

## FOUNDERS AWARD GUIDELINES

The Founders Award is given yearly to an American Association of Pharmacy Technicians (AAPT) member who has been an outstanding achiever in the pharmacy technician profession for an extended number of years and exemplifies the dedication to pharmacy and AAPT shown by the Founders of AAPT. A Selection Committee shall be established each year and shall follow the guidelines as outlined below. The decision of this Committee shall be final and will not need approval by the Executive Board or the House of Representatives.

### I. Selection Committee

- A. The members shall be the AAPT Founders, an AAPT Board member who is not a recipient of the Founders Award, past recipients of the Founders Award, and one non House of Representative member selected by the AAPT President prior to January 1st. All members shall be current members of AAPT in the year they serve on this committee.
- B. The Chairperson is the AAPT board member.
- C. All members, except the Chairperson, have one vote. The Chairperson shall only vote in the event of a tie as indicated in IV. G. below.
- D. The past Chairperson shall send the new Chairperson and the AAPT President all information on the Founders Award by September 1. The new Chairperson shall remind the AAPT President, prior to December 15<sup>th</sup>, to select a non-House of Representative committee member.
- E. All correspondence is encouraged to be done by email with attachments, including the ballots.

### II. Guidelines for Nominee Qualifications

- A. Each nominee shall be an active member of AAPT and shall have been an active member for at least the four years immediately prior to the next Convention.
- B. No nominee shall be a member of the Selection Committee, the AAPT President for that year, or a past recipient of the Award.
- C. Each nominee shall be an outstanding achiever in the pharmacy technician profession for an extended number of years.
- D. Curriculum vitae (CV): in addition to the standard information, the nominee's CV should reflect a history of pharmacy experience, including but not limited to:
  - 1. Education and training.
  - 2. Awards.
  - 3. Organization membership.
  - 4. Organization positions held.
  - 5. Presentations made.
  - 6. Attendance at continuing education within the past year.

7. Community involvement.

III. Guidelines for Nominations

- A. The nominator must be an active member of AAPT.
- B. The nominator shall obtain a CV from the nominee that includes the information in II. D. 1-7.
- C. The nominator shall prepare a letter of recommendation that focuses on two or three outstanding achievements of the nominee within pharmacy technology practice.
- D. The nominator shall send the letter of recommendation and the CV to the Founders Award Selection Committee, at the Chairperson's address, between January 1 and May 1.

IV. Guidelines for Selection

- A. The Chairperson shall make sure a request for nominations, and a list of all prior recipients, are sent by e-mail to the AAPT membership between January 1 and March 1.
- B. All nominations for the Annual Convention must be received after January 1 but no later than May 1. Any nomination received after May 1 will not be considered. In order to keep the selection process manageable, based on the large geographic area involved, the first five nominations received on or before May 1 will be considered.
- C. All nominations are to be sent to the Founders Award Selection Committee at the Chairperson's address.
- D. The Chairperson shall prepare a ballot, letters of recommendation, and CV's for up to five nominees and send to the Committee members by May 1.
- E. The Chairperson shall send a letter of regret and encouragement for future participation to nominees in excess of five and/or to members whose nominations were received after the May 1 deadline.
- F. The Committee members shall review all information received, vote for one nominee, and return the ballots to the Chairperson by May 31. Any ballots received after May 31 shall not be counted.
- G. The Chairperson shall count the ballots, and shall send them to another Committee member, as designated by the President of AAPT, who will certify the ballots and notify the Chairperson and President, in writing, of the results. In case of a tie for the award, the Chairperson shall cast the deciding vote. The ballots shall then be stored electronically for at least four years.
- H. The Chairperson shall notify the President of AAPT, the Convention Coordinator, the Committee members, the award recipient, and the nominator, via e-mail, at the beginning of June to ensure the recipient's attendance at the Annual Convention. The Chairperson shall make sure an announcement regarding the award recipient, including a picture, is



posted on the AAPT website at the appropriate time.

I. Presentation and award.

1. The recipient shall attend the Convention with complimentary registration and room for the days of the Convention, the year in which he/she wins the award.
2. The recipient may have up to two guests attend the Awards Presentation.
3. The recipient shall receive a complimentary membership in AAPT for one year.
4. The recipient shall receive a plaque and his/her name shall go on the perpetual plaque kept by the AAPT President or designee. The plaques shall be prepared by the AAPT President or designee.
5. The plaque shall be presented by any and all Founders, or in their absence, the Committee Chairperson or the AAPT President at the time of the presentation.
6. The recipient shall make a speech or give a short thank you.

FORMULATED: 10/86  
REVISED: 10/88  
REVISED: 11/89  
REVISED: 8/92  
REVISED: 7/93  
REVISED: 8/94  
REVISED: 7/98  
REVISED: 8/03  
REVISED: 1/08  
REVISED: 1/2017