

## **NABIP LEGISLATIVE ACHIEVEMENT AWARD**

### **Criteria & Documentation Suggestions**

- Submit a detailed narrative summary (2,000 word limit) outlining your candidate's accomplishments, using the application criteria as a guideline.
- Nominations may be submitted by individual members, chapters, or by the Legislative Council.
- This award recognizes outstanding service over an extended period of time, and therefore a member who has been awarded a Legislative Achievement Award within the last five years is ineligible.
- Paid lobbyists are not eligible.
- Supporting documentation of statements in the narrative is required.
- If communications are used as documentation, please make sure it is clear who the author is (provide title or role in event/ circumstance, etc). This information greatly aids the Awards Committee in its review of the application and allotment of points.

#### **Criteria:**

- 1. Candidate **must** be an individual NABIP member for one or more years:** Verified by NABIP.
- 2. Active involvement on state/local legislative committee(s):**
  - Provide copies of committee minutes, board reports/minutes, special reports, sign in sheets, e-mail communications, etc.
- 3. Participation in State Key Contact program:**
  - Provide Key Contact list and evidence of candidate's activity.
- 4. Consistent attendance at Day on the Hill or Special Legislative Day Event:**
  - Provide copies of sign-in sheets, attendee lists, minutes, emails, CE certificates, etc.
- 5. Involved in planning and implementation of a Day on the Hill or Special Legislative Event:**
  - Documentation could include letters/emails of appreciation for working on the planning; board minutes, committee reports and/or communications.
- 6. Strong liaison with State Insurance regulator and his/her staff:**
  - Provide copies of communications, such as emails, letters, or board minutes, committee reports
- 7. Strong interaction with State Legislators:**
  - Submit copies of communications, such as emails, letters, etc.; board minutes, committee reports
- 8. 10x12 or \$120 Contribution to State PAC:**
  - Confirmed by letter or email from State PAC committee, Chapter President, or a copy of the list of contributors showing dollars given for each year.
- 9. 10x12 or \$120 Contribution to NABIP PAC (for period 01/01-12/31):** Verified by NABIP.
- 10. Participation in State, Regional and National legislative leadership workshops:**
  - State and regional participation may be documented by sign-in sheets, letters, board minutes, etc.
  - Attendance at national and some regional worksheets will be verified by NABIP.
- 11. Regular attendance at Capitol Conference (at least three years):** Verified by NABIP.
- 12. Contributed legislative information for newsletter and/or website to improve legislative communication to members:**
  - Provide copies of communications generated by your candidate – such as emails, letters, position papers, reports, etc. Documentation could also include printed programs, board minutes, the newsletter and/or website showing contributions.
- 13. Other areas of outstanding legislative service including involvement in the political arena outside of NABIP:**
  - Clearly describe achievements in narrative and provide appropriate documentation.