Awards Committee

GENERAL INFORMATION


Committee Structure: Chair, appointed by President; Members, appointed by President and Chair

Term of Office: Two years

Reports: (1) Annual Report to the Membership

Current Members:
POLICIES

Purpose, Composition, and Duties

The purpose of the awards committee is to honor and recognize outstanding contributions made by NCRA members in the areas of each award.

The President appoints an Awards Committee Chair. The committee shall consist of a chair and at least four members. The President and the Awards Committee Chair appoint at least four committee members to the Awards Committee. Two of the committee members must represent at least two external organizations (e.g., North American Association of Central Cancer Registries, American College of Surgeons, Centers for Disease Control and Prevention, State President, etc.). The President shall notify the NCRA Executive Director of the committee appointment.

The committee shall remain anonymous at least until after the awards are announced. The committee may wish to remain anonymous even after the awards are presented. Each committee member must read, sign and submit to the NCRA Executive Office a copy of the confidentiality agreement.

The Awards Committee is responsible for (1) anonymously soliciting nominations in general for awards; (2) selecting award winners; and (3) notifying the President and NCRA staff of the award winners. Awards Committee members may not make nominations for any award nor may they ask another NCRA member or the association to nominate a specific person.

Awards Offered

The NCRA offers the following awards: Distinguished Member Award, Outstanding New Professional Award (renamed the April Fritz Outstanding New Professional Award in 2018), Literary Award, Educational Achievement Award and the Volunteer Excellence Award. The Distinguished Member Award was approved in the board year 1986/1987 (as proposed by the Awards Committee under the direction of Sue Watkins (CA). The New Professional Award, Literary Award, and the Education Award were approved in the 1994/1995 board year as proposed by the Awards Committee under the direction of Sue Watkins (CA), Committee Chair. (Note: The Education Award was not initiated until 1996, per approval by the 1994/1995 NCRA Board.) The Volunteer Excellence Award was approved in the board year 2009/2010 as proposed by the Awards Committee under the direction of Melanie Rogan (NC) Committee Chair.

Award recipients will have the option to invite no more than 2 guests to attend the annual Awards and Installation luncheon. NCRA staff will provide notification and details of this option after award recipient has been notified.

Previous Recipients

Distinguished Member Award

1986/1987 Minneapolis, MN Evelyn Shambaugh
1987/1988 Seattle, WA Mildred Weiss
1988/1989 Baltimore, MD Barbara Lord
1989/1990 San Antonio, TX Vida Peterson
1990/1991 San Diego, CA no selection
1991/1992 Atlanta, GA Delores Michels
1992/1993 Kansas City, MO Rose Clive
1993/1994 Phoenix, AZ Constance Percy
1994/1995 Miami, FL John Young

Awards Committee P & P
Rev.08/18
### Outstanding New Professional Award

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994/1995</td>
<td>Miami, FL</td>
<td>Jeri Kostyra</td>
</tr>
<tr>
<td>1995/1996</td>
<td>New Orleans, LA</td>
<td><em>no selection</em></td>
</tr>
<tr>
<td>1996/1997</td>
<td>Las Vegas, NV</td>
<td><em>no selection</em></td>
</tr>
<tr>
<td>1997/1998</td>
<td>Boston, MA</td>
<td>Peggy Garcia Shields</td>
</tr>
<tr>
<td>1998/1999</td>
<td>Dallas, TX</td>
<td>Ryan Intlekofier</td>
</tr>
<tr>
<td>1999/2000</td>
<td>Albuquerque, NM</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2000/2001</td>
<td>Orlando, FL</td>
<td>Cynthia Boudreaux, LPN, CTR</td>
</tr>
<tr>
<td>2001/2002</td>
<td>Nashville, TN</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2002/2003</td>
<td>Pittsburgh, PA</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2003/2004</td>
<td>Portland, OR</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2004/2005</td>
<td>New Orleans, LA</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2005/2006</td>
<td>Washington, DC</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2006/2007</td>
<td>Las Vegas, NV</td>
<td>Larriane Tooker, CTR</td>
</tr>
<tr>
<td>2007/2008</td>
<td>Minneapolis, MN</td>
<td>Sarah Burton, CTR</td>
</tr>
<tr>
<td>2008/2009</td>
<td>New Orleans, LA</td>
<td><em>no selection</em></td>
</tr>
<tr>
<td>2009/2010</td>
<td>Palm Springs, CA</td>
<td>Lisa Connor, CTR</td>
</tr>
<tr>
<td>2010/2011</td>
<td>Orlando, Florida</td>
<td>Lisa Connor, CTR</td>
</tr>
<tr>
<td>2011/2012</td>
<td>Washington, DC</td>
<td>Laura L. Vondenhuevel, BS, RHIT, CTR</td>
</tr>
<tr>
<td>2012/2013</td>
<td>Nashville, TN</td>
<td>Denise Hansen, BA, CTR</td>
</tr>
</tbody>
</table>

