

# **2012 Affiliated Associations Award Program**

## **Descriptions and Application Forms:**

**NALA Affiliate Awards**

**NALA Affiliated Associations Outstanding Contribution Award**

**National Affiliated Associations Achievement Award**



**The Association of  
Legal Assistants • Paralegals**

**National Association of Legal Assistants, Inc.  
2012 Annual Meeting of Representatives  
July 2012**

**NALA AFFILIATED ASSOCIATIONS**

**2012 AWARD PROGRAM**

**AWARD DESCRIPTIONS**

## **NALA Affiliate Awards**

The NALA Affiliate Awards are presented each year to NALA members or committees of affiliated associations, where a majority of the committee members are NALA members, in recognition of their contribution to the goals and programs of an affiliated association.

Designees are nominated by their affiliated association for such contributions as assisting with and organizing CP study groups, working with bar associations on behalf of the legal assistants in the area, planning educational programs, and developing a pro bono or other community involvement program for the affiliate. These examples serve only as guidance for the affiliated association - the association may set its own standards for recognition.

The affiliated association may designate one recipient for an affiliate award each year. There is no selection process on the part of NALA for the affiliate award. NALA will recognize these recipients by presenting a framed award to each one during the membership award presentations.

Nomination forms for the Affiliated Associations Awards must be received by May 1. These nominees are:

- 1) automatically considered for the National Outstanding Contribution Award
- 2) honored and presented with a special plaque during the Annual Meeting of Affiliated Associations
- 3) honored by a write up in the Annual Awards Program distributed at the NALA Annual Meeting of Members.

### **Late Filing Period**

Nominations for the Affiliated Associations Awards received between May 2 and May 31 will be accepted under limited conditions. These nominees will be honored and presented with a special plaque during the Annual Meeting of Affiliated Associations.

Late nominations will be ineligible for consideration for the annual Outstanding Contribution Award. The possibility of including information about the nominee in the Annual Awards Program will vary with each meeting; there is no guarantee that the late nomination will be included in printed information. Nominations after May 31 will not be accepted.

## **NALA Affiliated Associations Outstanding Contribution Award**

Each recipient of a NALA Affiliate Award is automatically nominated for the Outstanding Contribution Award, the pinnacle award of the NALA Affiliated Associations. The purpose of this award is to recognize exceptional achievement among recipients of the NALA Affiliate Awards. Examples of these achievements include contributions to relationships among the paralegal profession, the public, and the legal community; exceptional leadership within an affiliate including proposing or developing ethical codes or guidelines; and serving as a founder of an affiliated association.

The forms submitted by an association designating recipients of an affiliate award are reviewed by an Affiliated Associations Award Committee appointed by the NALA Board of Directors, and chaired by the Affiliated Associations Director. Members of the committee must have either served as an affiliated associations director or secretary, or as a NALA board member. Former recipients of an Affiliate Award or Outstanding Contribution Award are also eligible to serve on this selection committee. The recipient of the NALA Affiliated Association's Outstanding Contribution Award is advised in early June.

### **National Affiliated Associations Achievement Award**

The National Affiliated Associations Achievement Award is designed to recognize the achievements and contributions of an individual affiliate member, a committee of an affiliated association, or of an affiliated association itself which have a national and long-lasting impact. Examples of these national contributions may include development or participation in a community service program which results in a positive public image for the paralegal profession on a national basis; contributions to paralegal education such as publishing a book; or development of a nationally recognized professional development or career enhancement program.

This special award may or may not be conferred annually. Nomination forms for the National Affiliated Associations Achievement Award are available from NALA headquarters. Associations may submit one nomination per year. Candidates are selected by the Affiliated Associations Award Committee, appointed by the NALA Board of Directors, and chaired by the Affiliated Associations Director.

Please note that National Affiliated Associations Achievement Award nomination forms are **only** considered for the National Affiliated Associations Achievement Award. If you wish to ensure an award for your association's nominee, please be sure to submit the Affiliate Award form.

National Affiliated Associations Achievement Award nominations must be received by May 1 each year. Applications received after May 1 will not be accepted.

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**NOMINATION FORM:**

**NALA Affiliate Award**

**and**

**NALA Affiliated Associations Outstanding Contribution Award**

**Use these forms to designate your association's choice of recipient of the Affiliate Award  
and to submit for consideration for the Outstanding Contribution Award.**

**2012 NALA Affiliate Awards  
Nomination Form**

The **Affiliate Awards** are presented annually to NALA members or committees of affiliated associations, where a majority of the committee members are NALA members, who have received a special award or have been recognized for their contributions and service to their NALA affiliated association. Affiliated associations submit their nominees using the following form, based on their own selection criteria. Affiliated associations may designate one designee for an award each year.

