator must also be a current member of the AFP Greater Cleveland Chapter.
 - b. Requirements: Nominees must have been an AFP member for a minimum of three consecutive years
 - c. Specific areas for consideration:
 - i. Commitment to profession:
 1. Mentoring and developing new professionals, membership, volunteering, and financial support to AFP.
 2. Ethical compliance, supporting the Donor Bill of Rights, encouraging staff participation in AFP and professional education.
 - ii. Organizational Impact:
 1. Proven track record of raising significant dollars *relative to organization's size and budget*,
 2. Planning and growth of the organization's development activities,
 3. Positively impact on the strength of an organization on whose behalf they are working.
 4. Strong leadership in speaking for and about the organization,
 5. Motivation of volunteers, outreach to community.
 - iii. Professional Personal Development via organizations such as AFP or other professional development associations:
 1. CFRE, continued learning.
 2. Teaching and mentoring young professionals.
 - iv. Community Involvement:
 1. Volunteering on community boards,
 2. Strengthening community resources through organizational collaboration.
 - d. Nominees do not have to meet every one of the criteria listed above in order to be considered for the award.

Nomination Procedure

1. The nomination procedure will follow the same guidelines for all award categories with the exceptions delineated in (section above) for the Outstanding Fundraising Professional with the exception of the following:
 - Category 3 and 4 nominee must be an individual or married couple for consideration.

Categories 5 and 6 nominees must be a youth participant; nominations naming a faculty advisor or community service supervisor will not be considered. Preference will be given to nominees who engage in fundraising activities, including the collection or purchase of in-kind donations, in addition to or as part of any service opportunities.

2. Two awards selection panels will be created:
 - The NPD general awards panel will include any current AFP member interested in serving on the selection panel and members recruited by the NPD Awards Sub-Committee Chair/Co-Chair. This panel will deliberate on NPD Awards, with the exception of the Outstanding Fundraising Professional award.
 - b. The Outstanding Fundraising Professional (OFP) Subcommittee will consist of an odd number of members of no less than 5 as follows:
 - a. 2 prior OFP recipients, who are current AFP members.
 - b. 1 AFPGC current Board member who is not a past recipient
 - c. The Immediate Past President of AFP
 - d. The Co-chair of National Philanthropy Day
 - e. The Subcommittee will be chaired by a prior recipient and current AFPGC board member. The Immediate Past President will serve as Subcommittee Chair if there is no current board member that is a past OFP recipient who is able to serve.
 - f. The Awards Subcommittee Chair will be responsible for extending an invitation to prior recipients to serve on the panel
3. Nomination Forms will be reviewed annually in January by the NPD Chair, Co-Chair and Awards Sub-Committee Chair. Any suggested changes must be approved by the President prior to distribution to the members.
4. Electronic nomination forms will be made available in mid-February each year by the Chapter Administrator on the AFPGC website for members to submit nominees for consideration. For award categories 1-6, a nomination consists of only the online Nomination Form.
 - a. Each section of the nomination form will identify specific size limits for each criteria. No additional information will be accepted.
 - b. Nominations will be accepted for a period of approximately 6 weeks.
 - c. Nominations can only be submitted by a current member of AFPGC as listed in the current membership directory files from AFPI. All nominators will be submitted to AFPI to confirm their membership status. The online nomination form will include the following statement:
 - d. "Nominees selected to receive awards from AFPGC will automatically be submitted to AFPI for consideration at the International level. If you do not want this nominee's name submitted to AFPI check here ().
5. All AFPGC members, regardless of the size of their organization, are encouraged to submit nominations for NPD Awards.
6. In the event that the selection panel does not believe that the nominations presented reflect the significance of the award, a representative of the panel will contact AFPGC President and chair of annual meeting to discuss and confirm that no award will be presented.
7. Each nominee will be rated according to a twenty point scale, related to the selection criteria.
8. Nominees who have been previously nominated may be nominated if they were not selected in the past.
9. Nominees who have previously won an award may be nominated again if they have not won an award in the past five years. A list of past recipients will be posted on the AFPGC website.

10. Nominations will be open for a (timeframe). Acceptance of nominations will be closed and no additional nominations will be accepted based on the time stamp of the electronic submission. The Chapter Administrator will be responsible for
11. At the close of nominations, the Chapter Administrator will compile all nomination forms and send them in an email file to the Awards Committee Chair.
 - a. The Awards Committee Chair and Co-Chair will review all general nominations to ensure nomination criteria are met. If a nomination does not meet the criteria, the Awards Committee Chair will notify the NPD Steering Committee Chair and the nominator will be notified in writing with an explanation of why the nominee will not be considered.
 - b. The OFP panel chair will review the nominations for OFP to ensure they meet the OFP criteria. If a nomination does not meet the criteria, the Awards Committee Chair will notify the NPD Steering Committee Chair and the nominator will be notified in writing with an explanation of why the nominee will not be considered.
 - a. A rating form, based on a twenty (20) point scale will be used as the primary means for award selection.
 - b. Qualifying nomination forms, instructions, and individual rating sheets will be sent to each panel member with instructions for completion. The deadline for both selection panels to rate nominations will be the same date.
11. No more than three nominating organizations will be recognized in promotional materials; in the case of multiple nominators, the first three nominations (based on digital time stamp) will receive recognition and additional nominators will be considered as supporters of the nomination.
12. All nominations forms must list direct contact information for the honoree, so that the Awards Chair can contact them. If this information is not provided the nomination will not be valid.
13. Rating forms will be tabulated by the Chapter Administrator and a list of nominees and the ranking for each nominee is sent to the Awards Sub-Committee Chair. The percentage rank will be determined by dividing the number of nominees by the ranking total for each nominee.
 - a. Awards will be made to the nominee with the highest ranking, when there is more than a 5 point difference between nominees.
 - b. If the ranking of nominees produces a tie score or nominees are within 1 or 2 points, the selection committee will set a date to meet to discuss and re-rank the top 2 or 3 nominations and extend an invitation to all of the initial reviewers. Nominees will be re-ranked and a final selection is made. If a reviewer is not able to attend the meeting, they have the option of sending a second ranking to the Awards Sub-Committee Chair in advance the scheduled meeting.
14. Committee members affiliated with an organization making an award nominations will not participate in the selection process for that award category.
15. In the event there are no nominations for a specific award category, that award will not be presented for that year only.
16. In the event that either selection panels does not believe that the nominations presented reflect the significance of an award category, the chair will contact AFPGC President and National Philanthropy Day® chair to discuss and confirm that no award will be presented in that category.
17. Sub-committee chair and co-chair will facilitate all communication with award winners and nominators including award acceptance, and pre/post event information. Nominators may be asked to make initial contact with an Award recipient at the discretion of the Awards Sub-Committee Chair.
18. The purpose of the Award presentation is to present each award to the successful nominee. By accepting the award, recipients must commit to attend National Philanthropy Day®.