### Literary Award

<table>
<thead>
<tr>
<th>Year</th>
<th>Location</th>
<th>Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994/1995</td>
<td>Miami, FL</td>
<td>Evelyn Shambaugh</td>
</tr>
<tr>
<td>1995/1996</td>
<td>New Orleans, LA</td>
<td>April Fritz</td>
</tr>
<tr>
<td>1996/1997</td>
<td>Las Vegas, NV</td>
<td><em>no selection</em></td>
</tr>
<tr>
<td>1997/1998</td>
<td>Boston, MA</td>
<td>Carol Hutchison, Steven Roffers</td>
</tr>
<tr>
<td>1998/1999</td>
<td>Dallas, TX</td>
<td>Kathleen Kealey</td>
</tr>
<tr>
<td>1999/2000</td>
<td>Albuquerque, NM</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2000/2001</td>
<td>Orlando, FL</td>
<td><em>unknown</em></td>
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<tr>
<td>2001/2002</td>
<td>Nashville, TN</td>
<td><em>unknown</em></td>
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<tr>
<td>2002/2003</td>
<td>Pittsburgh, PA</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2003/2004</td>
<td>Portland, OR</td>
<td><em>unknown</em></td>
</tr>
<tr>
<td>2004/2005</td>
<td>New Orleans, LA</td>
<td><em>unknown</em></td>
</tr>
</tbody>
</table>
2005/2006 Washington, DC unknown
2007/2008 Las Vegas, NV unknown
2007/2008 Minneapolis, MN no selection
2008/2009 New Orleans, LA no selection
2009/2010 Palm Springs, CA no selection
2010/2011 Orlando, Florida no selection
2011/2012 Washington, DC no selection

**Educational Achievement Award**

1995/1996 New Orleans, LA University of California San Francisco (UCSF)
1996/1997 Las Vegas, NV no selection
1997/1998 Boston, MA Diane Hulstrom, Donna Morrell
1998/1999 Dallas TX no selection
1999/2000 Albuquerque, NM unknown
2000/2001 Orlando, FL unknown
2001/2002 Nashville, TN unknown
2002/2003 Pittsburgh, PA Cancer Information Management Program at Santa Barbara City College, Sue Watkins, RHIA, CTR; Chris Casagrande, Meryle Leventhal, MA, CTR, Katheryne Vance, BA, CTR
2003/2004 Portland, OR April Fritz, RHIT, CTR & Carol Johnson, BS, CTR
2004/2005 New Orleans, LA Carol Hutchison, CTR; Herman Menck, MBA, CDP; Mindy Burch, CTR; Roanne Gottschalk, April Fritz, RHIT, CTR
2006/2007 Las Vegas, NV unknown
2007/2008 Minneapolis, MN no selection
2008/2009 New Orleans, LA no selection
2009/2010 Palm Springs, CA John L. Young, Jr., Dr PH, CTR
2010/2011 Orlando, Florida Steven Pearce, BS, CTR
2011/2012 Washington, DC Michele A. Webb, CTR

**Volunteer Excellence Award**

2010/2011 Orlando, Florida Sally Kruse, CTR
2011/2012 Washington, DC Louise Schuman, MA CTR
2012/2013 San Francisco, CA Deborah A. Dickerson, RHIT, CTR
PROCEDURES

Awards

_Distinguished Member Award_

The purpose of this award is to honor a member of NCRA for outstanding contributions to the profession, to encourage in members the desire to contribute to the development and growth of the profession, and to further public awareness of the scope and importance of the profession.

_Eligibility:_ Candidates must have made outstanding contributions to the profession in more than one of the following ways: service to the Association, outstanding achievement in professional practice, leadership in education, contributions through research, or published materials.

_Criteria:_ The following criteria will be used to evaluate candidates:

- Service and contributions to the Association as evidenced in at least one or more of the following areas:
  - Local association participation, including serving as an officer, director, committee chair, and/or committee member
  - National participation in NCRA through multiple roles, including serving as a board member, committee chair, task force chair, committee member, and/or task force member
  - Professional achievement as evidenced in one or more of the following areas:
    - Development or refinement of professional theory and/or techniques
    - Dissemination of knowledge of practice through consultation to others in the field
    - Recognized resource person in area of specialty
    - Successful completion of NCRA certification and maintenance of certified status
- Conducting of research and publications activities in at least one or more of the following areas:
  - Publication of written material in reference journal articles
  - Publication of written material in monographs, instructional guides, position papers, or books
- Education leadership as evidenced in at least one or more of the following areas:
  - Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars, or conferences
- Other contributions specific to the profession
- Contributions to society through religious, civic, or other community volunteer activities

_April Fritz Outstanding New Professional Award_

The purpose of this award is to honor new NCRA members who have made a significant contribution to the cancer registry profession. This award was established to stimulate the professional growth of new registrars by recognizing early in their careers the importance of their contributions.

Candidates must be an active member of NCRA who became a Certified Tumor Registrar within four years of initial certification and the time of the nomination submission. Criteria for selection include outstanding leadership, innovation, creativity, motivation, and significant contribution to the profession and the National Cancer Registrars Association.

