



*"The Association for Ideas, Innovation, & Involvement"*

# 2019

## Annual Award Applications

***DEADLINE: June 15, 2019***  
*(No exceptions)*



# TABLE OF CONTENTS

IdeasAmerica (IA) Annual Awards Program _____	1
Nomination Instructions/IA Contact Information _____	2
List of Awards _____	3

## Award Categories:

### 1. INDIVIDUAL NOMINATION AWARDS:

Advocate of the Year _____	4
Best Program Administrator _____	4
Champion _____	5
Evaluator of the Year _____	5
Executive Leadership _____	6

### 2. ORGANIZATIONAL AWARDS

Anniversary _____	6
Communication Excellence _____	7

### 3. IDEA OF THE YEAR AWARDS

Breakthrough Innovation ( <i>NEW</i> ) _____	7
Green Idea of the Year _____	8
Idea of the Year (Individual) _____	8
Idea of the Year (Team) _____	9
Policing-Security Idea of the Year _____	9
Safety Idea of the Year _____	10

### 4. OTHER AWARDS

Kudos _____	10
International Benchmarking Survey ( <i>Statistical Awards</i> ) _____	11

## FORMS:

Individual Nomination Awards _____	19
Organizational Awards _____	22
Breakthrough Innovation Awards _____	25
Idea of the Year Awards _____	28
Team Idea of the Year Awards _____	31
Kudos Awards _____	35

# ANNUAL AWARDS PROGRAM

The Annual Awards Program is designed to recognize IA member employee involvement (teams and individuals), idea and suggestion programs, individual accomplishment, and breakthrough innovation (**new**) in the profession of ideas and suggestion systems management.

## **ELIGIBILITY**

Any IA organizational or individual member is eligible to be nominated for this award. Members may nominate anyone within their organization, including themselves (self-nominations will be validated by the organization).

## **JUDGING**

The 2019 Awards Committee will evaluate nominations based on how well they meet the criteria listed above.

## **INSTRUCTIONS**

- Complete a 2019 Annual Awards Nomination Form. Be sure to check the appropriate award category. Save your Acrobat file with the following name: **ABC-CompanyName-#.pdf**
- Complete the two-page nomination form included in this booklet.
- Limit supporting documentation and/or examples to no more than three (3) pages.
- For electronic communications entries, submit the URL for viewing or hard copies of the site if non-public intranets.
- Submit the nomination forms and supporting documentation to IA electronically.
- Please be sure that no proprietary information is included in the nomination information.

Presentation of awards will be made during the IdeasAmerica Annual Training Summit:

**September 10-12, 2019**  
**Ft. Lauderdale, Florida**  
**Sheraton Suites Cypress Creek Hotel**

Award winners will be recognized at the Summit during the Awards Banquet on September 12<sup>th</sup>, highlighted in the IA Newsletter, and on the IA web site. A printed “draft” press release will be provided to each award recipient for use in advertising company and employee awards received.

*(Submission of an entry to the IA Awards Program authorizes IA to have the company’s name noted in press releases announcing award winners. Specific information about ideas or programs will not be mentioned in the press release without the formal approval of the company submitting the entry.)*

## NOMINATION INSTRUCTIONS

All submissions are to be made electronically by e-mailing the 1) nomination forms and 2) supporting documentation in PDF format to: **awards@ideas-america.org**

**AWARD NOMINATION DEADLINE: June 15, 2019**

Entry forms are to be completed and saved as a new PDF file according to the example below:

### **AwardName-Company-# of entry**

**EXAMPLE:**

**IOTY-ABC-1**

(Idea of the Year – ABC – First entry in this category,  
Second entry in this category by same company will be “2”)

*Multiple entries are permitted but must be submitted under separate emails and saved as described above.*

*A submission will be considered for a single category only. Do not submit an idea for multiple Idea of the Year categories. Multiple categories will disqualify your submission.*

The abbreviation for each award is found on the following page (List of Awards).

