

PENNSYLVANIA MUSEUMS ARE AMAZING,
AND WE WANT EVERYONE TO KNOW IT!

SPECIAL ACHIEVEMENT AWARDS 2009 NOMINATIONS

Nomination Deadline: July 17, 2009

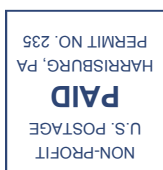
Each year, PFMHO recognizes the special achievements of museums and historical organizations in Pennsylvania. This is your invitation to submit a nomination for a project, process, or individual that you know is exemplary.

A PFMHO Special Achievement Award distinguishes your organization by:

- Serving as *recognition* for staff or volunteers and providing an *incentive* for them to continue developing new and exciting projects;
- Encouraging your staff to establish and maintain standards of *excellence* in your institution;
- Providing a vehicle to *promote your institution* through media news releases and membership and fundraising campaigns;
- *Reinforcing the case* for the quality of an institution's programs in a grant proposal; and
- Publicly *honoring awardees before peers* and invited guests at a special awards ceremony.

This program is made possible through a grant from the Pennsylvania Historical and Museum Commission.

www.pamuseums.org
Harrisburg, PA 17101
234 North Third Street, Third Floor





PFMHO SPECIAL ACHIEVEMENT AWARDS 2009 NOMINATIONS

AWARD CATEGORIES

Institutional Achievement Awards

A nomination may be made for any project considered to be an outstanding model or best practice. Examples include an exhibit and the related programming such as videos and/or publications, a successful heritage tourism program with marketing and media components, or a community collaboration. Or, a nomination could be for a publication or a school program, a model earned-income program, or a web site that has provided greater public access to your programs and collection. A best practice may be an exemplary housekeeping routine, state-of-the-art volunteer or docent-training program, or an innovative collections conservation or interpretive plan.

Award of Merit

Certificates are awarded to institutions for projects that have made an exemplary contribution to museums or the field of public history, exhibiting excellence and innovation.

S. K. Stevens Memorial Award

The S. K. Stevens Memorial Award recognizes outstanding institutional accomplishments in the field of Pennsylvania state and local history. The winner of this prestigious award receives a certificate and a cash prize funded by the Historical Foundation of Pennsylvania. To qualify, an institution must be a member of PFMHO that has won an award from both PFMHO and the American Association for State and Local History (AASLH). No nomination is required for this award.

Individual Achievement Awards

Leadership Award

This award recognizes exceptional leadership service to a PFMHO institutional member at the board or community level.

Professional Award

This award recognizes excellence in professional accomplishments and service made to a PFMHO institutional member by a salaried employee. Individual PFMHO members are also eligible for this award for their overall service to the museum and public history field.

Heart and Soul Award

This award recognizes outstanding or long-term, hands-on volunteer activities that have benefited a PFMHO institutional member.

Carol Wickkiser Memorial Award

This \$500 award recognizes exceptional promise and potential for leadership in an entering professional in the field. It is to be used for continuing education to enhance his or her expertise, promoting collegial connections, and inspiring excellence and continued dedication to service to museums or historical organizations.

ELIGIBILITY

- Anyone may submit a nomination, *including* staff of the nominated organization.
- A nominee for an institutional award must be an institutional member of PFMHO; an individual nominee must be affiliated with an institutional member or be an individual member him or herself.
- Nominations for joint projects may be submitted if *all partners* are PFMHO members.
- PFMHO business affiliate members and individual members who are full-time consultants are eligible for an award when the project has benefited a PFMHO institutional member and has been submitted jointly with that member.
- Groups of volunteers are not eligible for individual achievement awards.
- Membership information and applications can be found at www.pamuseums.org or by contacting Rusty Baker at PFMHO, 717-909-4951.

Questions? Contact Janet MacGregor, Deputy Director, Pennsylvania Federation of Museums and Historical Organizations at 717-909-3995 or jmacgregor@pamuseums.org.

JUDGING CRITERIA

Institutional Achievement Awards

How has the project benefited the public? Judges favor projects with ambitious outreach over those that are intended mainly to benefit the members of the organization.

How has the project enhanced the professionalism of the organization and improved its ability to serve the public? Projects will be evaluated on the basis of relevance to the organization's mission, and potential for increased institutional capacity.

Is the project an outstanding example? Judges look for projects that are innovative and feature new ideas that will provide inspiration for creative development by other institutions, thus moving the field as a whole forward.

Primary consideration will be given to projects completed within 18 months before the July 17, 2009 deadline. However, the judges may also consider nominations for exceptional programs or individual volunteer activities extending over a longer period of time.