_Literary Award_

The purpose of this award is to honor NCRA members who have made a significant contribution to the body of cancer registry knowledge through the preparation of outstanding published material. This award was established to stimulate the professional growth of NCRA members by recognizing the importance of their published contributions to professional knowledge related to cancer registry information use and management.

This award is presented to a member of NCRA who has authored, co-authored, edited, or co-edited published
material that is available to the cancer registry profession through publication in a recognized professional journal, recognized professional association, or recognized publisher. Examples of published materials include a book or book chapter, journal article, published reports, monograph, or instructional guide.

**Educational Achievement Award**

The purpose of this award is to honor NCRA members who have made outstanding contributions to cancer registry education.

This award is presented to an individual or a group of individuals who have made a significant contribution to cancer registry education. The educational efforts can be demonstrated through research, published materials, development of curricula or training programs, clinical supervision, development of audio or visual educational resources, or exceptional service to the educational process.

**Volunteer Excellence Award**

The purpose of this award is to honor an NCRA member for outstanding volunteer contributions to the Association and to encourage in members the desire to contribute to NCRA via volunteer activities. This award is presented to an NCRA member for significant volunteer contributions to the National Cancer Registrars Association. The member must have volunteered for one or more Association entities (board member, committee, taskforce, council, and liaison) and made an outstanding contribution to the National Cancer Registrars Association through volunteer activities, mentorship, and service in leadership roles.

Volunteer excellence is demonstrated through outstanding participation in NCRA, serving as a mentor in the registry management profession, and activities above and beyond to further the Association by providing opportunities and guidance to early-career registry management professionals to build a foundation for the future, improve and apply knowledge and critical thinking skills, gain expertise and experience, and attain their professional goals. Evidence of volunteer excellence is shown in how the registry management workforce is shaped, in the experiences with early-career and entry-level registry management professionals, and in a positive and lasting impact on these professionals, the registry management field, and the Association.

The following criteria are to be used for the mentoring portion of the Volunteer Excellence Award:

The judging for the mentoring portion of the Volunteer Excellence Award is based on the training experiences and the nominee’s success as a mentor, not the mentor’s personal career achievements. References to these criteria should include the mentees’ testimonials in addition to the narrative provided by the nominator.

Specific examples of mentoring accomplishments should address the following areas:

- **Longevity of Mentoring Activity** – Specific activities that took place during a significant portion of the individual’s professional career.
- **Breadth of the Activity** – The number of registrars successfully influenced by the mentor and the results.
- **Scope of the Activity** – Provide narratives of mentoring by example, direct intervention, personal contact, encouraging of professional association involvement, etc.
- **Consequences of Activities** – Provide examples that provides evidence that the mentoring has produced desirable, positive, and significant results in the career of the mentee.

**Presidential Awards**

The President may present special recognition to those Board of Director members, committee chairs, or other members that have contributed over and above the requirements of their position.
Call for Awards

A "Call for Nominations" (sample attached) for the awards is placed in the summer and fall issue of The Connection.

The NCRA Executive Office will provide the calendar for publication deadlines to the Awards Committee Chair along with the “Call for Awards” from the previous year. The Awards Committee Chair will review the Call for Awards, update it as necessary, and return it to the Executive Office for submission to The Connection.

Nominations

Nominations are submitted to the NCRA Executive Office. The Awards Committee chair will instruct the NCRA Executive Office as to the process for distributing nominations received to committee members.

Evaluation

The Awards Committee members are provided an evaluation form for each award and nominee (sample copies attached). Each committee member must evaluate all nominees and send the completed forms to the Awards Committee Chair for tallying prior to the established deadline. If consensus is not achieved on the first round of voting, the highest two nominees will have all previous scores discarded and will be re-evaluated to select a winner.

A nominee shall have a minimum score of 60 points (equivalent to exceeds criteria) to be eligible for an award. All nomination applications exceeding the minimum score, but not selected for an award, will be forwarded to the NCRA Executive Office.

All current scoring materials will be destroyed by members of the Awards Committee.

The Executive Office will provide the forwarded applications to the subsequent year’s committee chair.

- Applications will only be reconsidered for the current year’s nominations.

Notification of Winners

The Awards Committee Chair shall notify the President in writing of the nominees and winner for each award at least ten weeks prior to the NCRA Annual Conference.

The President shall notify each award winner in writing and invite him or her to accept the award during the NCRA Annual Conference at least eight weeks prior to the NCRA Annual Conference. The identities of the award winners should be kept confidential until the award is presented during the Annual Conference.

The President shall notify all other award nominees at least eight weeks prior to the NCRA Annual Conferences in writing of their nomination and that even though another individual was selected for the award, it is an honor to be nominated for the award.

The President shall notify the NCRA Executive Director in writing at least eight weeks prior to the NCRA Annual Conference of the selected winners so plaques can be ordered with the appropriate award, name, and year. A plaque for each award should be maintained listing each year's winners and year of award. The plaque should be displayed throughout the NCRA Annual Conference.

