

**SISTER CITY ASSOCIATION OF KANSAS CITY,
MISSOURI, INC.**

**AWARDS POLICY AND PROGRAM
MANUAL**

ADOPTED - May 20, 2008

AWARDS POLICIES AND PROCEDURES

Sister City Association Mission:

We are an international citizen's diplomatic organization. We support and promote cooperation and understanding for innovative programs in commerce, tourism, education, and cultural awareness.

Overview:

The Sister City Association of Kansas City, Missouri, Inc. has established an annual awards program consistent with its Mission. The purpose of the program is as follows:

- (1) To honor and recognize an individual or an organizations that has made a significant contribution, for more than five years, by acting as a bridge to bring Kansas City to the world and the world to Kansas City in one or more of the following categories: commerce, tourism, educational, cultural or youth programs.
- (2) To honor and recognize an individual who has made a significant contribution, for more than three years, to the advancement of the Kansas City Sister City Program.
- (3) To honor and recognize individuals, within the Association and/or individual Sister City Committees who have made significant contributions during the calendar year.
- (4) To recognize an outstanding project by an individual Sister City Committees that has demonstrated excellence in a specific Sister City project/program area
- (5) To recognize Sponsors who support the organization financially, in kind contributions, or through other significant means.
- (6) To nominate such individuals and/or a Sister City Committee projects that might qualify for an Award sponsored by Sister Cities International.

Nomination and Judging Process:

By May 1st of each calendar year, the Association shall publish a notice on its website, and the Secretary shall send a written notice to all members of the Sister City Association, the Sister City Commission, and selected persons, organizations in the community, and Chairs of Sister City Committees announcing the Awards program and soliciting nominations.

Each calendar year, the President of the Association shall appoint an Awards Committee of three to five persons, one member to be a Sister City Chair, who can exhibit an objective judgment as to the qualifications of nominees.

Nominations will be closed as of September 1 of each year. The Awards Committee shall present the motion of selected recipients to the Board of Directors for its adoption. (A motion from a committee of more than one does not need a second because the committee has already voted to present the motion.) Approval can be done via written ballot if requested. At the next regularly scheduled Board meeting, leaving time to review each award winner to eliminate possible embarrassment for the association, each of the award winners will be notified. This early acknowledgment will give the award winners time to prepare and possibly invite additional attendees to the Annual Dinner.

Any person nominated for an Award who is a member of the Association shall be a member in good standing.

Awards Presentation:

The Awards shall be presented at the Association's annual meeting or annual dinner as appropriate.

Form of Awards:

Awards shall consist of a suitable (but not limited to) plaque, sculpture, medallion, or certificate. All costs for the awards shall be limited to \$1000, unless the Board of Directors approves a different amount due to special circumstances. While any suitable company may be utilized as a vendor, the past supplier for the International Bridge Builder and Ray Morgan Spirit Awards have been ordered from Artglasspro (Carlene Gillespie), 5812 Johnson Dr, Mission, KS. 913-248-1118. www.artglasspro.com.

Additional Recognition:

The Association shall issue a Press Release, to the appropriate media, regarding the honorees, no more than 10 days after presentation of the Awards. Award winners shall also appear on the Association's website.

Individual Sister City Awards:

The awards presented by the Sister City Association do not preclude individual Sister City Committees from establishing their own internal Committee awards. Individual Sister City Committee awards are to be presented at a Sister City Committee function of their choosing, but not at the Association's annual meeting or dinner.

AWARDS

INTERNATIONAL BRIDGE BUILDER AWARD:

The International Bridge Builder Award recognizes an individual, organization or institution, from the community at large, that has made a significant contribution in bringing the world to Kansas City and Kansas City to the world through bridging barriers in one or more of the following areas over a consecutive or non-consecutive period of at least five years: commerce, tourism, education, cultural, youth, and/or such other applicable programs that may be decided from time to time.

An individual recipient nominated for this award shall be a resident of the Greater Kansas City metropolitan area. A company or organization nominated shall be located in the Kansas City metropolitan area, either as a headquarters location, regional, or branch office. An institution nominated shall be located in the metropolitan area. A recipient is not required to be a member of the Sister City Association. A Sister City Association member is not

precluded from being nominated if he/she meets the criteria. An individual recipient of the Award, who is not a member of the Association shall also be given a one-year, paid, membership as part of the Award.