**Awards not submitted in this manner will not be accepted.**

**IdeasAmerica** will acknowledge (by email) receipt of all entries.

*Selected Idea of the Year and Team Idea of the Year Finalists are required to attend the Annual IA Summit to present their idea to the judges. All Finalists must send at least one member to present the idea to the judges. Finalist nominations NOT presented to the judges will NOT be considered during the judging.*

*Finalists may be asked to present and staff a display during the IA Summit demonstrating the idea and its implementation. Components of this display may be used during the judging at the IA Summit. Finalists will receive notification via email prior to Summit.*

### **IA Contact Information:**

**PHONE: 248-961-2674**

**EMAIL: [ia@ideas-america.org](mailto:ia@ideas-america.org)**

**WEB: [www.ideas-america.org](http://www.ideas-america.org)**

IdeasAmerica  
**Executive Director**  
Mary Ellen Dolan  
1231 Van Dusen Drive  
Ann Arbor, MI 48103

IdeasAmerica  
**President**  
Brenda Kelly  
130 Calumet Court  
Aiken, SC 29803  
[brendakelly1952@yahoo.com](mailto:brendakelly1952@yahoo.com)

## LIST OF AWARDS

### Award Nomination Deadline

All award nominations are due into the IdeasAmerica office by midnight on **June 15, 2019**. All forms and supporting documentation are to be submitted electronically in PDF format to IdeasAmerica at: **awards@ideas-america.org**

International Benchmarking Awards must be submitted by June 15, 2019 by completing the questionnaire located on the IA website. Go to: [www.ideas-america.org](http://www.ideas-america.org)

### AWARD CATEGORIES

### AWARD FILE NAME

#### NOMINATION AWARDS

Advocate of the Year	ADV
Best Program Administrator	BPA
Champion	CHAMP
Evaluator of the Year	EVAL
Executive Leadership	EXL

#### ORGANIZATIONAL AWARDS

Anniversary	ANNIV
Communications Excellence	CE

#### IDEA OF THE YEAR AWARDS

Breakthrough Innovation ( <i>new</i> )	BINN
Green Idea of the Year	GIOTY
Idea of the Year ( <i>Individual</i> )	IOTY
Idea of the Year ( <i>Team</i> )	TEAM IOTY
Policing-Security Idea of the Year	POLS
Safety Idea of the Year	SIOTY

Kudos Award ( <i>may be submitted at anytime</i> )	KUDOS
International Benchmarking Award ( <i>submit on IA website by due date</i> )	

**Awards presented in each category: 1 Gold, 1 Silver, 1 Bronze & Honorable Mention**

## ADVOCATE OF THE YEAR

This award recognizes individuals or member(s) of a team who are true advocates for any aspect of employee involvement within their organization. Advocates are continuously involved, openly support continuous improvement, and are walking advertisements for employee involvement.

### CRITERIA

- Demonstrates on-going support of employee involvement through daily actions
- Coaches/teaches co-workers about employee involvement
- Promotes employee involvement
- Encourages employees to participate in the program
- Sparks excitement and interest in employees
- Sets high standards for others by their own participation
- Leads employee involvement initiatives and activities
- Models positive behavior and motivates others

## BEST PROGRAM ADMINISTRATOR

The Best Program Administrator Award recognizes those who make the most impact to their program – the Administrator(s). This competition highlights the important role of the administrator(s) and will honor and recognize those whose contributions are exceptional and demonstrate use of best practices. Winning this competition will be a great bonus for your program and will be an example to others that the role of an administrator deserves recognition. Submit the individual(s) you hold in high regard for the contributions they make to your organization's program.

### CRITERIA

- Demonstrates high value for employee involvement / suggestion programs
- Encourages employee participation
- Demonstrates planning and organizational skills
- Develops and implements program promotions and recognition activities
- Demonstrates exceptional customer service to employees
- Continuously sends a positive message to the company (and public) about program
- Manages the program proactively and introduces new and exciting ways to grow it
- Meets or exceeds annual goals
- Continuously communicates with employees and management about the program
- Continuously models continuous improvement behavior

## CHAMPION AWARD

The Champion Award is a recent addition to IA's Award program. This award provides the opportunity to formally recognize individuals within your organization that go above and beyond the norm in support of your company's improvement programs. Positive support of the program is provided consistently throughout the year.

### **CRITERIA**

- Demonstrates significant support for a specific employee involvement activity
- Promotes and encourages employee participation
- Sparks interest and excitement in fellow employees
- Models continuous improvement behavior
- Shares information with others and supports peer participation
- Serves as a role model for peers

## EVALUATOR OF THE YEAR AWARD

The Evaluator of the Year Award recognizes those individuals who make the most impact to your program – your Evaluators. This competition highlights the important role of the evaluator and will honor and recognize those whose contributions are deemed outstanding. Winning this competition will be a great bonus for your program and the winning evaluators will be an example to others that the role of evaluator does get public recognition. We are particularly looking to honor those individuals you hold in high regard for the contribution they make to your program.