The individual receiving the Distinguished Member Award is provided with a round trip coach class airfare to and from the meeting, a single hotel room during the meeting, and a free meeting registration for the year in which the
award is presented.
National Cancer Registrars Association (NCRA)

CALL for NOMINEES for AWARDS

Distinguished Member Award
Outstanding New Professional Award
Literary Award
Educational Achievement Award
Volunteer Excellence Award

The NCRA Distinguished Member Award was implemented in 1987. The award has had many worthy recipients. The Board of Directors approved expanding the recognition we bestow on our members in order to recognize the valuable contributions made to the cancer registry profession and to our organization. In 1995, the Outstanding New Professional Award (renamed the April Fritz Outstanding New Professional Award in 2018), the Literary Award, and the Education Achievement Award were added. The Volunteer Excellence Award was added in 2010 and first presented in 2011. Please take time to honor an NCRA member who is an exceptional cancer registry professional by submitting a nomination for one of these four awards. To nominate a fellow NCRA member for one of these three awards, please submit:

1. Completed Award Nomination Form
2. A narrative summary with the specific reasons and examples why the nominee meets the criteria to receive the NCRA award
3. Resume or curriculum vitae of the nominee

NCRA DISTINGUISHED MEMBER AWARD

Purpose
The purpose of the Distinguished Member Award is to honor a member of NCRA for outstanding contributions to the profession and NCRA. The award serves to encourage in members the desire to contribute to the development and growth of the profession, and to further public awareness of the scope and importance of the profession.

Eligibility
Candidates must have made outstanding contributions to the profession in more than one of the following ways: service to the Association, outstanding achievement in professional practice, leadership in education, contributions through research, or published materials.

Criteria
1. Service to the association as evidenced in at least one or more of the following areas:
   a) Local association participation, including serving as an officer, director, committee chair and/or committee member.
   b) National participation in NCRA, including serving as a board member, committee chair, task force chair, committee member and/or task force member.
2. Professional achievement as evidenced in at least one or more of the following areas:
   a) Development or refinement of professional theory and/or techniques.
   b) Dissemination of knowledge of practice through consultation to others in the field. Recognized resource person in area of specialty.
   c) Successful completion of NCRA certification and maintenance of certified status.
3. Conducting of research and publications activities in at least one or more of the following areas:
   a) Publication of written material in reference journal articles.
   b) Publication of written material in monographs, instructional guides, position papers or books.
4. Education leadership as evidenced in at least one or more of the following areas:
   a) Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars or conferences.
5. Other contributions to the profession.
6. Contributions to society through religious, civic, or other community activities.
Recognition
The recipient of the Distinguished Member Award will receive a commemorative plaque at the NCRA Annual Educational Conference and an expense-paid trip to attend the annual meeting to receive the award.

April Fritz Outstanding New Professional Award
The purpose of this award is to honor new NCRA members who have made a significant contribution to the cancer registry profession. The award is established to stimulate the professional growth of new registrars by recognizing early in their careers the importance of their contributions. The award is to be presented to an active member of NCRA who became a Certified Tumor Registrar within four years of initial certification and the time of the nomination submission. The criteria for selection include outstanding leadership, innovation, creativity, motivation, and significant contribution to the profession or the National Cancer Registrars Association.

Criteria
1. Leadership
2. Innovation/Creativity
3. Motivation
4. Professional Contributions

Literary Award
The purpose of this award is to honor NCRA members who have made a significant contribution to the body of cancer registry knowledge through the preparation of outstanding published material. The award is established to stimulate the professional growth of NCRA members by recognizing the importance of their published contribution to professional knowledge related to cancer registry information use and management. The award is to be presented to a member of NCRA who has authored, co-authored, edited, or co-edited published material that is available to the cancer registry profession through publication in a recognized professional journal, recognized professional association, or recognized publisher. Examples of published materials include a book or book chapter, journal article, monograph, or instructional guide.

Criteria
1. Journal Articles (NCRA and Other)
2. Professional Newsletter (NCRA and Other)
3. Book(s)
4. Book Chapter(s)
5. Published Reports
6. Monograph(s)
7. Instructional Guide(s)

Educational Achievement Award
The purpose of this award is to honor outstanding NCRA members who have made contributions to cancer registry education. It is presented to an individual or a group of individuals who have made a significant contribution to cancer registry education. The educational efforts can have been demonstrated through research, published materials, development of curricula or training programs, clinical supervision, development of audio or visual educational resources or exceptional service to the educational process.

Criteria
1. Exceptional service to the educational process (NCRA and Other)
2. Development of curricula or training programs
3. Published materials
4. Development of audio or visual educational resources
5. Clinical Practice Supervision for health information management or cancer registry students
6. Research
Recognition: The recipients of the Outstanding New Professional Award, Literary Award, and Education Award will receive a commemorative plaque at the NCRA Annual Educational Conference.

Volunteer Excellence Award

The purpose of this award is to honor an NCRA member for significant volunteer contributions to the association. The purpose of this award is to honor a member of NCRA for outstanding volunteer contributions to the National Cancer Registrars Association and to encourage in members the desire to contribute to NCRA via volunteer activities.

Eligibility:
The award is to be presented to an NCRA member who has volunteered for a National Cancer Registrars Association entity (board member, committee, taskforce, council, and liaison) and made outstanding contributions to the Association through multiple volunteer activities and service in leadership roles.

