

AWARDS/DESIGNATION CRITERIA

BRENDA VUOLO SCHOLARSHIP

Requirements for the Scholarship are as follows:

Request for the Scholarship shall be made upon the prescribed "Scholarship Application" which must be completed in full.

The applicant, at the time of his/her request, shall be employed either full-time or part-time (in a non managerial position) in an Assessor's Office in the State of Connecticut.

The educational program for which the Brenda Vuolo Scholarship is requested shall pertain to the assessment profession (e.g., CCMA courses, ACES modules, IAAO courses or one-day seminars, appraisal courses, etc.)

The amount of the Brenda Vuolo Scholarship granted shall be for the program fee only and shall not exceed \$500 per application.

The scholarship will be awarded directly to the program for which the applicant is applying, upon evidence of registration.

The applicant shall provide a letter, signed by the Finance Director or Chief Executive Officer of his/her municipality, stating that the municipality will not pay for, nor reimburse the applicant for the full cost of the course for which the scholarship is requested.

The decision to grant or deny the scholarship, and the amount of the scholarship to be granted, will be decided by a majority vote of the Professional Designation and Awards Committee.

APPRECIATION AWARD

The intent of this Award is to provide CAAO the means to recognize a non CAAO member who has contributed to CAAO activities and whose efforts have assisted CAAO in realizing its goals.

Nominations shall be made by any CAAO member, in writing, detailing the accomplishments, contributions and service of said nominee, to the Professional Designation and Awards Committee, no later than the last business day of September.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Award to be presented to the recipient, at the Annual Fall Meeting of the CAAO. The Professional Designation and Awards Committee shall cause to be published in the July issue of the *Assessorreporter*, a notice detailing the requirements for this Award.

BEST ARTICLE AWARD

This award is presented to the Author or Authors of the Best Article published in the *Assessorreporter* during the previous calendar year.

Said Article shall be authored by a CAAO member or members and may cover any topic.

Upon review and majority vote, The Professional Designations and Awards Committee shall cause this award to be presented to the recipient at the Annual Spring Meeting of the CAAO

The Professional Designations and Awards Committee shall cause to be published in the January issue of the *Assessorreporter*, a notice detailing the requirements of this Award.

ASSESSOR OF THE YEAR

This Award shall be presented to any CAAO member who, during the immediately preceding year, has demonstrated a commitment to the betterment of the Assessing Profession.

Any CAAO member shall, in writing, submit for consideration, a letter detailing the efforts and/or (past year) accomplishments of their nominee. Nothing in this selection process should be construed to restrict nominations only to those who have served as elected officers, appointed committee members, instructors or seminar leaders.

Said submission must be presented to the Professional Designation and Awards Committee no later than the last business day of September.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Award to be presented to the recipient at the Annual Fall meeting of CAAO

The Professional Designation and Awards Committee shall cause to be published in the May issue of the *Assessorreporter*, a notice detailing the requirements for this Award.

CERTIFIED CONNECTICUT ASSESSOR (C.C.A.) DESIGNATION

The Certified Connecticut Assessor (C.C.A.) Designation shall be conferred upon any CAAO member who:

- Submits a written application to the Professional Designation and Awards Committee by the first business day of September.
- Has already been awarded the Certified Connecticut Municipal Assessor (C.C.M.A.) Designation.
- Submits for review a Complete Narrative Appraisal for a Single Family Residential Property, acceptable to the Professional Designation and Awards Committee.

Review and grading of the submitted narrative may be done by a member or members of the Professional Designation and Awards Committee or by any CAAO member considered qualified by a majority vote of the Professional Designation and Awards Committee. But, in all circumstances, the final decision of acceptability is the sole responsibility of the Professional Designation and Awards Committee.

The Professional Designation and Awards Committee shall cause to be published in the January issue of the *Assessorreporter*, a notice detailing this Designation.

CONTINUING SERVICE AWARD

The intent of this Award is to provide CAAO the means to recognize a CAAO Member who has made contributions to CAAO through the past several years by his or her active involvement in and promotion of CAAO activities and goals.

Nominations shall be made by any CAAO member, in writing, detailing the accomplishments, contributions and service of said nominee, to the Professional Designation and Awards Committee no later than the last business day of September.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Award to be presented to the recipient at the Annual Fall Meeting of the CAAO

The Professional Designation and Awards Committee shall cause to be published in the April issue of the *Assessorreporter*, a notice detailing the requirements for this Award.

DISTINGUISHED SERVICE AWARD

The intent of this Award is to provide CAAO the means to recognize a CAAO member who has made a significant contribution to CAAO through years of participation in its activities and who has made an outstanding effort throughout their Assessment Career in helping CAAO to realize it's goals,

Nominations shall be made by any CAAO member, in writing, detailing the accomplishments, contributions and service of said nominee, to the Professional Designation and Awards Committee, no later than the last business day of September.

In determination of this Award, the Professional Designation and Awards Committee shall consider (but not be limited to): the candidates contribution to the assessment community, His/her association memberships, education, committee memberships, elected positions, teaching or lecturing, publication of articles and his/her contributions to the local community and it's municipal government.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Award to be presented to the recipient, at the Annual Fall Meeting of CAAO. The Professional Designation and Awards Committee shall cause to be published in the April issue of the *Assessorreporter*, a notice detailing the requirements for this Award.

ESSAY OF THE YEAR AWARD

This Award is presented to the author of the Best Essay on Assessment or Property Tax Administration.

Said Essay shall be authored by a CAAO member.

All Essays shall be submitted to the Professional Designations and Awards Committee in order to be considered for this Award.