### **CRITERIA**

- Demonstrates strong support for employee involvement programs
- Viewed by employees as trustworthy, credible, and fair
- Researches and evaluates each suggestion thoroughly
- Completes evaluations for suggestions in a timely manner
- Provides thoughtful, complete responses to declined suggestions
- Handles numerous evaluations at one time

## EXECUTIVE LEADERSHIP AWARD

This award has been established to recognize the importance of executive management's continuous support for employee involvement. By recognizing these executive leaders for their commitment, IA reinforces the significance of their role in the endeavor of employee involvement. Nominees must demonstrate achievement in two key areas: 1) Leadership and 2) Employee Involvement.

### **CRITERIA**

- Demonstrates on-going support of employee involvement through daily actions
  - Attends presentations, award ceremonies, ideas fairs, etc.
  - Allocates annual budget for program activities
- Models employee involvement behaviors
- Exhibits strong interpersonal skills
- Leads by example
- Encourages employee involvement throughout all levels of the organization
- Challenges the organization to higher standards
- Shares lessons learned with the entire organization
- Celebrates successes consistently
- Promotes and encourages teamwork
- Demonstrates "hands on" involvement within the organization

## ANNIVERSARY AWARD

The Anniversary Award recognizes organizations that have reached significant milestone anniversaries on their employee involvement programs. Milestones recognized:

- 5 Years
- 25 Years
- 50 Years
- 75 Years

### **INSTRUCTIONS**

- Include the number of years your program has been in operations
- Provide a brief description or examples of the leadership displayed throughout the years
- Detail how your company has achieved program longevity
- Impact of the program to your company and employees
- List benefits of the program



## COMMUNICATION EXCELLENCE AWARD

This award recognizes the importance of written and verbal communications in creating awareness and excitement for employee involvement. Good communication through all media types is key to the successful promotion of your employee involvement activities. This award offers the opportunity to highlight your communication activities such as marketing campaigns, publications, specific promotions, web sites, videos, etc. that make your program successful.

### CRITERIA

- Demonstrate planning and organizational skills
- Send a positive message about employee involvement throughout the organization
- Well planned, scheduled, and implemented marketing campaign (annually)

### RECOMMENDED COMMUNICATION CATEGORIES MAY INCLUDE

- Marketing plan (formal written document)
- Audio Visual (multi-media technology)
- Publications (newsletters, brochures, annual reports)
- Special projects (posters, displays, bulletin boards, photos, flyers, signs)
- Electronic communications (web sites, internet, intranet sites, new technology)
- Promotions (specific program promotions or recognition activities)

## BREAKTHROUGH INNOVATION AWARD *(new)*

This award provides the opportunity to recognize **individuals or teams** within your organization that have implemented new, innovative breakthrough ideas or technologies. These ideas will change the way companies (and the world) conduct business in the future. All fields of business are considered eligible; ie. Industrial, pharmaceutical, medical, automotive, IT and AI technologies, security, etc.

### CRITERIA FOR NOMINATION/CONSIDERATION

- New original idea
- Clearly identifies a new breakthrough innovation
- Demonstrates state of the art technology
- Advances a product category that significantly alters the world market
- A product or service which simultaneously shifts a market and has superior outcomes for the world at large
- An innovative new tool or technique, never done before

## GREEN IDEA OF THE YEAR AWARD

The Green Idea of the Year Award recognizes the most significant employee suggestions implemented by companies that support and benefit the environment. Such activities include waste reduction, pollution prevention, energy reduction, better use of natural resources, improved or new types of recycling, etc. This rigorous competition recognizes individuals, teams, and companies that demonstrate their support and action towards environmental protection and awareness.

### **CRITERIA**

- Clearly define the problem and succinctly summarize the new solution
- Define how your suggestion is unique, significant, or different from the current process
- List specific details of the improvement that make it significant
- List all benefits from the implemented idea (tangible and intangible)
- Describe impact of the idea to the company and the environment
  - Cost savings or cost avoidance

## IDEA OF THE YEAR AWARD (*Individual*)

The Individual Idea of the Year Award recognizes the most significant suggestion implemented during the year that was suggested by a single employee. These ideas are the ones that result in significant tangible (highest dollar savings per year) or intangible (highest positive impact for employees, the company, or the community).

