AFFILIATE RECOGNITION PROGRAM: APPLICATION GUIDE

This document is intended to help applicants understand the information required on the Affiliate Recognition Application Form.

Please make use of it to familiarize yourself with the required information, as well as to help prepare your responses prior to beginning an application. **The first two sections (A & B)** of the application ask for contact information, along with general information about the association.

The **third section (C)** lists the four (4) different recognition categories. Once a category is selected, the **fourth section (D)** dynamically shows the description and requirements.

The final section is an attestation/permission statement.

NOTE: winners of any Activity-based category are not eligible to resubmit the same program for consideration in future years.

For questions about the application or this guide, please email Institute.Relations@theiia.org

SECTION A – Contact Information
Affiliate Contact Information or person submitting the form on behalf of the Affiliate

First Name:
Last / Family Name:
Job Title:
Email address / Courriel
Phone number:
How are you related to the local affiliate?

SECTION B – Affiliate Information
Affiliate Name:

Total Affiliate Membership:
This information is useful to determine how the reach of the project should be judged. A larger affiliate may expect to have more members involved, while a smaller one would have a smaller number. This is just a factor in judging the reach of a project, not a determining factor.

Affiliate Mission Statement:
This is where an affiliate should share its board-approved mission statement.

Affiliate Website:

Diversity Statement (not required):
Please share your affiliate's diversity & inclusion statement if one exists. This information will help judges understand your association's stated commitment to diversity and inclusive practices, especially if you are applying for the Diversity, Equity & Inclusion category.

SECTION C – Recognition Categories
Affiliate selects one of the categories
- o Collaboration
- o Innovation
- o Leadership: Staff/Team/Volunteers
- o Diversity, Equity and Inclusion (DEI)

SECTION D - Category description and requirements

COLLABORATION
Affiliate(s) that have developed or shared products, services, or resources to assist other Affiliate's growth.

Examples: Sharing training materials/resources, mentoring other affiliates, initiating activities not available at other affiliates, supporting other affiliates that are in needs of help.

Essay Section: Brief overview of the activity (300-word limit)
Applicant briefly describes the initiative and information about how it was implemented and who was involved.

Reach of the project (300-word limit)
In this section, the applicant explains how the initiative offered an original or effective way to engage members and stakeholders.

Additional information you would like the Affiliate Recognition Committee to consider (100 word-limit)

Applicants will include additional data that can help show the tangible results, such as a website, report, news article or other supportive materials that help tell the story about the success of the initiative.

Supportive data – attach any data or share a hyperlink that can help show the tangible results of the initiative.

INNOVATION
Affiliate(s) that have implemented innovative ways to engage with members and stakeholders.

Examples: Unique activities other than annual conferences or different approaches/solutions within the conferences, unique publications, solutions/projects changing the business as usual (BAU) or creating additional line/practice/business etc.

Essay Section: Brief overview of the activity (300-word limit)
Applicant briefly describes the initiative and information about how it was implemented and who was involved.

Reach of the project (300-word limit)
In this section, the applicant explains how the initiative offered an original or effective way to engage members and/or stakeholders.

Additional information you would like the Affiliate Recognition Committee to consider (100 word-limit)

Applicants will include additional data that can help show the tangible results, such as a website, report, news article or other supportive materials that help tell the story about the success of the initiative.

Supportive data – attach any data or share a hyperlink that can help show the tangible results of the initiative.

All files must be included in the upload box below.

Did you partner with any organizations?
Yes or No

LEADERSHIP (STAFF/TEAM/VOLUNTEERS)
A recognition for a group of affiliates' staff/volunteers who has achieved exceptional results because of their leadership or strategic skills. This recognition should not be for a named individual but an affiliate's team.

Examples: Results of having positive impact on IIA local/global directly related to unique efforts/activities initiated by staff/team/volunteers for activities/projects/solutions which are not business as usual (BAU) and are connected to the staff/team/volunteer's contribution (but sustainable and relevant to the profession/reputation/IIA image/social responsibility etc.).

Essay Section: Brief overview of the Leadership activity (300-word limit)
Describe how the team was involved (personal or/and collective contributions) and demonstrated the spirit of The IIA in their efforts to advance the profession or the initiative.

Reach of the project (300-word limit)
In this section, the applicant explains how the initiative contributed to the success of the affiliate or profession.

Additional information you would like the Affiliate Recognition Committee to consider (100 word-limit)

Applicants will include additional data that can help show the tangible results, such as a website, report, news article or other supportive materials that help tell the story about the success of the initiative.

Supportive data – attach any data or share a hyperlink that can help show the tangible results of the initiative.

DIVERSITY, EQUITY & INCLUSION
This recognition is designed to encourage DE&I values and behaviors at the board level or/and in the promotion of the profession locally which results in a positive impact on the affiliate's culture and/or membership.

Examples: Percentage of women/CIA holder on the board; introduce a student membership or women group program.

Essay Section: Your affiliate story (500-word limit)
Tell us how your organization responded to a specific need or area of opportunity related to Diversity Equity & Inclusion. Remember, the goal is to be able to show the impact of your affiliate's DEI efforts.

Questions to consider: How did this inform which strategies you implemented? What is your baseline? Where did you see success or experience challenges in addressing this specific area?

Reach of the project (300 word limit):
Be sure to provide both qualitative and quantitative metrics that show the progress/impact you have made because of the Diversity, Equity & Inclusion program, strategy, or initiative implemented in your organization.

Additional information you would like the Affiliate Recognition Committee to consider (100 word-limit)

Applicants will include additional data that can help show the tangible results, such as a website, report, news article or other supportive materials that help tell the story about the success of the initiative.

Supportive data – attach any data or share a hyperlink that can help show the tangible results of the initiative.

LAST SECTION - Attestation and Permission Statements

You warrant and represent that you have the authority to submit the application and attached materials on behalf of your affiliate, and that the information contained in the application and attached materials are true and accurate; and

You grant The IIA Inc. a worldwide, nonexclusive, transferable, royalty-free and perpetual license to use in any way and in any medium the application and such materials that are incorporated into the application.