

## AWARDS/DESIGNATION CRITERIA

### PROFESSIONAL DESIGNATION AND AWARDS COMMITTEE

There shall be a Professional Designation and Awards Committee consisting of seven members.

The President of CAAO shall designate the Chairman of this Committee from its appointed members.

The Professional Designation and Awards Committee shall be responsible for:

- Appreciation Award
- Assessor of the Year Award
- Best Article Award
- Certified Connecticut Assessor (C.C.A.) Designation
- Continuing Service Award
- Distinguished Service Award
- Essay of the Year Award
- Life Membership
- Presidential Award
- Special Recognition Award
- Al Standish Memorial Scholarship
- Brenda Vuolo Scholarship
- CAAO Scholarship
- Catherine Daboll Scholarship
- Robert (Bob) Hartzell Memorial Scholarship
- IAAO Scholarship
- Tom Browne Scholarship

A detailed listing of the aforesaid Awards and Designations are hereto attached and made part of the Committee's charge. Members of this Committee are precluded from voting on any nominations(s) that they shall make. Awards shall be presented by the CAAO President or by direction of the President.

Nothing, either in the foregoing or in the detailed listings which follow, shall be constructed to imply that any Award must be given in any year.

The Professional Designation and Awards Committee shall maintain a listing of all awards given (past and present) by this Committee. Such list shall include (but not be limited to) the recipient's name, year of award and name of award. Such list shall be published in the Assessorreporter at the conclusion of this Committee's term.

## **AWARDS / DESIGNATION DESCRIPTION & CRITERIA**

### **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.

### **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.

### **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.

### **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 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.

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 its 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 CAAO 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.

### **SPECIAL RECOGNITION AWARD**

This Award shall be presented to a CAAO member who has made a significant contribution to CAAO, 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.

## SCHOLARSHIP DESCRIPTIONS & CRITERIA

### 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 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 up to the \$500 limit.
- 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.

## **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 and does not have a CCMA designation.

The educational program for which the Brenda Vuolo Scholarship is requested shall pertain to the assessment profession (e.g., CCMA courses, AAT 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 \$250 per application and the total of scholarships awarded cannot exceed \$800.00; considered in order of applications received.

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

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.



### 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.

1. Applicant shall be a member of CAAO.
2. Applicant, at the time of request for Scholarship shall be employed in a Connecticut Assessor's Office.

The course for which the Scholarship is requested shall pertain to the Assessing and/or Appraising Profession. Not to be used for classes or workshops at the Annual Assessors School at UCONN

Scholarship Application Forms must be submitted to the Awards Committee at least two weeks prior to the registration deadline. If said course has an "early bird registration" the application for the scholarship should be to the awards committee at least two weeks prior to that earliest date.

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 Assessoreporter, 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 Assessoreporter, a report detailing said Award and its recipient.

### CATHERINE DABOLL MEMORIAL SCHOLARSHIP

This scholarship was created in memory of Catherine G. Daboll, CCMA II, who was a Past CAAO President and long-time leader in our association.

Her passion was assessment/appraisal and was a pioneer in our profession in leading women to excel and conquer a predominantly man's profession. It thereby follows that the scholarship is for the continuation of our education at our Annual Assessor's School.

- The award is for the annual June Assessors' School at UCONN only.
- The award is for ONE full week registration to attend the WORKSHOPS.
- The recipient must be a CAAO member.
- The recipient must be a CCMA II
- The award will be made at the Annual Fall CAAO Meeting, by drawing 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.

No application is needed. The Awards Committee will pull five (5) names from all active CAAO members in good standing to receive a scholarship. Five (5) alternates will also be drawn. Winners will be announced at the Annual Spring Meeting.

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.

### **IAAO SCHOLARSHIP**

This is for any IAAO appraisal or assessment related course.

Scholarship Application Forms must be submitted to the Awards Committee at least two weeks prior to the registration deadline. If said course has an "early bird registration" the application for the scholarship should be to the awards committee at least two weeks prior to that earliest date. Scholarship to not exceed \$600.00

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. If applying for the Annual IAAO Conference, the committee will consider granting an amount that exceeds the \$600.00 threshold if it is for the early bird registration only.

The Professional Designation and Awards committee shall, at least twice a year, cause to be published in the Assessoreporter, 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 Assessoreporter, a report detailing said Award and its recipient.

### *TOM BROWNE SCHOLARSHIP*

This scholarship was created in memory of Tom Browne, former Assessor of Fairfield, who was a Past CAAO President and long-time educator at the Annual Assessors School at UCONN. Tom was also extremely involved and a Past President of our Northeastern Regional Association of Assessing Officer

This scholarship is awarded to one recipient who is a Connecticut member in good standing of the NRAAO. One scholarship will be granted to attend the Annual Northeast conference that takes place in the spring. The amount of the scholarship will be for a full registration at the "early bird special" rate.

The Professional Designation and Awards committee shall draw one name from all active CT members of the NRAAO and two alternates. Scholarship recipient and alternates will be announced at the Fall Meeting.

The recipients must RSVP to the Professional Designations & Awards Committee of their intention to use the award within two weeks of their being chosen.