

# **Lewis and Clark Trail Heritage Foundation**

## **Foundation Awards**

### **Instructions for Submitting Nominations**

## **FOUNDATION AWARDS AND QUALIFYING CRITERIA**

*The term “Foundation” refers to the Lewis and Clark Trail Heritage Foundation, Inc., including its Board of Directors, Chapters, members, and national office staff.*

### **Distinguished Service Award**

To a Foundation member who has made an outstanding contribution toward furthering the purpose and objectives of the Foundation.

### **Meritorious Achievement Award**

To a person, organization, or agency for scholarly research or other significant contributions that brings to the nation a greater appreciation and awareness of the Lewis and Clark Expedition.

### **Chapter Award**

To a chapter in good standing that has shown exemplary or distinguished service or promotion of the Foundation on a state, local or national level; and/or has demonstrated or accomplished an activity of merit which benefits its members, their community, and the mission of the Foundation.

Qualifying activities include, but are not limited to:

- promoting the history of Lewis and Clark locally,
- providing educational activities for chapter members and/or the general public,
- preserving the historic integrity of the trailroute,
- sponsoring research, and
- strengthening the Foundation through financial contributions or other means of support.

### **Youth Achievement Award**

To a person or group of people under the age of 21 who have increased [the] knowledge of [others in] the Lewis and Clark Expedition through outstanding composition, art, drama, photography, site preservation and enhancement, or other significant contributions.

### **Appreciation Award**

To a person or organization for the gracious support (in deed, word, or funds) given to the Foundation and its endeavor to preserve and perpetuate the lasting historical worth of the Lewis and Clark Expedition.

### **Robert Betts Library and Archives Award**

To an individual or organization that has made outstanding contributions to the development of the Lewis and Clark Trail Heritage Foundation’s William P. Sherman Library and Archives. It is named in honor of Robert Betts, a noted scholar and author of *In Search of York*. Because this

award recognizes contributions of a nature that are outstanding, the award is presented only when deemed appropriate. Thus, the award may not be presented on an annual basis; conversely, multiple awards may be presented in one year if several outstanding contributions warrant such action.

Process: The Library and Archives Committee has the responsibility for establishing the criteria and recommending modifications to the criteria. Nomination packages for this award must include solid justification focused on one or more of the criteria listed below. They must also include endorsements from those knowledgeable of the nominee's specific contributions. The Awards Committee maintains final approval of criteria and award recipients.

Criteria: When considering candidates for this award, the following criteria will be used:

Monetary Donations: For an individual or organization who shows a commitment to improving the library through monetary donations, either as a donor or by acquiring donations. Although no assigned threshold is identified, the donation(s) should be significantly higher than other donations.

or

Material Donations: For an individual or organization who shows a commitment to improving the library through donation of materials for the library collection. Although no assigned value for the material is identified, the donation should significantly increase the visibility and stature of the library.

or

Service to the Library: For an individual or organization who demonstrates a commitment to improving the library through various forms of service to the library. Forms of service may include volunteer work in or for the library (e.g., difficult or long term negotiations for a collection, searching for grants, or writing grants), work on the Library and Archives Committee, representation of the library to a larger audience for the improvement of the library, etc. The merit of this service will be considered on an individual basis.

Physical form of the Award: Because this award is based on personal service to the library, the award itself will be tailored to the person or organization receiving it. The Awards Committee, in partnership with the Library and Archives Committee, will be responsible for developing an award that appropriately honors the recipient.

### **Trail Stewardship Award**

A key component of the Foundation's mission is to provide national leadership for stewardship of the resources along the routes followed by the Expedition. An important element in effectively providing this leadership is to provide special recognition to those who have made

significant contributions to trail stewardship and who exemplify the spirit and purpose of the Foundation.

*The Foundation defines trail stewardship as preserving, protecting, and interpreting the natural, historical, educational and cultural resources along the routes taken by members of the Expedition in 1803-06 in the 11 official Trail states (The Lewis and Clark National Historic Trail) and in those states included in the Eastern Legacy portion of the routes. Examples include heritage site monitoring, protection of cultural resources, coordination and sponsorship of stewardship projects and programs, archiving and documenting bicentennial stewardship projects, and providing interpretive programming and information along the trail.*

This award recognizes outstanding contributions to achieving the Foundation's Trail Stewardship goals in three areas: *Leadership, Development of Trail Stewardship Techniques and Programs*, and *Trail Stewardship Support*. Because this award recognizes contributions of a nature that are outstanding, the award is presented only when deemed appropriate. Thus the award may not always be presented on an annual basis. Conversely, multiple awards may be presented in one year if several outstanding contributions warrant such action.

Process: The Bicentennial Trail Stewardship Advisory Committee has the responsibility for establishing the criteria for this award and recommending modifications. Nomination packages for this award must include solid justification that is focused on one or more of the criteria listed below. They must also include endorsements from those knowledgeable of the nominee's specific contributions. The Awards Committee maintains final approval of criteria and award recipients.

