



NATIONAL AWARDS and SCHOLARSHIPS WEBINAR

Working for the advancement of women in the government



FEW National Awards Program



PRESENTED BY
MS. JERI PETERSON

NATIONAL AWARDS CHAIR

Working for the advancement of women in the government



NATIONAL AWARDS OBJECTIVES

- ▶ NATIONAL POLICY AND PROCEDURES MANUAL (NPPM) – SECTION IV
- ▶ SELECTIONS OF NATIONAL AWARDS COMMITTEE MEMBERS
- ▶ NATIONAL AWARDS TIMELINE
- ▶ RAISE AWARENESS THROUGH TRAINING AND EDUCATION
 - ▶ COMMITTEE MEMBER TRAINING
 - ▶ REGIONAL MANAGERS TRAINING
 - ▶ GENERAL MEMBERSHIP TRAINING
- ▶ MAINTAIN TRANSPARENCY OF AWARDS PACKAGES AND EVALUATIONS



APPENDIX FORMS BY AWARD

(FEW website / Members Only / Member Documents/ NPPM – Section IV)

- ▶ Distinguished Service Award Form – A-1 – (Page 34)
- ▶ Barbara Boardman Tennant Award Form – A-2 – (Page 36)
- ▶ Allie Latimer Award Form – A-3 - (Page 38)
- ▶ Federal Department/Agency Award Form – A-4 – (Page 40)
- ▶ Private Sector Award Form A-5 – (Page 42)
- ▶ Regional Achievement Award Form – A-6 – (Page 44)
- ▶ Champion of Diversity Award Team or Individual A-7 – (Page 46)
- ▶ Helen R. Dudley Chapter Overall Achievement Award Form A-8 – (Page 48)



APPENDIX FORMS BY AWARD

(FEW website / Members Only / Member Documents/ NPPM – Section IV)

- ▶ Chapter Newsletter Award Form A-9- (Page 50)
- ▶ Appendix - Chapter Programs Award Form A-10 – (Page 52)
- ▶ Appendix - Chapter Fundraiser Award Form A-11 – (Page 54)
- ▶ Appendix - Chapter Membership Award Form A-12 – (Page 56)
- ▶ Appendix - Best Special Emphasis Project Award Form A-13 – (Page 58)
- ▶ Appendix - Chapter Special Project Award Form A-14 – (Page 60)



TO BE ELIGIBLE FOR ANY NATIONAL AWARD

- ▶ All quarterly reports submitted on time (by 10th of month – no exceptions)
- ▶ Timely responded to requests for information from National, Regional, etc.
- ▶ Best Programs – must have held training in FEW's four focus **areas (Diversity, Legislative, Training, and Compliance) during the past Award period (January 1, 2019, to December 31, 2019)**
- ▶ All required supporting documentation must be included. Please note that there is a file size limitation to your attachments. Please review the Compressing Graphics in Microsoft Office
- ▶ Use spell check - Don't Cut And Paste Documents
- ▶ Financial obligations to National, Region, and Chapter
- ▶ Nomination packages must be electronically submitted via the FEW website
- ▶ Best Special Projects, Special Emphasis, and Fundraiser should address one area and not overlap



NATIONAL AWARDS PROCESS TIMELINES

- ▶ AUGUST – NATIONAL AWARDS ARTICLE FOR NEWS AND VIEWS
- ▶ SEPTEMBER – SELECT NATIONAL AWARDS COMMITTEE MEMBERS
- ▶ OCTOBER – HOLD AWARDS TRAINING PROCESS FOR COMMITTEE MEMBERS
- ▶ NOVEMBER - HOLD AWARDS TRAINING PROCESS FOR COMMITTEE MEMBERS
- ▶ DECEMBER – SEND AWARDS E-BLAST TO GENERAL MEMBERSHIP
- ▶ JANUARY – SECOND E-BLAST TO GENERAL MEMBERSHIP
- ▶ FEBRUARY – NATIONAL AWARDS TRAINING TO REGIONAL MANAGERS
- ▶ **MARCH 7** – OPEN SEASON FOR NATIONAL AWARDS
- ▶ **APRIL 7** – NATIONAL AWARDS PROCESS CLOSES – APPLICATIONS ARE RATED
- ▶ MAY – CHAIR PREPARE MOTIONS AND NATIONAL BOARD OF DIRECTORS APPROVE NOMINATIONS



