

KEMSA Awards Committee Policy

- All applications will be submitted to the **KEMSA Awards Committee Chair** electronically by filling out the applications on www.kemsa.org. Support materials may be submitted by e-mail to Mary Napier, KEMSA COO at mary@kemsa.org.
- All applications must meet the requirements as spelled out on the application or on the KEMSA website.
- The KEMSA Awards committee will review all nominations to ensure they meet the criteria. Then the committee will send the nominations to a special awards selection committee. The selection committee will consist of at least three (3) EMS professionals from *outside of Kansas* with no affiliation with any of the nominees. Affiliation is defined as working with the ambulance service, training center or a history of working closely with the nominee. The awards committee will be responsible for the selection of a neutral and qualified selection committee.
- Once the nomination has been received by KEMSA it will be considered confidential until the award has been presented.
- Nominations received will become the property of KEMSA and will not be returned.
- The awards committee will attempt to submit the winners of the KEMSA awards to the NAEMT awards process in the appropriate categories the following year.
- All members of the awards process will honor the confidentiality of the process.
- The decision of the selection committee is considered final. Only under extenuating circumstances will the Award committee or the KEMSA board interfere with the determination of the selection committee.
- All award nominees will be notified by e-mail prior to the KEMSA conference.
- The banquet ticket for all winning nominees will be provided by KEMSA. One additional banquet ticket will be provided for use by the winner's spouse or other person who may wish to accompany them to the event. Additional banquet tickets may be purchased as needed from the KEMSA office before the deadline.
- The selection committee will consider the application as submitted and not request or consider any information not included in the award nomination.
- The selection committee will evaluate the applications considering the completeness of the application, the quality of the recommendation(s); the impact the person or service has had on EMS, and any letters or documents submitted to support the application.
- Judging will include community support, involvement in the community, EMS involvement, contributions to local and/or state EMS, media coverage supporting nominee, membership in EMS groups and certification in EMS fields. The selection committee may elect to not grant a given KEMSA award if the nominations do not meet the criteria for the award.
- An individual may only be selected for one individual award during any one year.
- An individual or organization may only receive an award in the same award category once every three years, with the exception of the President's Award.