Criteria:
1. Outstanding participation in one or more NCRA entities, including serving as a board member, committee chair, task force chair, committee member and/or task force member.
2. Going above and beyond membership to further the mission of the Association.

Recognition:
The recipient of the NCRA Volunteer Excellence Award will receive a commemorative plaque at the NCRA Annual Educational Conference.

Nominee Procedures: Nomination for NCRA's Awards will be accepted from state or regional associations, related professional organizations, and individual NCRA members in good standing. However, nominations from associations or related organizations must be signed by an NCRA member in good standing.

Preparation of the Nomination Form: The Award Nomination Form, a specific narrative summary of why the person should receive this award and a resume or curriculum vitae of the nominee must be submitted to the NCRA Executive Office by the deadline indicated on the Award Nomination Form. The narrative summary should be at least 100 words or more explaining the very specific ways in which, you believe, the nominee meets the criteria for receiving the Award. The criteria should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity. These are the only pieces of information about the nominees available to the Awards Committee. Therefore, it is necessary to complete the Award Nomination Form in detail. The group or individual nominating each candidate may choose to provide all of the information requested on the Award Nomination Form without informing the nominee that they are proposing her/him. This is satisfactory, provided that all the data necessary to adequately describe the candidate's achievements is submitted for evaluation to the Award's Committee. All nominations shall be submitted to the NCRA Executive Office staff, which will ensure that they are received by the Awards Committee. The committee shall select the awardees and notify the President. The President will notify the recipients.

The Awards Committee: The President appoints an Awards Committee Chair. The committee shall consist of a chair and at least four members. The President and the Awards Committee Chair appoint at least four committee members to the Awards Committee. Two of the committee members must represent at least two external organizations (e.g., North American Association of Central Cancer Registries, American College of Surgeons, Centers for Disease Control and Prevention, State President, etc.). The President shall notify the NCRA Executive Director of the committee appointment.

The Calendar: All nominations must be received at the NCRA Executive Office by that date indicated on the Award Nomination Form to be considered for the current year's award. Any nominations received after the deadline will be returned to the sender with a request to update and resubmit the nomination the following year, if desired.
National Cancer Registrars Association (NCRA)

AWARD NOMINATION FORM
DISTINGUISHED MEMBER AWARD

PURPOSE:
1. To honor a member of NCRA for outstanding contributions to the profession and NCRA.
2. To encourage in members the desire to contribute to the development and growth of the profession.
3. to further public awareness of the scope and importance of the profession.

ELIGIBILITY: Candidates must have made outstanding contributions to the profession in more than one of the following ways: service to NCRA, outstanding achievement in professional practice, leadership in education, contributions through research or published materials.

CRITERIA: Service to the association as demonstrated in more than one of the following areas:
• Local association participation, including serving as an officer, director, committee chair and/or committee member.
• National participation through multiple roles in NCRA, including serving as a board member, committee chair, task force chair, committee member and/or task force member.
• Professional achievement as evidenced in one or more of the following areas:
  o Development or refinement of professional theory and/or techniques.
  o Dissemination of knowledge of practice through consultation to others in the field. Recognized resource person in area of specialty.
• Successful completion of NCRA certification and maintenance of certified status.
• Conducting of research and publications activities in at least one or more of the following areas:
  o Publication of written material in reference journal articles.
  o Publication of written material in monographs, instructional guides, position papers or books.
• Education leadership as evidenced in at least one or more of the following areas:
  o Presenter or co-presenter at local, state, regional or national workshops, meetings, seminars or conferences.
• Other specific examples of contributions to the Cancer Registry profession.

(Please print or type)

NAME OF NOMINEE: _________________________________________________________

TITLE:     _________________________________________________________

EMPLOYER:   _________________________________________________________

ADDRESS:  (Work) __________________________________________________________

(Home) __________________________________________________________

TELEPHONE: (Work) ___________________________ (Home) _______________________

Distinguished Member Award

1. Review the above eligibility requirements and criteria for nomination of this award.
2. Provide a narrative summary of 100 words or more explaining the specific ways in which, you believe, the nominee meets the criteria for receiving the award. The criteria above should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity.
3. Attach a copy of the nominee's resume.

INDIVIDUAL NOTIFIED OF NOMINATION: ☐ yes ☐ no

NOMINATION SUBMITTED BY:  _______________________________________________
ADDRESS: ________________________________________________________________ 

_________________________________________________________________

TELEPHONE _________________________________________________________________

Active Member □ Yes □ No - Verified by NCRA Staff

Date: __________________________________________

Signature: __________________________________________

FORWARD COMPLETED APPLICATION ALONG WITH ATTACHMENTS TO:
NCRA, 1330 Braddock Place, Suite 520, Alexandria, VA 22314
DEADLINE FOR RECEIPT: January 31, 20XX

Signature of member making nomination __________________________________________
National Cancer Registrars Association (NCRA)

AWARD NOMINATION FORM

APRIL FRITZ OUTSTANDING NEW PROFESSIONAL AWARD

PURPOSE:
1. To honor new NCRA members who have made a significant contribution to the Cancer Registry profession.
2. To stimulate the professional growth of new registrars by recognizing early in their career the importance of their contributions.

