



## MEMORANDUM

**TO: Community Action Agencies**

**Date: March 24, 2016**

**From: Conference Committee**

**Subject: Guidelines for 2016 Awards  
Legacy/Lifetime Achievement, Partnership, and Community  
Advocate Awards**

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As in the past the Maryland Community Action Partnership will honor recipients of Legacy/Lifetime Achievement, Partnership, and Community Advocate Awards at the Annual Training Conference, that were approved by the conference committee.

We encourage all agencies to purchase full ads to congratulate your nominations and award recipients. Funds generated from the ads will help pay the cost of the souvenir booklet.

The guidelines are featured below for each award. Please submit the name(s) and a brief summary write-up about the individual/s that your organization is nominating so that the nominee can be included in the conference booklet.

- Only one entry/nomination can be submitted for the Legacy/Lifetime Achievement Award from each Community Action Agency.
- Only one entry/nomination can be submitted for the Partnership Award from each Community Action Agency.
- Only one entry/nomination can be submitted for the Community Advocate Award from each Community Action Agency
- Please provide a summary write-up with specific details regarding the nominee and why he or she was selected. All write-ups must be no more than **100 words**. **If the write-up exceeds 100 words it will not be included in the conference book.** The form is available on the website and attached to this document.
- All forms must be submitted **electronically** on or before April 7, 2016. If the information regarding your agency nominee is received after this date, the nominee's information will not be included in the conference book.
- Submit all completed forms via email to **Sharon Davis** at [sdavis@maryland-cap.org](mailto:sdavis@maryland-cap.org) and **David Smith** at [dsmith@maryland-cap.org](mailto:dsmith@maryland-cap.org).