The submitted Essay must be on a topic, written in a style and of a length suitable for publication in the *Assessorreporter*.

Upon review and majority vote, the Professional Designations and Awards Committee shall cause this Award to be presented to the recipient at the Annual Spring Meeting of CAAO

The Awarded Essay shall be submitted for publication to the *Assessorreporter*, The Professional Designations and Awards Committee shall cause to be published in the January issue of the *Assessorreporter*, a notice detailing the requirements of this Award.

LIFE MEMBERSHIP

CAAO members, both past and present, having at least fifteen years of employment in the Connecticut Assessment Profession and active involvement in the CAAO, may, upon retirement from the Assessment Profession, be eligible for a Life Membership.

Any CAAO member shall, in writing, submit to the Professional Designation and Awards Committee, a resume or letter detailing the candidates' contribution to CAAO. A C.A.A.O member may not nominate himself/herself.

Said submission must be made to the Professional Designation and Awards Committee.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Life Membership to be presented to the recipient at either the Annual Spring or Fall Meeting of CAAO

The Executive Board shall be notified of Life Memberships to be presented, at least 30 days prior to such presentation. The recipient shall also be notified.

Life members shall be entitled to all rights, privileges and benefits that regular members enjoy.

Life members shall not be required to pay dues, as long as he or she is not actively employed in the Connecticut Assessment Profession.

The Professional Designation and Awards Committee shall cause to be published in both the January and April issues of the *Assessorreporter*, a notice detailing the requirements of this Membership.

PRESIDENTIAL AWARD

The CAAO President may designate one CAAO Member, who, in the opinion of the President, has contributed the most to his or her administration.

Said designation shall be in writing and submitted by the President to the Professional Designation and Awards Committee no later than the last business day of September.

No further approval is necessary.

The Professional Designation and Awards Committee shall cause this Award to be presented to the recipient at the Annual Fall Meeting of CAAO

The Presidential Award may be in addition to any other Award that the recipient may receive.

CAAO SCHOLARSHIP

Requests for a CAAO scholarship shall only be submitted upon the "Scholarship Application Form" as approved by the Professional Designation and Awards Committee.

Scholarship applications shall meet all of the following requirements.

- Applicant shall be a member of CAAO
- Applicant, at the time of request for Scholarship shall be employed in a Connecticut Assessor's Office.
- Applicant shall provide a letter signed by the Finance Director or Chief Executive Officer of his or her employing municipality, stating that said Municipality will not pay for, nor reimburse the applicant for the full cost of the course for which the Scholarship is requested.
- The course for which the Scholarship is requested shall pertain to the Assessing and/or Appraising Profession.

The decision to grant or deny a Scholarship and the amount of the Scholarship to be granted will be decided by a majority vote of the Professional Designation and Awards Committee. The Professional Designation and Awards committee shall, at least twice a year, cause to be published in the *Assessorreporter*, a notice of the Scholarship availability.

Upon awarding a Scholarship, the Professional Designation and Awards Committee shall cause to be published in the next issue of the *Assessorreporter*, a report detailing said Award and it's recipient,

SPECIAL RECOGNITION AWARD

This Award shall be presented to a CAAO member who has made a significant contribution to C.A.A.O, in the immediately preceding year.

Any CAAO member shall, in writing, submit for consideration a letter detailing that contribution and its' importance to or impact upon CAAO

Said submission must be presented to the Professional Designation and Awards Committee NO later than the last business day of March.

Upon review and majority vote, the Professional Designation and Awards Committee shall cause this Award to be presented to the recipient at the Annual Spring Meeting of CAAO

The recipient of this Award shall not be eligible for any other AWARD(S) (excepting the Presidential Award) for this calendar year.

The Professional Designation and Awards Committee shall cause to be published in the January issue of the *Assessorreporter*, a notice detailing the requirements of this Award.

AL STANDISH MEMORIAL SCHOLARSHIP

This scholarship was created in memory of Alexander Standish, CAE, SRA, CSA, CCA, SRPA, CCMA II, who was a Past CAAO President and long-time educator for the State and International Assessors Associations.

His passion was assessment/appraisal and providing the best possible information to all students aspiring to work in the field. It thereby follows that the scholarship is for education.

- The award is \$500.
- The recipient must be a CAAO member.
- The recipient cannot already be a CCMA II, must be pursuing a CCMA designation and taking any of the CCMA classes necessary for certification.
- The award is for the annual June Assessors' School at UCONN only.
- The award can be used for tuition, room & board, and /or other UCONN/CAAO related dinner activities.
- Applications must be received by the Professional Designations & Awards Committee by November 1 each year.
- The award will be made at the Annual Fall CAAO Meeting, by drawing applications lottery style (with two alternates drawn).
- The Professional Designations & Awards committee will supply applications by email to potentially qualified candidates.

ROBERT (BOB) HARTZELL MEMORIAL SCHOLARSHIP

This scholarship is in memory of Robert, better known as Bob Hartzell, former Assessor of the City of Hartford, CCMA instructor and member of the CCMA Committee.

- The award must be used by a Certified Assessor who wishes to earn continuing education credits by attending the Annual Fall Symposium
- Application must be made by July 15 to the Professional Designations & Awards Committee.
- The recipient(s) will be chosen by lottery at the Professional Designations & Awards Committee meeting in August.
- Up to five recipients will be chosen, and two alternates.
- The recipients must RSVP to the Professional Designations & Awards Committee of their intention to use the award within two weeks of their being chosen.
- The award must be used for the current year Fall Symposium.
- The same person cannot receive the award in two consecutive years.