HOW TO APPLY

- ▶ Read, review and follow all guidelines in NPPM Section IV
- ▶ Log in under the Membership section on the FEW website to submit a FEW Awards Package
- ▶ Do NOT submit Award Packets directly to the Awards Chair. Go to the FEW website to submit a FEW Award Packet (<https://www.few.org/award-nominations/>)
- ▶ All required attachments must be submitted with your electronic package. Failing to provide required attachments can disqualify your packet
- ▶ Carefully review your packets before you hit the submit button; it can make a difference in how well you score
- ▶ Once you have submitted your award packet you should receive a confirmation email. If you do not receive this email, contact the Awards Chair, awards@few.org and few@few.org for assistance



OTHER FACTS TO REMEMBER

- ▶ The Awards Chair and Vice President for Policy and Planning will create criteria and score awards in the event a tie breaker is required
- ▶ Winners in all categories will be posted to the FEW website and listed in the News and Views National Training Program edition after the National Training Program has concluded
- ▶ Send attachment(s) over 2 MB to: webmaster@few.org and few@few.org
- ▶ Regional Managers, Chapter Presidents, nominators, and winners will be notified prior to the award ceremony by the National Awards Chair. However, no actual placement (e.g., 1, 2 or 3) will be provided prior to the National Awards Ceremony



CONTACT INFORMATION

- ▶ National Awards Chair: Jeri Peterson
- ▶ E-mail address: awards@few.org
- ▶ National Office: 202-898-0994
- ▶ Cell: 210-573-6671



FEW MILITARY MERITORIOUS SERVICE AWARD



PRESENTED BY
MGS. TRACY MARSHALL

Special Assistant for Military
Women

Working for the advancement of women in the government



FEW MILITARY MERITORIOUS SERVICE AWARD

- ▶ Open to all branches of the military service
- ▶ Reference NPPM, Section IV, Page 11 for:
 - ▶ Nomination format
 - ▶ Submission requirements
 - ▶ Time Requirements
- ▶ Electronic Submission Period April 8, 2020 to May 7, 2020 at 11:59 p.m. EST



▶ **FEW MILITARY MERITORIOUS SERVICE AWARD**

- ▶ Recognizes outstanding military service members within the Armed Forces who have distinguished themselves with significant contributions to their service and our nation by one or more of the following:
 - ▶ (a) Promoting a positive understanding of the armed forces among and between men and women, minority and non-minority members of the military and civilian population.
 - ▶ (b) Fostering an innovative and constructive environment between the military and civilian community and men and women of all races and ethnic backgrounds that benefit employees and/or community residents
 - ▶ (c) Displaying exceptional character that distinguishes the individual as an outstanding leader and role model.
 - ▶ (d) Supporting and working towards the advancement of women within the armed forces.



CONTACT INFORMATION

- ▶ Special Assistant for Military Women: MGS. Tracy Marshall
- ▶ E-mail address: military@few.org
- ▶ National Office: 202-898-0994

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FEW SCHOLARSHIP PROGRAMS



PRESENTED BY
MERCEDES KIRKLAND-DOYLE

Working for the advancement of women in the government



National Scholarships

The FEW scholarship programs provide an opportunity for deserving individuals to participate in the National Training Program who might not otherwise be able to attend and for members who are looking to further their academic goals. Each member who meets the requirements is encouraged to submit an application for a scholarship.

FEW's four scholarship categories are:

1. National Training Program (NTP) Regular Scholarship
2. Retiree Regular Scholarship
3. Daisy Fields' Collegiate Scholarship for FEW Members
4. Collegiate Scholarship for Family Members



National Scholarships

- ▶ **NTP Regular Scholarships: Recipient(s) are entitled to a full expense paid week of training at the NTP held in July**
 - ▶ Applicants must meet the following criteria:
 - ▶ A regular member of FEW for at least one year and GS12 (or equivalent) and below
 - ▶ An active officer, committee chair or member participating in meetings, programs, etc., of a Chapter.
 - ▶ Must not have been a National Training Program scholarship recipient in the past three years.
 - ▶ When a scholarship cannot be utilized by a recipient because of illness or serious illness/death of an immediate family member, the recipient has one year to actualize the use of the scholarship.



