

# **Community Service Award Manufacturers and Suppliers Council (MSC)**

## **Introduction**

The purpose of this award is to recognize outstanding businesses or individuals engaged in voluntary community service for the benefit of a resident, a local housing authority, a community development agency, or other entity involved in providing low-income housing or serving that population. Typically, the service would be through the donation of money, goods, services, manpower, or mentoring.

The Award was established in 2002 by the Executive Board of the MSC, an organization of NAHRO agency members that supply goods and services to the low- and moderate-income housing and community development industry. NAHRO, established in 1933, is a professional membership organization of more than 23,000 housing and community development agencies and professionals throughout the United States whose mission is to provide affordable housing and safe viable communities that enhance the quality of life for all Americans, especially those of low- and moderate-income.

## **Evaluation Period**

To be eligible for the award, the community service activity must have taken place during the preceding three calendar years.

## **Eligibility**

NAHRO Manufacturers and Suppliers Council agency members or individuals who work for companies that are MSC members. The Company must be a MSC member at the time of entry and remain a member until the award is presented. There may be only one submission per MSC company per year. You may not receive a second award for the continuation of the same service that was already presented an award.

## **Criteria**

Certificates for Notable Community Service are given to MSC Companies/individuals who have made a significant Community Service contribution. Additional recognition may be given to those who have distinguished themselves by making an extraordinary contribution. Entries are judged on their own merit according to the following criteria:

- ❖ **Results:** What was done, when, where? What was the level of effort/donation? What was accomplished as a result? How did the Community Service meet a specific community need?
- ❖ **Innovation:** Did the Activity reflect an innovative or unique approach to solving problem or need?
- ❖ **Ongoing Involvement:** Is there an ongoing commitment to continue (or a history of) the voluntary community service? For how long? Could this program be used as a model by another company in a different locale?

- ❖ **Role of MSC Company/Individual:** Was the level for the size of the company above what would normally be expected by other companies in the private sector?

**Submission Requirements (Entire submission should be no more than 4 pages plus the endorsement letter(s). Address each of the categories below by number.**

1. **Brief Description of the Community Service.** 100 words
2. **Brief summary of company.** 25 words
3. **Who was served?** Discuss the impact of community service activity on an individual or agency in the public housing or community development community.
4. **Results:** What was done? Specific results. Description of community service activity. Include information on how and when the activity began. How long it continued, as well as plans or commitments for the future. Who was involved. Why is award worthy?
5. **Role of the MSC member.** How much was donated in terms of cash, materials, time, etc. How many people were involved, etc.
6. **Include an endorsement letter from beneficiary.**

**Award Timeline**

- ◆ Nominations must be postmarked at NAHRO headquarters by July 16, 2010
- ◆ Recipients will be notified in September 2010.
- ◆ **Presentation of Award:**
  - For the Notable Entries, a framed certificates will be sent in September so they can be displayed in the Exhibit Hall and noted in the Conference Program at the National Conference and Exhibition.
  - Any Awards for Distinguished Service will be plaques similar to the Awards of Excellence and be given in person at the opening general session at the National Conference and Exhibition.

**Nomination Form Guidelines**

- ◆ Complete the Nomination Cover Page.
- ◆ Submit all documents identified in Submission Requirements.
- ◆ Send ten paper copies of your nomination, including cover page, to the address below.
- ◆ **Closing Date:** Nominations must be postmarked by July 16, 2010.

**Mail to:** NAHRO MSC Community Service Award  
Attn: Freda Stewart  
630 Eye Street, Northwest  
Washington, DC 20001

Questions: Contact, Freda Stewart, 877-866-2476, ext. 7211.



# COMMUNITY SERVICE AWARD SCORING CRITERIA

**ROLE OF MSC COMPANY (Highest Value 10 points)** Did the company submitting the award, or one of its employees, play a decisive role in the Community Service through donations or cash, products, or manpower? Was the level for the size of company above what would normally be expected by other companies in the private sector? \_\_\_\_\_

**RESULTS (Highest Value 25 points)** What did the service accomplish? What are the tangible results? How did it meet the needs of the community? \_\_\_\_\_

**ONGOING ACTIVITIES AND REPLICABILITY (Highest Value 5 points)** Is this planned to be an ongoing program? Does it have a previous history? Could this program be used as a model by another company in a different locale? \_\_\_\_\_

**INNOVATION (Highest Value 5 points)** Based on your knowledge, is this an innovative means of providing community service or a new twist on what has already been done? \_\_\_\_\_

**GENERAL OPINION (Highest Value 5 points)** What is your personal opinion of the entry? Sometimes the other categories don't seem to add up to the whole story. Your impression is very important. \_\_\_\_\_

**TOTAL POINTS** \_\_\_\_\_

**To receive a Certificate for Notable Community Service, the entry should have received an average of at least 30 points. To be considered for an Award of Distinction, an entry should have received an average of at least 40 points.**