

ITAA Guidelines for Nominations and Granting of the Hedges Capers Humanitarian Award

I. GENERAL DESCRIPTION OF THE AWARD:

The **Hedges Capers Humanitarian Award** is established to give recognition to ITAA members who have made significant, enduring contributions to humanity in keeping with the ideals and ethics of the ITAA. These contributions are primarily seen as activities, which promote the welfare of humankind, especially through the alleviation or elimination of pain and suffering. ITAA members who made significant, enduring contributions to humanity at the cost of personal risk and/or sacrifice are particularly to be considered for this award. The humanitarian activities may form a life-long pattern or be expressed in a single, widely noted occurrence.

Nominations for the Hedges Capers Humanitarian Award (hereafter HCHA) are to be considered annually by the Executive Committee of ITAA or to such committee as they may appoint. The HCHA need not be presented each year, and in the event of more than one equally qualified nominee, the Board may make a multiple award at their discretion. The award will be presented annually either at the conference of the ITAA or at another forum decided by the Award Committee, except for those years in which the committee votes to not grant the award. The award will consist of a plaque.

NOTE: The Award Committee will recommend and coordinate with the President and ITAA Office the arrangements for presenting the award.

II. SPECIFIC NOMINATION CRITERIA:

1. Any member of ITAA in good standing may nominate any other member of ITAA in good standing.
2. The activities to promote human welfare shall primarily have taken place while the nominee was a member of ITAA. The Award Committee may consider nominations where the nominee was not a member of ITAA during those activities or is not currently a member of ITAA due to unusual circumstances. Those circumstances would be primarily financial (perhaps a sacrifice related to their humanitarian activities) and would exclude any reason, which would otherwise prevent the nominee from being a member in current good standing.
3. The nomination itself should include a description of the nominee's background and specific meritorious humanitarian contributions. Material that supports the nominee's activities, such as news articles or other publications, notices or awards from other organizations, and/or the nominee's vita should be included. Supporting materials should demonstrate a convincing pattern of notable and enduring humanitarian contributions, or a most noteworthy single humanitarian episode. Any evidence supporting noteworthy personal sacrifice or risk to achieve the humanitarian contribution should also be included with the nomination.
4. It is not a requirement that the nominee have either previously been recognized for their humanitarian efforts, nor that he/she be well known in the ITAA organization.

III. NOMINATION PROCEDURES:

1. The Executive Committee of the ITAA or its designate (hereafter called the Award Committee) will publish a call for the Hedges Capers Humanitarian Award at least one year prior to the annual ITAA conference at which the award is to be given. The Call for Nominations will be published in the Transactional Analysis Journal, The Script, as well as in other TA journals and newsletters so that all members will have an opportunity to respond. It will include a brief description of the criteria for the award and the supporting materials that must be submitted for consideration.

2. Additionally, members of the Executive Committee may directly encourage nominations by and for members who might not otherwise respond to a published Call for Nominations.
3. To be considered for a nomination, the following information and materials must be submitted, in written English and in electronic form (Microsoft Word or PDF), by the individuals, groups or organizations making a nomination to the Hedges Capers Humanitarian Award Committee in care of the ITAA office no later than January 1:
 - a) Name of Nominee
 - b) A detailed description of the nature of the humanitarian activities to be honored, as well as a detailed description of any personal sacrifice or risk involved in that undertaking.
 - c) Supporting relevant documentation.
 - d) The complete name, address and phone numbers of the person(s) making the nomination, whom the Award Committee may contact if additional information or material is required to fully consider the nomination.
4. Notification of the nominee that their name has been submitted for consideration for the Hedges Capers Humanitarian Award is a courtesy on the part of the person(s) making the nomination, but it is not a requirement of the nomination process.
5. The Award Committee may require additional information or documentation from the person(s) making the nomination, prior to considering the nomination for an award. Failure to provide this requested documentation in a timely fashion may result in the nomination being exempted for consideration during that year.

IV. THE AWARD COMMITTEE REVIEW/VOTING PROCEDURES:

1. All nominations received by the deadline (six months prior to the annual meeting, or any specific date set by the Executive Committee) will initially be reviewed by the chairperson in consultation with the committee members to determine the following:
 - a) the eligibility of the nomination
 - b) that written information and materials required for submitting a nomination are complete and sufficient for consideration by the committee
 - c) the names of three (3) to five (5) committee members or other consultants who are qualified to provide reviews and evaluations of each of the nominations for the award.
2. No later than five months prior to the award, the Award Committee shall request any additional information needed to consider a particular nomination, from the person(s) making the nomination. The information requested must be submitted no later than four months prior to the annual meeting at which the award is to be given. The Award Committee may as a courtesy inform the nominee of their nomination, but it is not required.
3. The three (3) to five (5) committee members or consultants will complete thorough reviews and evaluations of each nomination for the award. They will prepare written summaries for the Award Committee, including their recommendation on whether or not to grant the award to a particular nominee.
4. The detailed reviews and recommendations will be distributed to all committee members at least two months prior to the annual meeting at which the award is to be given. Everyone on the committee will be expected to review the materials prior to voting. Consultants will not be given a vote.
5. The Award Committee will have the following options for granting the Award:
 - a) Granting no award that year;
 - b) Granting one award that year;

- c) Granting a "shared" award.
6. Since the vote will most likely be by mail, all votes must be received by the Award Committee Chairperson at least one month prior to the award ceremony. In the event of a tie or a very close vote, the chair may request the committee members to indicate their thoughts on a "shared" award.
 7. All review procedures and deliberations regarding the nominations for the Hedges Capers Humanitarian Award are to be kept confidential by the members of the Award Committee and its consultants. The decisions themselves, regarding refusal or approval to give the award will be kept in the committee minutes, with a brief summary of the committee rationale therein.
 8. Any person nominated for the Hedges Capers Humanitarian Award shall be informed of the committee's decision prior to the annual meeting. When the nominee is refused the award, a letter that warmly strokes the nominee's humanitarian efforts by the Executive Committee is strongly suggested.

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The Award Committee will recommend and coordinate with the President and ITAA Office the arrangements for presenting the award at the annual ITAA Conference. Decisions regarding the plaque, any honorarium, and lifetime membership grant will be made by the Award Committee subject to the approval of the Board of Trustees regarding expenditures.