POLICY AND PROCEDURES FOR CORPORATE-SPONSORED AWARDS  BOD Y04-13-03-06 [Amended BOD Y03-03-31-87; BOD 03-97-12-23; BOD 11-95-06-18] [Policy]

The American Physical Therapy Association, through its Honors and Awards Program, recognizes individuals, institutions, and APTA components (chapters, sections and assemblies) whose contributions to the profession or to the Association are outstanding and substantial and satisfy the approved criteria for the honor or awards.

Corporate-sponsored awards within the Association’s Honors and Awards Program provide national attention and recognition for the contributions of both the recipients of these awards and those of the sponsoring corporation. Corporations sponsoring an Association award provide a commitment to furthering physical therapy practice, education and research, and to the advancement of the profession through the honor of an annual award given to an outstanding individual and shall require membership in the Association if the award is made to an individual(s) who should be expected to satisfy the Membership Qualifications Prescribed by the Board of Directors.

To propose the establishment of a new Association corporate-sponsored award, corporations shall submit to APTA’s Board of Directors for consideration and approval, a letter of commitment for sponsorship of an Association award for a minimum of 5 years. At the conclusion of the third year of the 5 year commitment, the corporation will receive notification from APTA to confirm the sponsoring corporation’s willingness to renew their award commitment for another 5 year period, at which time a new letter of commitment shall be submitted to APTA’s Board of Directors for approval.

A corporation’s letter of commitment to propose the establishment of a corporate-sponsored award of the American Physical Therapy Association (APTA) shall include the following:

1. Presentation of the purpose and criteria of the proposed award as outlined below.

2. The corporation’s commitment of a monetary award sum (dollar amount to be provided) to be given to a specific number of recipients (number of recipients to be provided) on an annual basis.

3. The corporation’s commitment to the payment of annual administrative costs in the processing of the award equal to $500 or 20% of the monetary award given annually to the recipient(s) of the award, whichever is greater.

4. The corporation’s written understanding and agreement that the Association will maintain complete autonomy in the Honors and Awards Program process, i.e., the publication, review, recommendation and selection of the corporate-sponsored award recipient.

5. The corporation’s written delineation of the responsibility for the creation of an award on an annual basis, i.e., production of a certificate, plaque, or other award form, if there is to be an award given beyond a monetary award. If the Association is to be responsible for the creation of the award, the corporation shall also provide a written commitment for payment of expenses incurred in the initial establishment of the award.

OUTLINE FOR AWARD PROPOSAL

Name of the Corporate-Sponsored Award
Provide the proposed name for the new corporate-sponsored award. The award may be named in recognition of the sponsor corporation, in honor of an individual of the sponsor corporation, and may include reference to a specific area of expertise or achievement that will be recognized by the award.

History

Provide a summary paragraph(s) of the history of the creation of the corporate-sponsored award, which should include, but not be limited to the history of the sponsor corporation’s commitment to the profession of physical therapy and to the Association; the history of the naming of the award should it be named in honor of an individual within the corporation, named in recognition of the corporation and named to recognize a specific area of expertise or achievement; and the outcome(s) to be achieved by the establishment of the award.

Purpose

Provide a brief statement of the purpose of the corporate-sponsored award, at least one sentence but no more than four sentences in length.

In addition to the information provided in the APTA Board of Directors' Policy and Procedures Regarding APTA Honors and Awards, the following criteria apply to this award:

Criteria for Eligibility

Provide a numerical listing of the eligibility requirements as directed by the purpose of the corporate-sponsored award.

Criteria for Selection

Provide a numerical list of the specific criteria that must be met as a recipient of the corporate-sponsored award. This list may be comprised of 3 to 5 criteria which shall demonstrate the recipient’s exceptional and outstanding contributions and achievements in the physical therapy profession and/or in the Association.

Procedure for Nomination

1. Nomination packages must be submitted electronically via APTA’s website (www.apta.org). All materials completed and submitted for each nomination must be received by the APTA Honors and Awards Program by 5:00 pm Eastern time on December 1, for consideration for the award.

2. The nominator is responsible for reviewing and ensuring the completion of all steps and compliance with the eligibility criteria within the online nomination submission process before its final submission. During the online process the following documents will be required for upload:

   A. Current curriculum vitae or resume of the nominee.

   B. A letter of support from the nominator, not to exceed 3 pages.

   [Continue with an alphabetical list of documents to be required (if any) for review in consideration of the Association corporate-sponsored award.]

3. The materials to be submitted for each nomination must document, where appropriate:
[Continue with an alphabetical list of materials to be required (if any) for review in consideration of the Association corporate-sponsored award.]

4. Nomination packages for this award considered by the Awards Committee - [Appropriate Subcommittee to be assigned] Subcommittee and not selected for an award may be resubmitted for the next year’s Honors and Awards Program (i.e., one year after the original nomination submission). Resubmission of nominations for this award in subsequent years will require the consent of the nominator and update of the nomination package.

Procedure for Review

[A sponsor corporation shall not have a role in the corporate-sponsored award review process. The Association has the right to maintain complete autonomy in the Honors and Awards Program process, i.e., in the publication, review, recommendation and selection of the corporate-sponsored award recipient. The procedure for review of a corporate-sponsored award shall include:]

1. As an Association corporate-sponsored award, this award need not be given annually if the criteria for selection has not been achieved in nomination.

2. No more than X (X) award(s) may be given annually.

3. The American Physical Therapy Association will maintain complete autonomy in the award review process, i.e., in the publication, review, recommendation and selection of the award recipient.

Notification of Award

[The procedure for notification of a corporate-sponsored award shall include:]

1. The award recipient, nominator and sponsor corporation will be notified promptly after selection by APTA’s Board of Directors.

2. The nominators of individuals not selected will receive a letter thanking them for their participation.

3. The sponsor corporation will send a personal notification of congratulations to the award recipient in addition to the notification sent by APTA’s Honors and Awards Program.

Nature of Award

[Describe the nature of the award to be given, i.e., monetary, certificate, plaque, other award form, etc. In addition, indicate the expected responsibility for the creation of the award by the sponsor corporation or if the creation of the award will be contracted through the Association.]

A [Type of Award to be Determined] will be presented to the award recipient by a representative of the [Name of Sponsor Corporation] or APTA’s Board of Directors at the NEXT Conference and Exposition and an official announcement of the award will appear in an Association publication.

(Member Services Dept., ext 8082)

Explanation of Reference Numbers:
BOD P00-00-00-00 stands for Board of Directors/month/year/page/vote in the Board of Directors Minutes; the "P" indicates that it is a position (see below). For example, BOD P11-97-06-18 means that this position can be found in the November 1997 Board of Directors minutes on Page 6 and that it was Vote 18.
