**NCCRA Policy/Procedure:** Carl King Award

**Committee/Chair:** NCCRA President, Treasurer

**Subject:** Award guidelines.

**Purpose:** To establish guidelines and procedures for the application process, selection process, and gifting of the Carl King Award.

**Policy:** The Carl King chairperson will be the NCCRA President. He or she will be responsible for the oversight of the award which will be voted upon by the NCCRA Board of Directors. Nominees may be submitted by any NCCRA member, and the nominees will then be voted upon by the Board of Directors.

**Procedure:** Oversight of the Carl King Award will include, but may not be limited to the following duties:

1. Informing NCCRA members about the award and the application guidelines and process. Guidelines/application/deadline date will be posted on the NCCRA website.
2. Nominations must be received by the January 1st. Nominations must be provided to the Board of Directors by January 15th. Board of Directors will determine recipient and notify NCCRA treasurer to order plaque/trophy to be awarded to recipient at the NCCRA symposium. Winners of this award will be noted on the NCCRA website.
3. Carl King or the President will present the recipient with the award at the spring symposium or notify recipient by phone.