National Scholarships

Retiree Regular Scholarship: Recipient(s) are entitled to a full expense paid week of training at the NTP held in July

- ▶ Applications must meet the following criteria:
 - ▶ A member of FEW for at least three years prior to retirement or joined FEW for three years after retirement having maintained continuous membership since retirement
 - ▶ An active member continuing to participate in FEW activities at Chapter, Region and National levels
 - ▶ Must not have been an NTP scholarship recipient in the past three years
 - ▶ When a scholarship cannot be utilized by a recipient because of illness or serious illness/death of an immediate family member that the recipient has one year to actualize the use of the scholarship



National Scholarships

Daisy Fields' National Collegiate Scholarship for FEW members: Recipient(s) will receive financial assistance with tuition and books to attend an institution of higher learning only; assistance to attend the NTP is not authorized with this scholarship.

- ▶ Applicants must meet the following criteria:
 - ▶ Be a member of FEW in good standing and demonstrate active participation with FEW for three or more years
 - ▶ Must not have been a scholarship recipient in the past three years
 - ▶ Complete an essay on the topic "Why I Should be Awarded a FEW Collegiate Scholarship"
 - ▶ Be pursuing your first undergraduate degree or first graduate degree at an accredited institution



National Scholarships

Daisy Fields' National Collegiate Scholarship – Continued

- ▶ Be attending an accredited 2 or 4 year college/university and have a minimum grade point average of 2.5
- ▶ Submit a copy of recent college transcripts and the acceptance letter from the college/university
- ▶ Submit three letters of recommendation preferably from a Chapter President, Regional Manager, community leader and/or supervisor
- ▶ Must use the official online FEW scholarship application to apply and all applications must be completed online and submitted electronically no later than April 7 of each year.
- ▶ When a scholarship cannot be used by a recipient because of illness or serious illness/death of an immediate family member, the recipient has 1 year to use the scholarship



National Collegiate Scholarship Program For Immediate Family Members: Recipient(s) will receive financial assistance with tuition and books only, assistance to attend the NTP is not authorized with this scholarship.

This scholarship will financially assist students who plan to attend an accredited or are currently enrolled in an accredited two- or four-year college/university.

- ▶ Applicants must meet the following criteria:
 - ▶ Be the child or grandchild of an active FEW member (serving as an engaged officer, committee chair or member participating in meetings, programs, etc., or supports or participates in FEW activities)
 - ▶ Must be a high school senior or attending an accredited 2- or 4-year university to apply and be seeking his/her first Under Graduate degree. Must attach a certified copy of your high school or college transcript and letter of acceptance to a college/university

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National Scholarships

National Collegiate Scholarship Program For Immediate Family Members – Continued

- ▶ Must be in good academic standing with current high school or college. Her/his grade point average must be 2.50 or higher
- ▶ Individual must provide at least three letters of recommendation from high school principal, high school teacher, guidance counselor, college professor or community leader of which individual is actively involved in a program (girl or boy scouts, mentor or tutor program, etc.) to assist others
- ▶ Individual must write a one-page (no less than 500 words) essay which contains the following:
 - ▶ How receiving this scholarship will make a difference in your life and
 - ▶ Citing a woman or man in your life who has inspired or encouraged you and the difference she/he made



National Scholarships

National Collegiate Scholarship Program For Immediate Family Members – Continued

- ▶ Individual must provide documentation she/he has applied for or been accepted/enrolled to a 2- or 4- year accredited college or university
- ▶ You must use the official online FEW scholarship application to apply and all applications must be completed online and submitted electronically no later than April 7 of each year
- ▶ Must not have been a FEW Collegiate Scholarship recipient in the past 3 years



National Scholarships

Application Information

- ▶ The number of applicants selected in each category is based on the financial amount allotted by FEW's National Executive Committee/National Board for scholarships and --
 - ▶ Applicants meeting all qualifications
 - ▶ Timeliness of all submissions
 - ▶ Applications completed and submitted electronically
- ▶ The Scholarship Program opens March 7. All applications must be completed and submitted electronically 11:59 p.m. (EST) April 7, 2020



National Scholarships

How To Apply:

FEW.org

- ▶ Education and Training tab
 - ▶ Scholarships
- ▶ **Review requirements and Scholarship submission requirements in the Scholarships Sections of the NPPM**
- ▶ FEW's Executive Committee makes the final decision on the winners in early May. All applicants are notified of their selection by mid-May

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NATIONAL SCHOLARSHIPS

HELPFUL HINTS when applying for FEW scholarships

- ▶ Attach a copy of leave and earning statement for proof of government employment and General Schedule Grade (NTP Regular Scholarship)
- ▶ Make sure you provide date of retirement (NTP Retiree Scholarship)
- ▶ Attach copies of recommended letter(s) from Chapter President or Regional Manager
- ▶ Make sure Chapter and Region names are listed on the application
- ▶ Make sure date joined is within one year prior to April 7 deadline
- ▶ Attach essay "Why I Should be Awarded a FEW Collegiate Scholarship"
- ▶ Attach a copy of recommended letter(s) from your Chapter President or Regional Manager and a Community Leader, all in letter format (Collegiate Scholarship)