Pennsylvania is privileged to have over 1,200 museums and historical organizations of all sizes and disciplines. Projects are judged on their merits within the context of their own institutional capacity.

Individual Achievement Awards

Leadership Award

Presented for outstanding leadership at the board or community level over an extended period of time. Such leadership shall be determined based on the continual growth and development of an organization or specific program.

Professional Award

Presented for professional excellence within an institution by a member of the paid staff. Criteria include meritorious service and exceptional accomplishment, beyond the satisfactory fulfillment of routine functions.

Heart and Soul Award

Presented in recognition of either long term or outstanding hands-on volunteer activities within an organization. Recognizable activities include docent/guide service, collections management, restoration activities, etc.

Carol Wickkiser Award

Presented in recognition of exceptional leadership potential in an entering professional in the museum or history field. The nominee must be currently employed by a PFMHO institutional member and must be working in the field for five years or fewer.

Nomination Abstract

1. The name of the award sought by the nomination

2. Nominee Information

- Name and title of person who will accept the award

For an individual nomination

- Name, address, phone number and email address of the nominee
- Name, address, phone number and website of his/her affiliated organization

For an institutional nomination

- Name, address, phone number and website address of the member institution
- Name of the executive director of the institution with email address and phone number
- Name of the project being nominated

3. Nominator Information

- Name, title, phone number and email address of person making the nomination
- Name, address, phone number and website of his/her affiliated organization

4. Abstract of project or individual accomplishments

- Summary of Achievement. (To be used to write award citation. Please confine this summary to 100 words; provide detailed information in attached materials.)
- Impact Summary of project or individual accomplishments (Please confine this summary to 100 words; provide detailed information in attached materials.)

5. For institutional awards only:

- Annual operating budget of institution
- Date Project Completed
- Project Costs (including in-kind support and staff time)

NOMINATION PROCEDURES

Nominations must be postmarked no later than July 17 and received no later than July 22, 2009. Submitted materials become the property of PFMHO unless return is requested at the time of submission with postage-paid shipping labels for the return.

Awards are judged by a committee. Each reviewer receives a complete nomination package to review; therefore, six (6) copies of the nomination package must be submitted. Nominations will be evaluated solely on the materials provided.

The nomination should be submitted in a tabbed, 3-ring binder.

Institutional nomination binders should be tabbed as follows: Nomination Abstract, Project Description, Project Budget, Letters of Support, Publicity and Supporting Materials. The nomination package should include the following.

- The Nomination abstract.
- Mission statement of the institution.
- A detailed project description, not to exceed 1,200 words, explaining the development, implementation, and results of the project. Include the examples illustrating how the project has made a positive impact on the community, improved the institution's capacity to serve its constituency, and what new ideas were developed that provide a model for the museum and public history field.
- The project budget and sources of funding, including in-kind support and staff time.
- Letters of support from two independent professionals who were not involved in the development of the project.
- Press releases, promotional materials, newspaper articles, reviews.
- Outside reviews (required for books, exhibits, and video productions).
- Supporting materials in the form of activity pages or worksheets, teachers' guides, pre- or post-visit materials, etc.
- Audience evaluations (in summary form) or letters from participants or visitors.
- The publication, if applicable.
- Photographs, audio recordings, or video footage (as applicable) submitted on CD or DVD. Digital photographs may be accompanied by paper images, but it is not necessary.

Individual nomination binders should be tabbed as follows: Nomination Abstract, Narrative, Letters of Support, Curriculum Vitae, Publicity and Supporting Materials. The nomination package should include the following.

- The Nomination abstract.
- A narrative describing the accomplishments of the individual and how they relate to the particular award, how the individual has had an impact on the organization, the community, and the museum or public history field. Give detailed examples describing how these accomplishments were exceptional and exceeded routine functions.
- At least two letters of support from museum or history professionals, community leaders, or those who have benefited from the individual's efforts.
- Press releases, newspaper articles, citations in professional publications or newsletters.
- Any other supporting materials that attest to the outstanding accomplishments of the nominee.

Winners will be notified by September 25, 2009. Formal recognition will be given on the PFMHO website, in *Tapestry*, and at an awards ceremony and luncheon in October at the Antique Auto Museum at Hershey. Winners are encouraged to invite staff, board members, their members of the Pennsylvania General Assembly, civic leaders from their community, and their local press representative to attend the awards ceremony.

Mail nominations to:

**PFMHO
234 North Third Street, 3rd Floor
Harrisburg, PA 17101**

Questions can be directed to Janet MacGregor at PFMHO, 717-909-3995, or jmacgregor@pamuseums.org.