

## UNOA Achievement and Recognition Awards Rules

Each year, UNOA is proud to recognize and honor its members and other significant contributors to the statewide efforts in narcotics enforcement and achievement. Please submit your nominations in accordance with the awards categories outlined on this webpage. A sample nomination form is provided, but the Association awards committee and/or Board of Directors will be happy to consider and evaluate any written nomination submitted in conformity with the following rules.

1. Award nominations for any category should be type-written and submitted in an electronic format that may be replicated, reproduced or otherwise converted to another format or medium as part of the nomination review process.
2. Each nomination should be limited to one category of award.
3. Nominations of multiple recipients up to three individuals should each be submitted in a separate nomination form, although the nomination narrative may be the same for each of the two or three nominees.
4. Nomination for groups of four or more individuals, including group operations or organizations, are to list all the persons from that operation or organization in a single nomination, and upon approval by the committee or the Board, a single award in the name of that operation or organization will be generated, listing all of the participants named in the nomination.
5. Nominations for all awards should be limited to 500 words, except Officer of the Year or Hutchings Award nominations should not exceed 700 words.
6. All award nominations shall be delivered to UNOA no later than June 30 each year. **NO NOMINATIONS RECEIVED BY UNOA LATER THAN MIDNIGHT, JUNE 30 WILL BE CONSIDERED FOR THAT AWARD CYCLE.**
7. Approved awards will be delivered to the recipient at the annual training conference. Upon approval of the Board, nominators for each award will be notified prior to the conference. Notification of award recipient, supervisors or families shall be the responsibility of the award nominator.