

	Policy Number 01-2015	Page Number: 1
Administrative Policy AWARDS POLICY	Created: July 6, 2015 Reviewed: October 3, 2016 Approved: October 3, 2016	

This policy has been created to define the process for recognizing individuals and organizations. The awards program recognizes individuals for tenure, service, position, or noteworthy contribution to the Commission and its mission.

1. Level of Awards

- a. Coin – Level 1
- b. Certificate – Level 2
- c. Certificate with Coin – Level 3
- d. Plaque – Level 4

2. COIN - Award Level 1

- a. This level award can be bestowed at the discretion of the Commission Chair, the MIC3 Executive Director or both.
- b. Presented to New Commissioners
- c. Distinguished Guests
- d. Friends of the Commission

3. CERTIFICATE OF APPRECIATION - Award Level 2

- a. This level award can be bestowed at the discretion of the Commission Chair, the MIC3 Executive Director or both.
- b. Presented to Departing Commissioners or Designees with 1 year or more of Commission Service
- c. Must have attended the MIC3 Annual Meeting
- d. Individuals Outside of the Commission with Noteworthy Contribution (Nominated)

	Policy Number 01-2015	Page Number: 2
Administrative Policy AWARDS POLICY	Created: July 6, 2015 Reviewed: October 3, 2016 Approved: October 3, 2016	

4. CERTIFICATE OF APPRECIATION WITH COINS - Award Level 3

- a. This level award can be bestowed with approval by the Executive Committee. Names must be submitted by national staff with record of service or by a member of the Commission with written reasoning.
- b. Departing Commissioner or Designees with 2 or more years of service with attendance at the MIC3 Annual Meeting
- c. Departing Members of the MIC3 Executive Committee
- d. Outgoing member of the national staff
- e. Individuals Outside of the Commission with Exemplary Service (Nominated)

5. PLAQUE - Award Level 4

- a. This level award can be bestowed with approval by the Executive Committee. Names must be submitted by national staff with record of service or by a member of the Commission with written reasoning.
- b. Outgoing Chair of the Commission
- c. Outgoing MIC3 Executive Director or national staff
- d. Outgoing Commissioners with 5 or more years of service with leadership service
- e. Individuals Outside of the Commission with exemplary service to the Commission and its mission.