



## **The Wisconsin EMS Association Excellence in Service Awards Committee Policy & Procedures**

### **COMMITTEE COMPOSITION**

- The WEMSA Awards Committee will consist of at least three (3) EMS professionals from *outside* Wisconsin, 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 WEMSA Staff and/or Board of Directors will be responsible for the selection of a *neutral* and *qualified* Excellence in Service Awards committee.
- ALL members of the awards process--both Committee Members AND Award Candidates--will honor the confidentiality of the awards process.

### **NOMINATION PROCESS:**

- All applications must meet the requirements as spelled out on the Nomination Form or on the WEMSA website.
- The WEMSA Awards Committee will call references and verify that the nominee has a current EMS license.
- The WEMSA Awards Committee will consider the application as submitted and NOT request NOR consider any information NOT included in the *original* application.
- The WEMSA Awards Committee will evaluate applications based on:
  - the completeness of the application
  - the quality of the recommendation(s) based upon the criteria defined for each award

- the impact the person or service has had on EMS
- any letters or documents submitted to support the application
- *Audio and video clips will NOT be considered as supporting documentation in the nomination process.*
- Once the nomination has been received by WEMSA it will be considered confidential until the award has been announced.
- All nominations will be submitted to the WEMSA Awards Committee electronically immediately after the deadline for nomination submission. The WEMSA Awards Committee may elect to not grant a given WEMSA award if the nominations do not meet the criteria for the award.
- Nominations received will become the property of WEMSA and will not be returned.

#### **SELECTION PROCESS:**

- An individual may only be selected for one individual award during a one (1) year period.
- The decision of the WEMSA Awards Committee is considered final.  
*\*\*Only under extenuating circumstances will the WEMSA Staff or the WEMSA Board intervene with the determination of the Excellence in Service Awards Committee.*
- Winners are announced prior to the WEMSA Annual Conference and are presented with their award at the annual conference. All award winners will be notified by phone and email prior to the WEMSA Conference.
- Winners will be provided with one full conference pass to the annual conference and may invite family or relatives to the Awards Ceremony.
- An individual or organization may only receive an award in the same award category ONCE every three (3) years.

*Last updated: 6/3/2024*