

AZCEA Award Selection Criteria

Maximum number of points possible per nomination=100

- **Program of the Year**
 - Program design
 - Maximum points=a unique/innovative program concept, new way of delivering standard programming, or be of such high quality that it demonstrates quantifiable outcomes (i.e., impacts student achievement, increase opportunity for adult learners)
 - Program delivery
 - Maximum points=Based on its design, the program has a high RTI. Staff/participant engagement is high and the program exceeds best practice standards
 - Population served
 - Maximum points=program serves large numbers (100+), diverse groups, underserved groups, or engages new community members
 - Community impact
 - Maximum points=longevity of the program, serving either large numbers or specific underserved populations, or meets an identified community need

- **Program Leader of the Year**
 - Lead a team
 - Maximum points=supervision of at least 3 staff, achieved a goal or overcame a specific challenge, demonstrated high engagement with multiple stakeholder groups (i.e., staff, families, community), the program's success is dependent upon their leadership
 - Implement a high quality program
 - Maximum points=program delivered based on community feedback, exceeds best practice standards, either has a high RTI or some other high impact aspect such as increasing student achievement or improving workforce readiness
 - Work directly with the program line staff
 - Maximum points=working at the same location as the program staff so that continual performance feedback can take place

- **Office Staff of the Year**
 - Customer service/program delivery
 - Maximum points=consistently going above and beyond to help various stakeholders (i.e., parents/families, children/youth, customers, facility renters), is a go-to for other coworkers
 - Crucial impact on the program/community

- Maximum points=the quality and effectiveness of the program/department increases as a result of the nominee with the inverse also being true, inspiring others
 - Unique contribution to the organization
 - Maximum points=identifying new or improved methods of completing the work
 - Work on the “front line”
 - Maximum points=supporting a program on the back end, answering phones/servicing walk-in or on-line customers, being a lead worker for other office-based positions
- **Program Line Staff of the Year**
 - Customer service/program delivery
 - Maximum points=consistently going above and beyond to help various stakeholders (i.e., parents/families, children/youth, customers), is a go-to for other coworkers
 - Crucial impact on the program/community
 - Maximum points=the quality and effectiveness of the program/department increases as a result of the nominee with the inverse also being true, inspiring others
 - Unique contribution to the organization
 - Maximum points=identifying new or improved methods of completing the work or takes the program to the next level
 - Work on the “front line”
 - Maximum points=working in a program directly supervising/instructing participants
- **Facility Rental Staff of the Year**
 - Customer service/program delivery
 - Maximum points=consistently going above and beyond to help various stakeholders (i.e., parents/families, children/youth, customers, facility renters), is a go-to for other coworkers
 - Crucial impact on the program/community
 - Maximum points=the quality and effectiveness of the program/department increases as a result of the nominee with the inverse also being true, inspiring others
 - Unique contribution to the organization
 - Maximum points=identifying new or improved methods of completing the work
 - Work on the “front line”
 - Maximum points=working directly with outside user groups during the rental period, opening/closing/cleaning for organizations who rent district facilities

- **Administrator/Regional Leader of the Year**
 - Leading teams
 - Maximum points=leading at least 2 different teams, program oversight being at more than 1 location or programs are of different designs (i.e., Youth Enrichment and After School), leading the teams to achieve a goal or overcome a challenge
 - Continuous quality improvement
 - Maximum points=high levels of engagement that result in increases in program delivery quality, training/mentoring/coaching staff, program expectations are set and in many cases are exceeded
 - Overall program and/or department effectiveness and efficiency
 - Maximum points=systems being created and/or implemented that cause programs to have high RTI, fiscal responsibility, responsive to community needs
 - Full supervisory responsibility
 - Maximum points=full responsibility for creating/monitoring budgets, evaluating/goal setting/training staff

- **Community Educator of the Year**
 - Leadership
 - Maximum points=supervising groups of people or is identified by others as a leader/go-to person, influencing the group to achieve higher successes, dedicated their career to serving the community, quantifiable increases in program design/delivery as a direct result of the nominee
 - Community impact
 - Maximum points=high numbers of community members being served, innovative programs or systems created to meet the needs of the community or the department
 - Years of service:
 - Maximum points=30+ years=15 pts, 25-29=10 pts, 20-24=5 pts, 15-19=3 pts
 - Leader in the work/field
 - Maximum points= is/or could be a role model for others outside of their organization, highly engaged in their specific work and/or the field as a whole, contributed to the betterment of society or positively impacted communities beyond those within their district, highly engaged in all aspects of the work, an inspiration to others