No more than one Bridge Builder Award shall be presented in a given calendar year. The Awards Committee may determine that no Bridge Builder Award be given in any calendar year. A recipient may only receive this Award one time.

A nominee may be nominated by any member of the Association, the Sister City Commission or by a person, organization, or institution from the community at large. Nominations for this Award should be sought from a wide variety of sources throughout the community, such as the Greater Kansas City Chamber of Commerce, the Kansas City area diplomatic corps, People To People International, the Greater Kansas City People to People Chapter, IRC, UN Association, the World Trade Club, the U. S. Dept of Commerce International Trade Office, as well as other international organizations, educational institutions, and other such appropriate organizations as the Awards Committee may determine.

RAY MORGAN SPIRIT AWARD

Ray Morgan was a Past President of the Sister City Association of Kansas City, MO, who worked tirelessly to build and promote the sister city program in Kansas City as well as his participation in other international activities in the community. This Award recognizes a member of the Association, who embodies Ray Morgan's legacy and who has made significant contributions over a consecutive or non-consecutive period of three years or more toward the advancement of the Sister City Program.

No more than one Ray Morgan Spirit Award shall be presented in a given calendar year. The Awards Committee may determine that no Ray Morgan Spirit Award be given in any calendar year. Any member of the Association or the Sister City Commission may submit a nomination. A recipient may only receive this Award one time. Past recipients of the Ray Morgan Bridge Builder Award are not eligible to receive the Ray Morgan Spirit Award.

COMMUNITY SERVICE AWARD

The Community Service Award recognizes an individual, organization; company or institution who/that has contributed significantly to the betterment of Sister City Association and/or a Sister City Committee during the calendar year.

No more than three CSA awards may be presented annually. The Awards Committee may submit one, two, or three nominees or they may determine that no Award be given in any calendar year.

A nomination may be nominated by any member of the Association or the Sister City Commission.

PRESIDENT'S AWARD:

The President's Award is presented solely at the discretion of the Association President to an individual, within the Association, who has been invaluable to the President during the current year. The President may decide no award is to be presented.

SISTER CITY OUTSTANDING PROJECT AWARD:

The Outstanding Project Award recognizes a significant exchange, project, or program, conducted by an individual Sister City Committee during the current year, which embodies the spirit and purpose of the Association, and that has made a real difference. A nomination may be submitted in one of the following areas.

Arts and Culture - Trade/Tourism development – Education - Healthcare - Humanitarian - Public Safety – Sports - Youth

A Committee may submit a nomination for more than one category. Each category submitted will be in competition with exchanges, project, or programs submitted by other Sister City Committees for that category. The Award shall be in the form of a suitable certificate. When submitting the nomination the nominee shall list all of the committee members who participated on the project being nominated. If selected, **each member** of the Sister City Committee or a sub-committee of the individual Sister City Committee, who actually worked on the project/exchange/or program, will receive a certificate with their name, project/exchange/ or program, and suitable language of recognition.

If a suitable project(s) are not submitted the Award Committee may recommend that no Award (s) be given.

Any active Sister City Committee may submit nominations for an Outstanding Project Award.

SISTER CITIES INTERNATIONAL AWARDS:

Each year the Award's Committee shall poll each of the Sister City Committees and circulate information about the various awards of Sister Cities International to determine if any of Kansas City's projects or individuals within the Association will qualify for any Sister Cities International Award. If so determined, then the Awards Committee, with the approval of the Board of Directors, shall submit the appropriate nomination(s) to Sister Cities International. Information and nomination forms for Sister Cities International Awards may be found on their website: www.sister-cities.org

AWARDS RECORDS:

The Association shall record Award winners in each category as part of its permanent records.

SISTER CITY ASSOCIATION OF KANSAS CITY
INTERNATIONAL BRIDGEBUILDER AWARD
NOMINATION

Sister City Association of Kansas City, Missouri:

The Sister City Association of Kansas City is a non-profit citizen diplomacy organization. The Association develops municipal partnerships between Kansas City and selected municipalities in other nations for the purpose of bridging barriers in the areas of cultural understanding, the stimulation of economic development and the promotion of peace through understanding. The Association works to achieve its purpose through cultural, trade, tourism, educational and other mutual exchanges. The Association also strives to bring Kansas City to the world and the world to Kansas City through the relationships with its various Sister Cities in other nations. The Sister City Association of Kansas City now has 13 such relationships in multiple countries. The Association is affiliated with Sister Cities International, a worldwide citizen diplomacy network founded by President Dwight D. Eisenhower in 1956.