19. Each award recipient will be given a specific deadline by which they must agree to accept the award via written confirmation form. The confirmation form will request information from the nominee regarding how they wish their names to appear in written materials, photographs and other information that can be released to the public regarding their philanthropic endeavors. Failure on the part of the proposed recipient to confirm acceptance by the deadline may result in the committee presenting the award to the next highest-ranked nominee in that category. Any decision to do this would be made by the Chair and Co-Chair of NPD, the president of AFP, and the awards committee chair and co-chair.

19. If the nominee indicates they are not able to attend the NPD event, the award may be presented to the nominee receiving the next highest ranking.

20. The Awards Sub Committee Chair will provide each Award recipient with basic information about AFP and the Greater Cleveland Chapter and a list of all event dates (e.g. photo shoot), times and locations as available, and the receipt by each Award recipient of four complimentary tickets to attend National Philanthropy Day® luncheon.

21. The Awards Sub-committee chair and co-chair will facilitate obtaining photographs and biographical information related to award winners and provide the information to the Chapter Administrator, other committee members, and video vendor and NPD supplement editor.

22. The Award Sub-committee chair will select a member of the Awards Sub-Committee to work with a vendor to design an award consistent with what has been used in the past.

23. Members of sub-committee are welcome to assist at National Philanthropy Day® as escorts for award winners and nominators/presenters as needed.

Award Presentation

1. The award will be formally presented at the Greater Cleveland National Philanthropy Day event in November.

NPD Table Sponsors and Vendors

1. Sponsorship is a year round activity for AFPGC with specific levels, benefits and deadlines established for sponsors who wish to be part of NPD. Sponsorship levels and opportunities are reviewed and updated annually by the Sponsorship Committee, a Sub-Committee of the Resource Development Committee.

2. The NPD Steering Committee will receive information about current AFPGC sponsorships and will participate in identifying additional prospects.

3. AFPGC Board members will assist with table sponsorship follow-up calls.

Communications

1. The Communications Sub-committee will identify and coordinate advertising/media opportunities and printed materials related to National Philanthropy Day® to recognize award winners and sponsors

2. Printed materials utilized in the past have included magazine inserts, save-the-date postcards, invitations, advertising and event programs.

3. Save the date reminders for the following year will be sent in December.

4. Sub-committee will identify and coordinate free publicity related to National Philanthropy Day® to recognize award winners and sponsors and facilitate production of video to introduce award winners at luncheon.

5. Sub-committee will create all pre and post event press releases and promotional copy to ensure consistency of message.

6. Past publicity opportunities have included press releases, public service announcements and radio and television interviews.

7. The event committee will select a member to work with a vendor to produce and Past event elements have included award video and video presentation to recognize award winners, sponsors, vendors and donors throughout event facility.

Workshops/Speakers

1. Sub-committee will identify potential topics, speakers and workshop format and present recommendations to event chair and steering committee
2. Steering committee will determine format and speaker based on recommendations of committee and event budget
3. Sub-committee will coordinate all arrangements with speaker(s) as needed including program outlines, biographical information for publicity, audio/visual needs, travel arrangements, event hospitality, etc.
4. Sub-committee will prepare resource packages for individuals attending workshops
5. All workshop presenters (including panelists if applicable) will be invited to attend the luncheon at no cost

Chapter Administration Services

1. Receive and respond to all event inquiries; keep appropriate committee members informed.
2. Prepare or update online award nomination form in collaboration with awards chair and other committee members and AFPGC President as indicated in (section above).
3. Receive award nominations, document date and time of receipt of each nomination, and prepare list of all nominees under each category.
4. Prepare Invitation and distribute to membership. Receive reservations, payments
4. Prepare vendor/sponsor solicitation mailing in collaboration with AFPGC sponsorship committee
5. Receive sponsorship confirmations and contact appropriate sponsorship follow-up contact when confirmation is received.
6. Maintain honor roll information and provide updates to steering committee monthly.
7. Work with logistics committee to secure location and related venue details. Review contract, obtain President's signature and return to vendor.
8. Prepare process expenses accordingly and prepare financial reports.
10. Work with workshop committee to ensure all related details are addressed with venue.
11. Prepare event acknowledgements and award winner follow up with steering committee.