### **CRITERIA**

- Clearly define the problem and succinctly summarize the new solution
- Define how your suggestion is unique, significant, or different from the current process
- List specific details of the improvement
- List all benefits from the implemented idea (tangible and intangible)
  - Provide documentation of significant cost savings
- Describe impact of the idea to the company, employees, or community, etc.

## IDEA OF THE YEAR AWARD (*Team*)

The Team Idea of the Year Award recognizes the most significant team ideas implemented during the year. These ideas are the ones that result in significant tangible and intangible savings or have the most positive impact for the company. A team is considered to be two or more employees.

### **CRITERIA**

- Clearly define the problem and succinctly summarize the new solution
- Define how your suggestion is unique, significant, or different from the current process
- List specific details of the improvement
- List all benefits from the implemented idea (tangible and intangible)
  - Provide documentation of significant cost savings
- Describe how the “team” approach contributed to the development and implementation of this idea

## POLICING - SECURITY AWARD OF THE YEAR

The Policing-Security Idea of the Year Award recognizes the most significant policing and security ideas implemented during the previous year. This competition is designed to recognize policing and security individuals and agencies for the work they do to continuously improve the safety of organizations, communities, and the public.

### **CRITERIA**

- Clearly define the problem and succinctly summarize the new solution
- Define how your suggestion is unique, significant, or different from the current process
- List specific details of the improvement
- List all benefits from the implemented idea (tangible and intangible)
  - Provide documentation of significant cost savings
- Identify the field of improvement in your nomination:
  - Criminal
  - Traffic
  - Judicial
  - Technology
  - Customer Service
  - Community
  - Environmental
  - Human Resources
  - Human Rights
  - Economic



## SAFETY IDEA OF THE YEAR AWARD

The Safety Idea of the Year Award was designed to recognize the most significant safety improvements implemented during the year. It is important to recognize the positive accomplishments of employees, and the company's they represent, who put safety "first" every work day. These accomplishments include safer processes to complete work, new or improved ways to do tasks more safely, new tool designs to make work easier/safer, etc.

### CRITERIA

- Clearly define the problem and succinctly summarize the new solution
- Define how your suggestion is unique, significant, or different from the current process
- List specific details of the improvement
- List all benefits from the implemented idea (tangible and intangible)
  - Provide documentation of cost savings (if applicable)
- Identify the areas of safety that the nomination addresses:
  - Safety education & awareness
  - Reduced number of accidents & injuries
  - Elimination of hazards
  - New methods, equipment, tools, machines, etc. that improve employee safety



## KUDOS AWARD

The Kudos Award provides the opportunity for member-to-member recognition throughout the year. Kudos can be written and submitted at any time during the year. These awards will be sent to the recipient by email (***Kudos written and submitted at the Summit will be presented during the Summit!***)

**Examples include:** providing information to another member for a benchmarking project; sharing lessons learned on a specific topic; sending requested information in a timely manner; assisting another member during Summit; taking the time to make a new IA member feel welcome, sharing information on new technologies, ie. suggestion program software, etc.

### CRITERIA

- Exceeding other member's expectations
- Sharing specific program information
- Providing benchmarking information
- Sharing a great idea with other Summit attendees
- Researching a question or request from another member
- A member who can be counted on to follow through with a commitment or to meet a specific deadline

# Savings Per Eligible Employee Ratio (SEER) International Benchmarking Survey

The International Benchmarking Survey (*previously known as the Statistical Awards*) offers organizations the opportunity to see how well their programs are performing in a variety of categories. These areas include cost savings, cost savings per employee, cost savings per implemented suggestion, participation and implementation rates. These statistics allow organizations to identify areas for improvement within their own programs based on international data.

## **SEER AWARD CATEGORIES**

### **1. Savings Per Eligible Employee**

Calculated by taking Annual Net Savings Dollars divided by the number of eligible employees

### **2. Employee Participation Excellence**

IdeasAmerica presents Performance Achievement Awards to companies that have a high rate of participation (over 80%)

### **3. Performance Excellence Per 100 Employees**

Dollar savings per 100 employees

### **4. Performance Excellence Savings Per Implemented Suggestion**

Calculated dollar savings per implemented suggestion

### **5. Performance Excellence for Total Dollars Saved**

Based on dollar savings submitted

## **INSTRUCTIONS**

The International Benchmarking Survey can be completed using the on-line survey located on the IdeasAmerica web site.