Award criteria:

The International Bridge Builder Award recognizes an individual, organization or institution, from the community at large, who/that has made a significant contribution in bringing the world to Kansas City and Kansas City to the world through bridging barriers in one of more of the following areas, over a non-consecutive period of at least five years: commerce, tourism, education, and/or cultural awareness programs.

An individual recipient nominated for this award shall be a resident of the Kansas City metropolitan area. A company or organization nominated shall be located in the Kansas City metropolitan area, either as a headquarters location, regional, or branch office. An institution nominated shall be located in the metropolitan area. A recipient is not required to be a member of the Sister City Association.

Presentation:

The Award will be presented to the recipient at the Sister City Association Annual dinner in October.

NOMINATION FORM

SISTER CITY ASSOCIATION OF KANSAS CITY, MISSOURI INTERNATIONAL BRIDGEBUILDER AWARD

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Name of nominee (individual, company, organization, or institution)

Address

Telephone Number

Fax

E-Mail

Please describe how the nominee has made a significant contribution in bringing Kansas City to the world and the world to Kansas City through bridging barriers in one of more of the following areas, over a consecutive or non-consecutive period of at least five years: commerce, tourism, education, and/or cultural awareness programs. A nomination may be submitted by anyone from the community at large. Use additional pages if necessary.

**Your name and contact
information:** _____

Please send nominations to: Sister City Association of Kansas City, 4600 East 63rd St, Kansas City, MO 64130, ATTN: Awards Committee Nominations must be received no later than September 1.

NOMINATION FORM

SISTER CITY ASSOCIATION OF KANSAS CITY, MO RAY MORGAN SPIRIT AWARD

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Ray Morgan was a Past President of the Sister City Association of Kansas City, MO, who worked tirelessly to build and promote the sister city program in Kansas City as well as his participation in other international activities in the community. The Ray Morgan Spirit Award recognizes a member of the Association who embodies Ray Morgan's legacy and who has made significant contributions over a consecutive or non-consecutive period of three years or more toward the advancement of the Kansas City, MO Sister City Program.

Any member of the Sister City Association or the Sister City Commission may submit a nomination.

Name of nominee (individual, company, organization, or institution)

Address

Telephone Number

Fax

E-Mail

Describe how the nominee has met the above criteria. Use Additional pages if necessary.

Your name and contact information: _____

Please send nominations to: Sister City Association of Kansas City, 4600 East 63rd St, Kansas City, MO 64130, ATTN: Awards Committee Nominations must be received no later than September 1.

NOMINATION FORM

SISTER CITY ASSOCIATION OF KANSAS CITY, MO COMMUNITY SERVICE AWARD

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The _____ Award recognizes an individual, organization; company or institution who/that has contributed significantly to the betterment of Sister City Association and/or a Sister City Committee during the calendar year. Any member of the Association or the Sister City Commission may submit a nomination.

Name of nominee (individual, company, organization, or institution)

Address

Telephone Number

Fax

E-Mail

Describe how the nominee has met the above criteria. Use Additional pages if necessary.

Your name and contact information: _____

Please send nominations to: Sister City Association of Kansas City, 4600 East 63rd St, Kansas City, MO 64130, ATTN: Awards Committee Nominations must be received no later than September 1.

NOMINATION FORM

SISTER CITY ASSOCIATION OF KANSAS CITY, MO OUTSTANDING PROJECT AWARD

The Outstanding Project Award recognizes a significant project or exchange conducted by an individual Sister City Committee, during the current year, which embodies the spirit and purpose of the Association and that has made a real difference, in one of the following areas.

Arts and Culture - Trade/Tourism development – Education - Healthcare -
Humanitarian -
Public Safety – Sports – Youth

A project may be nominated from any of the above categories by any active Sister City Committee. A Sister City Committee may submit a nomination for more than one category. Each person participating or making a significant contribution to the project shall receive a certificate of recognition. Refer to the Awards Manual for additional details.

Name of exchange, project, or program

Describe how the exchange, project, or program meets the criteria above. Use additional pages if necessary. Attach a list and contact information for the names of all individuals who worked on or made a significant contribution to the exchange, project or program.

Sister City Committee submitting the nomination: _____

Your name and contact information: _____

Please send nominations to: Sister City Association of Kansas City, 4600 East 63rd St, Kansas City, MO 64130, ATTN: Awards Committee Nominations must be received no later than September 1.