

Awards Best Practices

Presented by the Awards & Recognition COI

- What are National SAME awards about?
- What are the specific awards?
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- Why Submit? What is the Value of Winning an Award?
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SAME annually presents medals and awards to individuals, Posts and organizations from the public and private sectors in recognition of achievement and in support of the A/E/C profession, national security objectives, and the SAME Strategic Plan.

Company Awards Presented during JETC

- J.W. Morris Sustaining Member Award (Large Business)
- Robert B. Flowers Small Business Award (Small Business)
- Seymour S. Greenfield Sustaining Member Award (Medium Business)

Awards Presented during SBC

All awards for exemplary contributions to small Business

- Small Business Award (Company Award)
- Large Business Award (Company Award)
- Industry Small Business Advocate Award (Individual Award)
- Post Small Business Liaison Officer Award (Individual Award)

Individual Awards presented at JETC

- Bliss Educator of the Year Medal
- Gibson Veteran's Transition Medal
- Goethals Engineer of the Year Medal
- Industry Government Engagement Award
- Membership Recruitment Champion Award
- Post Service Medal
- Sergeant First Class Paul R. Smith Enlisted Medal
- STEM Champion Award
- Student (Chapter) Leadership Medal
- Sverdrup Medal
- Tudor Medal
- Urbahn Medal
- Walter O. Bachus Gold Medal
- Young Member Medal – Civilian and Uniform

Post Awards presented during JETC

- Industry Government Engagement Award – Post
- STEM Excellence Award – Post (small, medium, large)

Early February - National Award Submissions are due for awards presented at JETC.

- Submission deadlines are based on the date of National Event where the awards are presented and other internal factors. Submission deadlines are announced and posted on the SAME website, usually 60 days before submissions are due.
- SAME National Awards and Recognition: <https://www.same.org/awards>

Grow Your Exposure, Grow Your Business Highlight The Work Of Incredible People

Testimonial from a Small Business Award Recipient:

“I tell everyone I meet that our company’s involvement in SAME at the Post, Regional and National level has played, and continues to play, a VERY BIG part in the success of our company. Just a couple of examples:

1. We met the bonding company that said “yes” when EVERYONE else was telling us “no” at an SAME SBC
2. We have met many of the teaming partners at various SAME events with which we have pursued dozens of federal prime contracts
3. Having neither served in the military nor worked in the government sector, we learned “the language” and expectations of our customers through SAME
4. We have found (and continue to find) many informal mentors and champions among the friends we have made at SAME

At the beginning of 2010, there were two families depending on a paycheck coming from Burgos Group. Now, there are over a hundred families across the country who can say the same – and that number continues to grow! This is in great part because of the opportunities that are created at SAME events throughout the year, and this award is the embodiment of the opportunities SAME provides to all those who fully engage.”

--Mario Burgos, President & CEO, Burgos Group, Small Business COI

The Basics

Individual Awards:

- Individuals must be nominated for the award and cannot self-nominate.
- Written support from Posts are welcome as part of the nomination package.
- Nominations will not be processed unless the nomination package is complete.
- It is the nominator's responsibility to ensure that the nomination package is successfully completed and submitted.
- An individual cannot win the same award more than once.

Company Awards:

- A company must self-nominate for the award.
- Written support from Posts are welcome as part of the nomination package.
- Nominations will not be processed unless the nomination package is complete.
- It is the nominator's responsibility to ensure that the nomination package is successfully completed and submitted.
- A Company cannot win the Large Business Award if they have won in the last 5 years.
- A Company cannot win the Small Business Award if they have won in the last 3 years.

The Basics

Award Packages must include:

- A 1000 word or less nomination narrative detailing how the nominee meets each of the stated criteria – **MOST IMPORTANT**
 - Each award has unique nomination criteria. Visit www.same.org/awards and select the award to see the criteria
 - Make sure you address the criteria specific to the award
- Citations - 250 words or less
- Endorsement letters (if required) - up to three
- Company logo for company awards - jpg or .tif format and 300 dpi
- Individual photo for individual awards - jpg or .tif format and 300 dpi

- “The Basics” are the **MINIMUM REQUIREMENTS**.
- In order to be considered for awards, you need to meet those criteria.
- To **WIN** an award, you need to **EXCEED THE CRITERIA** and stand out amongst the competition.

The Submission

- Use the correct online submission form for the award: Individual or Post or Company
- Submit your Awards Package on time!
- Use an easily readable font – no less than 11pt font
- Proofread your final document(s) to eliminate errors and typos
- Remove any non-alpha numeric characters from your file name(s) before uploading documents and images (i.e.: JaneSmithTudorMedal)
- Click the submit button at the bottom of the nomination form

A confirmation email will be sent to the nominator email provided in the submission.

Top Tips

Content Matters, Not Graphics

- Spend your time where it matters... on the words. Beautiful graphics are great, but they do not increase your score.

Focus on the narrative in your nomination package

- The narrative is the most highly weighted element of your award package, so focus on it.

Format your award package according to the listed criteria:

- Make it easy for reviewers to evaluate your submission according to the criteria. Make sure your content is clearly and concisely tied back to the listed evaluation criteria. We even recommend structuring your submission and according to the numbered criteria to make it clear to yourself and the reviewer what is pertinent.

Top Tips

THE MOST IMPORTANT TIP

Be Specific - Use data, numbers, facts, etc.:

- Make sure you both meet the criteria and support your criteria with data and facts that will make you stand out among the competition. To win, you must meet the minimum qualifications AND be the MOST QUALIFIED based on the competition.

For example, when addressing the evaluation criteria that asks you to explain your “participation in one or more small business conference”, **don’t make a vague, general statement** such as, “we routinely attend events”.

Be specific: “10 people from four of our offices attended JETC this year. “ Or “our firm attended 20 SAME events this year at five different posts”. When it comes to evaluating, a nominee who meets the criteria with 20 events attended with score higher than a nominee with one event.

**Thank you for your interest in the SAME National Awards.
Best of luck on your submissions!**

Questions? Contact Jill Murphy at jmurphy@same.org