NATIONAL SCHOLARSHIPS

HELPFUL HINTS when applying for FEW scholarships

- ▶ Submit a copy of your official college transcript (Collegiate Scholarship/ Collegiate Scholarship for Immediate Family Members)
- ▶ Attach essay “How receiving this scholarship will make a difference in your life” citing a woman or man in your life who has inspired or encouraged you and the difference she/he has made (Collegiate Scholarship for Immediate Family Members)
- ▶ Attach copy of letters of recommendation from Chapter President, Regional Manager (or active FEW member), and letters from principals, deans, or teachers at your school or university (Collegiate Scholarship for Immediate Family Members)
- ▶ Submit a copy of enrollment acceptance paperwork for entrance into a two or four-year accredited college or university (Collegiate Scholarship for Immediate Family Members)



Key information for a good scholarship application:

- ✓ Get all of your paperwork together
- ✓ Provide accurate information
- ✓ Ask a former FEW Scholarship Recipient, your Chapter President, or Regional Manager to review your application for accuracy or send an email to scholarships@few.org
- ✓ Ensure all areas are completely filled in on the application form
- ✓ Do not attach additional documents (pictures, certificates, diplomas, etc.) if they are not required. Limit your attachments!
- ✓ Do not say "see attachments." The Scholarship Panel members reviewing your documents will not have time to review additional documents or search for additional information that you want them to know
- ✓ Attachments are key elements when rating your packet
- ✓ Do not submit your applications without the required elements



MANAGEMENT CONCEPTS LEADERSHIP CERTIFICATE PROGRAM SCHOLARSHIPS

The FEW/ Management Concepts Leadership Certificate Scholarship timeline is as follows:

- ▶ Scholarships Application Process Opening Date: April 1, 2020
- ▶ Scholarships Application Final Submission Date: May 10, 2020
- ▶ Management Concepts will notify FEW of its top selections: June 1, 2020
- ▶ FEW will begin review of the applications and notify Management Concepts of its approval: June 8, 2020
- ▶ FEW will notify Management Concepts of the Scholarship Recipient's acceptance or denial: June 15, 2020
- ▶ FEW will send the Official Scholarship Notification: June 24, 2020
- ▶ Press release and announcement of the 2020 Scholarship recipients via Management Concepts and FEW's websites: No later than July 11, 2020
- ▶ Award winners will be announced at the National Training Program on July 21, 2020

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MANAGEMENT CONCEPTS LEADERSHIP CERTIFICATE PROGRAM SCHOLARSHIPS

ELIGIBILITY REQUIREMENTS

- ▶ The FEW/Management Concepts Leadership Certificate Program Scholarships are for FEW members and current Federal employees who have been a member for at least one year and are in good standing. In 2020, two leadership certificate program scholarships will be awarded
- ▶ Nominated applicants must complete an essay between 500 and 1,000 words, discussing why the applicant believes the leadership scholarship would enhance their career. The essay must address the transformative actions applicant would bring back to their agency after completion of the program. Additionally, the essay should tie into the 2020 theme of the FEW National Training Program – “Passing the Torch – Leading the Way”
- ▶ Applicants must submit a reference letter
- ▶ Each program consists of six courses. Recipients must complete three core courses and three electives within three years of the first day of the first course attended



MANAGEMENT CONCEPTS LEADERSHIP CERTIFICATE PROGRAM SCHOLARSHIPS

ELIGIBILITY REQUIREMENTS – Continued

- ▶ Most classes are held in the Washington, DC, area but some classes are also provided virtually. If you are selected, please note you are responsible for travel to the classes
- ▶ Recipients must begin the Certificate Program within FIVE months of being awarded a scholarship
- ▶ The scholarships are only valid in the name of the original recipient. They cannot be transferred



CONTACT INFORMATION

- ▶ Scholarships Chair: Mercedes Kirkland-Doyle
- ▶ E-mail address: scholarships@few.org
- ▶ National Office: 202-898-0994

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PASSING THE TORCH
Leading the Way

51st National Training Program
July 20-24, 2020 | Orlando, Florida

FEDERALLY EMPLOYED WOMEN
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