ELIGIBILITY: To be presented to an active member of NCRA who became a Certified Tumor Registrar within four years of initial certification at the time of nomination submission.

CRITERIA: Includes outstanding leadership, innovation, creativity, motivation and significant contributions to the profession and NCRA.

(Please print or type)

NAME OF NOMINEE: _________________________________________________________

TITLE:     _________________________________________________________

EMPLOYER:   _________________________________________________________

ADDRESS:  (Work) __________________________________________________________
           (Home) __________________________________________________________

TELEPHONE: (Work) ___________________________ (Home) _______________________

1. Review the above eligibility requirements and criteria for nomination of this award
2. Provide a narrative summary of 100 words or more explaining the specific ways in which, you believe, the nominee meets the criteria for receiving the award. The criteria above should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity.
3. Attach a copy of the nominee's resume.

INDIVIDUAL NOTIFIED OF NOMINATION: □ yes □ no

NOMINATION SUBMITTED BY:  _______________________________________________

ADDRESS:  _________________________________________________________________

_________________________________________________________________

TELEPHONE _________________________________________________________________

Active Member □ Yes □ No - Verified by NCRA Staff

Date:  __________________________________________

Signature: __________________________________________
FORWARD COMPLETED APPLICATION ALONG WITH ATTACHMENTS TO:
NCRA, 1330 Place, Suite 520, Alexandria, VA 22314
DEADLINE FOR RECEIPT: January 31, 20XX

Signature of member making nomination ______________________________________________
National Cancer Registrars Association (NCRA)

AWARD NOMINATION FORM

LITERARY AWARD

PURPOSE:
1. To honor NCRA members who have made a significant contribution to the body of Cancer Registry knowledge through the preparation of outstanding published material.
2. To stimulate the professional growth of NCRA members by recognizing the importance of their contribution to professional knowledge related to Cancer Registry information use and management.

ELIGIBILITY: To be presented to a member of NCRA who has authored, co-authored, edited or co-edited published material that is available to the Cancer Registry profession through publication in a recognized professional journal, recognized professional association, or recognized publisher.

CRITERIA: Examples of published materials include a book or book chapter, journal article, published reports, monograph or instructional guide

(Please print or type)

NAME OF NOMINEE: _________________________________________________________

TITLE:     _________________________________________________________

EMPLOYER:   _________________________________________________________

ADDRESS:  (Work) __________________________________________________________
           (Home) __________________________________________________________

TELEPHONE: (Work) ___________________________ (Home) _______________________

1. Review the above eligibility requirements and criteria for nomination of this award
2. Provide a narrative summary of 100 words or more explaining the specific ways in which, you believe, the nominee meets the criteria for receiving the award. The criteria above should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity.
3. Attach a copy of the nominee's resume.

INDIVIDUAL NOTIFIED OF NOMINATION: ☐ yes ☐ no

NOMINATION SUBMITTED BY:  _______________________________________________

ADDRESS:  _________________________________________________________________

_________________________________________________________________

TELEPHONE _________________________________________________________________

Active Member ☐ Yes ☐ No - Verified by NCRA Staff

Awards Committee P & P   16
Rev.08/18
FORWARD COMPLETED APPLICATION ALONG WITH ATTACHMENTS TO:
NCRA, 1330 Braddock Place, Suite 520, Alexandria, VA 22314
DEADLINE FOR RECEIPT: January 31, 20XX

Signature of member making nomination ________________________________
National Cancer Registrars Association (NCRA)

AWARD NOMINATION FORM

EDUCATIONAL ACHIEVEMENT AWARD

PURPOSE: To honor NCRA members who have made outstanding contributions to Cancer Registry education.

ELIGIBILITY: It is presented to an individual or a group of individuals who have made a significant contribution to Cancer Registry education.

CRITERIA: The educational efforts have been demonstrated through research, published materials, development of curricula or training programs, clinical supervision, development of audio or visual educational resources or exceptional service to the educational process

(Please print or type)

NAME OF NOMINEE: _________________________________________________________

TITLE: _________________________________________________________

EMPLOYER: _________________________________________________________

ADDRESS: (Work) __________________________________________________________

(Home) __________________________________________________________

___________________________________________________________

TELEPHONE: (Work) ___________________________ (Home) _______________________

1. Review the above eligibility requirements and criteria for nomination of this award

2. Provide a narrative summary of 100 words or more explaining the specific ways in which, you believe, the nominee meets the criteria for receiving the award. The criteria above should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity.

