ABA Recognition Program
Staff Peer Awards 2011/2012
Process Flowchart

START

START debrief w/PY Selection Team
Summer 2011
START Meeting

START recommend program revisions
March 15, 2012
START Meeting

Update electronic
nomination HTML form
and flow chart
March 27, 2012

Identify CY selection team
(PY award recipients &
family reps appointed by
family heads)

Launch "nomination call"
(newsletter/e-mail/web)
April 2-April 13, 2012

SPQI confirms logistical
support (photographer,
helpers, support
documents, sound
equipment, logistics)

SPQI tallies/categorizes
nominations, develops
spreadsheets and sends
to selection team
April 16, 2012

Director facilitates
selection team process for
review/recommendation of
awards
April 17-20, 2012

Team provides written
selection rationale to
director
April 17-20, 2012

Director reviews/approves
document, consults w/
ABA family heads and
VP/CFO
April 23-25, 2012

VPA approve program
revision proposals

AVP, BAS approve award, logistical
expenses, etc.

Significant
change
proposed?

Nominations
under target?

Send reminders

SPOI orders awards, prepares certificates and
draft script for
presentation of awards
April 26, 2012

VP/CFO and Management
Team present awards
May 7-11, 2012

Award recipients announced at ABA Staff
Professionals Meetings
May 14-15, 2012

SPOI director reviews annual
process with Selection
Team/START

Publicize program results
in the summer or fall ABA
FOCUS newsletter and
upload to ABA recognition
website

FINISH