Each recipient of the NALA Affiliate Awards is automatically a nominee for the **Affiliated Associations' Outstanding Contribution Award**. This award will recognize exceptional achievement among the recipients of the Affiliate Award.

Please provide the following information for a member of your association who is eligible for the Affiliate Award **and** as a candidate for the **Affiliated Associations' Outstanding Contribution Award**. The selection committee may contact the nominee or affiliate president for further information.

This nomination form is submitted by:

\_\_\_\_\_  
A NALA Affiliated Association

In nomination of:

<b>Nominee information</b>		
Address:		
City:	State:	Zip:
Telephone (Office):	Telephone (Home):	
Fax:	e-mail:	

**Affiliated Associations Affiliate Award & Outstanding Contribution Award  
Nomination Form**

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Please provide a short description of the contributions of the candidate to the NALA Affiliated Association.


**To be signed by the Affiliated Association President (or any other member of the association's board of directors):**

On behalf of the above named NALA affiliated association, I submit this nomination form.

President: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

**Please return by May 1, 2012 to:**

National Association of Legal Assistants  
1516 S. Boston, Suite 200  
Tulsa, OK 74119  
918-587-6828 Fax: 918-582-6772

**Current members of the NALA Board of Directors or Committee Chairs are not eligible for consideration.**

**NOMINATION FORM:**

**National Affiliated Associations Achievement Award**

**Use these forms to designate your association's nominee for the National Affiliated Associations Achievement Award**

## **National Association of Legal Assistants**

### **2012 National Affiliated Associations Achievement Award Nomination Form**

#### **Award Description**

The National Affiliated Associations Achievement Award is designed to recognize the achievements and contributions of an individual affiliate member, a committee of an affiliated association, or of an affiliated association itself which have a national and long-lasting impact. Examples of these national contributions may include development or participation in a community service program which results in a positive public image for the paralegal profession on a national basis; contributions to paralegal education such as publishing a book; or development of a nationally recognized professional development or career enhancement program.

#### **Requirement for the Award**

The person, committee or association nominated must have played a significant part in creating, developing, and/or promoting an important and distinctive program which positively impacts NALA or the legal assistant profession on a nationwide basis for a minimum of three years.

#### **Qualification for Award**

Affiliated associations, committees of affiliated associations, and individual members of an affiliated association may qualify for this award.

#### **Nominations for Award**

A NALA Affiliated Association may nominate itself, a current or former committee of itself, or one of its current or former active members for this award. It may also nominate another affiliated association, a current or former committee of another affiliated association, or a current or former active member of another affiliated association for the award. The nomination form must be signed by the President and NALA Liaison as sponsors of the nomination. The nominating association must be a NALA affiliated association in good standing. Student associations are not eligible to participate.

#### **Deadlines**

The National Affiliated Associations Achievement Award Nomination Form must be received by NALA Headquarters no later than May 1, 2012. Applications received after May 1 will not be accepted. Recipients will be notified by June 1, 2012.

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**National Association of Legal Assistants**

**2012 National Affiliated Associations Achievement Award  
Nomination Form**

Please complete and return to:  
NALA Headquarters  
1516 South Boston, Suite 200  
Tulsa, Oklahoma 74119  
Phone: 918.587-6828 Fax: 918.582.6772 e-mail: [nalanet@nala.org](mailto:nalanet@nala.org)

This nomination form is submitted by:

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A NALA Affiliated Association

In nomination of:

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<b>Nominee information</b>		
Address:		
City:	State:	Zip:
Telephone (Office):	Telephone (Home):	
Fax:	e-mail:	

**Please attach a report of the following:**

1. Contributions of nominee which positively impact NALA or the paralegal profession on a nationwide basis for a minimum of three years.
2. The role nominee played in creating, developing, and/or promoting this important and distinctive national program.

This nomination form is submitted on behalf of members of

by:

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of NALA Liaison

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Type/Print Name

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Address

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Address

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Telephone Numbers (office/home)

\_\_\_\_\_  
Telephone Numbers (office/home)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Nominations must be received by NALA Headquarters no later than May 1, 2012.**

Return to:  
National Association of Legal Assistants  
1516 S. Boston, Suite 200  
Tulsa, OK 74119  
918-587-6828 Fax: 918-582-6772  
e-mail: [nalanet@nala.org](mailto:nalanet@nala.org)

**Current members of the NALA Board of Directors or Committee Chairs are not eligible for consideration.**