3. Attach a copy of the nominee's resume.

INDIVIDUAL NOTIFIED OF NOMINATION: ☐ yes ☐ no

NOMINATION SUBMITTED BY: _______________________________________________

ADDRESS: _________________________________________________________________

_________________________________________________________________

TELEPHONE _________________________________________________________________

Active Member ☐ Yes ☐ No - Verified by NCRA Staff

Date: ________________________________

Signature: __________________________________________
FORWARD COMPLETED APPLICATION ALONG WITH ATTACHMENTS TO:
NCRA, 1330 Braddock Place, Suite 520, Alexandria, VA 22314
DEADLINE FOR RECEIPT: January 31, 20XX

Signature of member making nomination ________________________________
National Cancer Registrars Association (NCRA)

AWARD NOMINATION FORM

VOLUNTEER EXCELLENCE AWARD

PURPOSE: To honor an NCRA member for significant volunteer contributions to the Association. The purpose of this award is to honor a member of NCRA for outstanding volunteer contributions to the Association and to encourage members the desire to contribute to NCRA via volunteer activities.

ELIGIBILITY: To be presented to a NCRA member who has volunteered for more than one Association entities (committee, taskforce, council, and liaison) and made outstanding contributions to the Association through volunteer activities and service in leadership roles.

CRITERIA:

- Outstanding participation in NCRA, including serving as a board member, committee chair, task force chair, committee member and/or task force member.
- Participation in the NCRA Mentoring Program and volunteering time to assist prospective CTR’s and/or helps a CTR colleague to attain their professional goals.
- Going above and beyond membership to further the goals of the Association.

(Please print or type)

NAME OF NOMINEE: _________________________________________________________

TITLE:     _________________________________________________________

EMPLOYER:   _________________________________________________________

ADDRESS:  (Work) __________________________________________________________
            (Home) __________________________________________________________

TELEPHONE: (Work) ___________________________ (Home) _______________________

1. Review the above eligibility requirements and criteria for nomination of this award
2. Provide a narrative summary of 100 words or more explaining the specific ways in which, you believe, the nominee meets the criteria for receiving the award. The criteria above should be addressed in the narrative. Your reasons may be anecdotal in nature, descriptive of behavior or personality, indicative of organizational achievements, or testimonial statements from colleagues. Nominations will be evaluated on the basis of content and clarity.
3. Letter(s) of support from mentee(s) is required.
4. Attach a copy of the nominee's resume.

INDIVIDUAL NOTIFIED OF NOMINATION:    ☐ yes    ☐ no

NOMINATION SUBMITTED BY:  _______________________________________________

ADDRESS:  ________________________________________________________________
TELEPHONE _________________________________________________________________

Active Member  □  Yes  □  No - Verified by NCRA staff

Date: __________________________________________

Signature: __________________________________________

FORWARD COMPLETED APPLICATION ALONG WITH ATTACHMENTS TO:
NCRA, 1330 Braddock Place, Suite 520, Alexandria, VA 22314
DEADLINE FOR RECEIPT: January 31, 20XX

Signature of member making nomination ______________________________
National Cancer Registrars Association (NCRA)

DISTINGUISHED MEMBER AWARD
Evaluation Form

Date: _______________________________________________________________
Nominee: ____________________________________________________________
Evaluator: ___________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating*</th>
<th>Multiplier</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCRA Activities (20%)</td>
<td></td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Contributions to the Cancer Registry Profession</td>
<td></td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>(40%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions to Profession in NCRA Role</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>(30%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Religious and Other Organizational Activities</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>(10%)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Score ____________  Minimum Possible Score = 60  Maximum Possible Score = 80

*Rating Code

- Unacceptable    = 0
- Poor            = 1
- Meets Criteria  = 2
- Exceeds Criteria = 3
- Exceptional     = 4

General Policy

If a consensus is not achieved on the first round of voting, the highest ranking two nominees will have all previous scores discarded and will be re-evaluated.
National Cancer Registrars Association (NCRA)

April Fritz Outstanding New Professional Award
Evaluation Form

Date:_______________________________________________________________

Nominee: ____________________________________________________________

Evaluator:__________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating*</th>
<th>Multiplier</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership (40%)</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innovation/Creativity (20%)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation (20%)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Contributions (20%)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Score _____________ Minimum Possible Score = 60 Maximum Possible Score = 80

*Rating Code

Unacceptable = 0
Poor = 1
Meets Criteria = 2
Exceeds Criteria = 3
Exceptional = 4

General Policy

More heavily weigh the value of volunteerism. (Not a part of their employment job duties) Consider naming the employer or program on the award in addition to the individual if this is part of their regular job duties/job description for their employer.

If a consensus is not achieved on the first round of voting, the highest ranking two nominees will have all previous scores discarded and will be re-evaluated.
National Cancer Registrars Association (NCRA)

*Literary Award*
Evaluation Form

Date: ________________________________________________________________
Nominee: ____________________________________________________________
Evaluator: ____________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating*</th>
<th>Multiplier</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Articles (30%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. NCRA</td>
<td>__(NCRA)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>b. Other</td>
<td>_(Other)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Professional Newsletters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. NCRA (10%)</td>
<td>_(NCRA)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>b. Others (5%)</td>
<td>_(Other)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Book(s) (20%)</td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Book Chapter(s) (15%)</td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Monograph(s) (10%)</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Instructional Guide(s) 10%</td>
<td></td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Overall Score ___________  Minimum Possible Score = 60  Maximum Possible Score = 80

*Rating Code*

Unacceptable = 0  Poor = 1  Meets Criteria = 2  Exceeds Criteria = 3  Exceptional = 4

*General Policy*

More heavily weigh the value of volunteerism. (not part of their employment job duties) Consider naming the employer or program on the award in addition to the individual if this is part of their regular job duties/job description for their employer.