Criteria: When considering candidates for this award, the following criteria will be used:

Leadership: For an individual, whether a Foundation member or not, who has demonstrated leadership in promoting and protecting the natural, cultural, and recreational resources of the trail by working effectively with user groups, private landowners, and/or the general public; by establishing long-term partnerships to protect and manage the Lewis and Clark National Historic Trail corridor; by creating an effective, professional and enjoyable working environment for all stakeholders associated with the trail corridor; and/or who has been successful in protecting the integrity of the trail corridor from threats of encroachment.

or

Development of Trail Stewardship Techniques and Programs: For an individual or organization, whether a Foundation member or not, who has advanced the stewardship of the trail through contributions in areas such as science, education, interpretation, research, and/or law enforcement; has developed innovative or creatively adapted, trail stewardship techniques or programs; has organized conferences or meetings that advanced trail stewardship; and/or who has raised the awareness of the general public and trail visitors as to their role in caring for the trail.

or

Trail Stewardship Support: For a Foundation member or Chapter who has donated considerable time, money or effort in advancing the stewardship of the trail; has brought new and positive private and public awareness of the Foundation's role as stewards of the trail; has effectively encouraged ethnic, gender and youth diversity in supporting trail stewardship projects and activities; has developed or implemented new communication techniques to help coordinate the efforts of Foundation members, Chapters, and trail managers; has developed new sources of funding or other resources to support the Foundation's stewardship efforts; has provided exemplary service to trail stewardship through an elected office; and/or who provided an outstanding example of the Foundation's spirit and mission in supporting trail stewardship goals.

Physical form of the Award: Because this award is based on individualized service in furthering the Foundation's Trail Stewardship goals and objectives, the award itself will be tailored to the person or organization receiving it. The Awards Committee, in partnership with the Bicentennial Trail Stewardship Advisory Committee, will be responsible for developing an award that appropriately honors the recipient.

## **GUIDELINES FOR SUBMITTING A NOMINATION**

**You must submit the nomination using the Award Nomination Form.**

### **Part I (Nominee Information)**

Provide the name of the nominee and their contact information. If selected, we will use this information to notify the nominee of their selection and to coordinate their participation, or that of their representative, in the awards presentation ceremony. Also provide the category of award being proposed and information about any prior Foundation awards received by the nominee.

### **Part II (Qualifications)**

Part II and Part III are the most important parts of the nomination. In Part II describe why the nominee deserves to receive the award. Describe the specific activities and accomplishments of the nominee that are associated with the qualifying criteria of the award. Describe the impact the nominee has had at the local, state, and/or national level and the manner by which the nominee's efforts have supported the mission and purpose of the Foundation. Include, as appropriate, the results of any scholarly research performed. The broader in scope the impact of the nominee's efforts, the stronger the nomination will be. If you need more space than is provided in this part of the form, you may attach up to two additional pages.

### **Part III (Supporting Documentation)**

This is where you should provide additional information that directly and independently supports your view of the nominee's qualifications that were provided in Part II.

Two letters of support are required. These letters help to document that others agree with you that the person or group you are nominating merits the special recognition being proposed. It is requested that two, and only two, be submitted. Although the committee will not downgrade the nomination if you submit more than two, you should be aware that it is not the quantity of supporting letters that is important but the quality of their content and the characteristics of their authors. In obtaining letters of support, focus on individuals who have first-hand knowledge of the nominee's accomplishments and who are known and respected within our community.

Provide some visuals. These visuals should graphically communicate why the nominee deserves the recognition being proposed and should complement the textual material provided in Part II and in the letters of support. Photos are often a useful tool in communicating the accomplishments of a nominee, and you are encouraged to use them. However, please limit the number of such photos to no more than six (6). They may be submitted in either print or digital form. If they are in digital form (preferred) they should be in JPEG format. If the nominee is selected, we will use these photos to illustrate the nominee's accomplishments during the awards presentation ceremony and on the Foundation's website. Not all photos submitted will necessarily be used.

Other visual aids, such as a clipping from a newspaper or magazine that provided media coverage of the nominee's activities, or a short movie clip, are also helpful ways to further illustrate why the nominee deserves the recognition being proposed. These visual aids should complement the textual material provided in Part II and in the letters of support. However, the volume of such material should be limited. Newspaper/magazine clippings should be reduced in size, if necessary, and attached to 8.5"x11" paper. Please submit no more than two 8.5"x11" pages for this purpose.

#### **Part IV (Media Contact Information)**

This information is needed to provide public announcements of the nominee's special recognition to appropriate media outlets should the nominee be selected.

#### **Part V (Contact Information for Person Submitting This Nomination)**

Provide information on how the Awards Committee can best contact you.

#### **Part VI (What to submit and where to send it)**

**Email the information with "LCTHF Awards Nomination" in the subject line to [knox.jane@lewisandclark.org](mailto:knox.jane@lewisandclark.org) no later than May 1, 2020.**

If it is not possible for you to submit the application electronically, mail one paper copy to be received no later than May 1, 2020 to:

LCTHF Awards Committee, PO Box 3434, Great Falls, MT 59403-3434.

## Sample Cover Letter

Name of Nominator  
Address of Nominator

Date

LCTHF Awards Committee  
PO Box 3434  
Great Falls, MT 59403

Dear Members of the Awards Committee:

It is with pleasure that I nominate \_\_\_\_\_ for the Foundation's \_\_\_\_\_ Award.

I have enclosed six copies of the nomination, including pages 1 and 2 of the Nomination Form and supporting documentation, letters of support, and visual materials.

Sincerely,

Name of Nominator  
Phone number  
E-mail address