If a consensus is not achieved on the first round of voting, the highest ranking two nominees will have all previous scores discarded and will be re-evaluated.
# National Cancer Registrars Association (NCRA)

## Educational Achievement Award

**Evaluation Form**

**Date:**

**Nominee:**

**Evaluator:**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating*</th>
<th>Multiplier</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional service to the educational process (40%)</td>
<td></td>
<td>5 (NCRA)</td>
<td></td>
</tr>
<tr>
<td>a. NCRA</td>
<td></td>
<td>3 (Other)</td>
<td></td>
</tr>
<tr>
<td>b. Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development of curricula or training programs (10%)</td>
<td></td>
<td>2 (NCRA)</td>
<td></td>
</tr>
<tr>
<td>a. NCRA</td>
<td></td>
<td>1 (Other)</td>
<td></td>
</tr>
<tr>
<td>b. Others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published materials (15%)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Development of audio or visual educational resources (15%)</td>
<td></td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Clinical Practice Supervision for health information management</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>or cancer registry students (10%)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research (5%)</td>
<td></td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Overall Score** ____________  

Minimum Possible Score = 60  Maximum Possible Score = 80

**Rating Code**

- Unacceptable = 0  
- Poor = 1  
- Meets Criteria = 2  
- Exceeds Criteria = 3  
- Exceptional = 4

**General Policy**

More heavily weigh the value of volunteerism (not part of their employment job duties). Consider naming the employer or program on the award in addition to the individual if this is part of their regular job duties/job description for their employer.

If a consensus is not achieved on the first round of voting, the highest ranking two nominees will have all previous scores discarded and will be re-evaluated.
National Cancer Registrars Association (NCRA)
Volunteer Excellence Award
Evaluation Form

Date: _________________________________________________________________

Nominee: ____________________________________________________________

Evaluator: ___________________________________________________________

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
<th>Multiplier</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association Activities (50%)</td>
<td>10</td>
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<td></td>
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<tr>
<td>Mentoring (25%)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Above and Beyond (25%)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overall Score _____________  Minimum Possible Score = 60  Maximum Possible Score = 80

*Rating Code

Unacceptable  = 0  
Poor  = 1  
Meets Criteria  = 2  
Exceeds Criteria  = 3  
Exceptional  = 4

General Policy

If a consensus is not achieved on the first round of voting, the highest ranking two nominees will have all previous scores discarded and will be re-evaluated.
Example of evaluation score sheet sent to each Award committee reviewer along with the individual evaluation forms. The document below allows the input from each reviewer’s scores and then returned to the chair at the conclusion of the evaluation process for tallying or the scores.

<table>
<thead>
<tr>
<th>Year Application Received</th>
<th>Reviewer #1</th>
<th>Reviewer #2</th>
<th>Reviewer #3</th>
<th>Reviewer #4</th>
<th>Reviewer #5</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td>Nominee #1</td>
<td>2015</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nominee #2</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Nominee #3</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nominee #4</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Nominee #5</td>
<td>2015</td>
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<tr>
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<tr>
<td>Nominee #2</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nominee #3</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Nominee #1</td>
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<td></td>
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<tr>
<td>Nominee #1</td>
<td>2015</td>
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</tr>
<tr>
<td>Nominee #2</td>
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<tr>
<td>Nominee #3</td>
<td>2015</td>
<td></td>
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</tr>
</tbody>
</table>

Minimum Possible Score=60 (Total=300)  Maximum Possible Score=80 (Total=400)
AWARDS COMMITTEE
CONFIDENTIALITY AGREEMENT

The undersigned member of the NCRA Awards Committee hereby agrees and acknowledges:

___ I will not disclose or cause to be disclosed to anyone outside of NCRA Awards Committee or NCRA staff any confidential information related to any award nominee. This obligation shall apply at all times and in any circumstances, and shall survive after my appointment ceases.

___ I will keep such confidential information in my possession in a safe and secure place, and will take all reasonable steps to protect against inadvertent disclosure or theft of the information. If I discover a breach of security, I will immediately contact the current Awards Committee Chair and or NCRA staff and relay complete and detailed information regarding the incident.

___ Upon the end of my appointment, I will promptly destroy any confidential information received including all nomination submission forms, resumes/CVs, and the awards scoring sheets acquired relating to serving as an Awards Committee member.

___ Further, I agree that I will not participate in any activity, either as volunteer or for pay, in which there may be a conflict of interest with activities related to this appointment. I agree to bring potential conflicts of interest to the attention of the Awards Committee Chair for interpretation and guidance.

___ I further agree will take all steps possible to provide a just and equitable judging process without bias. For any situation or nomination submission that could result in a potential conflict of interest or bias, I agree to recluse myself from voting in that award's category.

Signed this _____ day of ____________________, 20-___.

Volunteer Name: _________________________________________________

Volunteer Signature _______________________________________________