



Bridge - The Game That Gives Back

ACBL Charity Foundation Volunteer of the Year Award Framework

This document details the complete process for the ACBL Charity Foundation (CF) Volunteer of the Year Award. It establishes clear criteria for selecting an honoree based on their non-bridge-related community service, outlines the nomination and review phases, and defines the procedures for recognizing the recipient. The goal is to ensure a fair and transparent method for celebrating an ACBL member who demonstrates exceptional dedication to philanthropy.

Selection Criteria

The selection of the recipient will be based on the following criteria:

- **Impactful Community Contribution:** The recipient must demonstrate a positive impact within their local community or the broader ACBL community through non-bridge-related volunteer activities.
- **Compassion and Leadership:** The recipient must exemplify compassion for others and showcase leadership qualities in their philanthropic pursuits.
- **Award Reception Attendance:** The recipient must be willing to attend the reception to receive the award. If the awardee cannot attend the reception, they must select a representative, e.g., a family member or fellow bridge player, to accept the award on their behalf.
- **ACBL Membership:** The recipient and the representative, if applicable, must be a member in good standing of the American Contract Bridge League (ACBL).

Selection Process

Phase 1: Soliciting Nominations (Months 1-2)

- **Call for Nominations:** Issue a prominent "Call for Nominations" to the general ACBL membership.
- **Broad Publicity:** Publicize on the CF's website, NABC Bulletin(s), the Bridge Bulletin, and through District communication channels.

- **User-Friendly Nomination Form:** Include a direct link to a user-friendly online nomination form accessible through the CF's website. Ensure it is intuitive and guides nominators to provide specific examples and the quantifiable impact of the nominee's contributions, with clear prompts directly related to the defined award criteria.
- **Clear Guidelines for Supporting Documentation:** Clearly state the types of supporting documentation that would be most helpful (e.g., letters of support, project descriptions, testimonials) and provide clear guidance regarding submission.
- **Defined Nomination Deadline:** Clearly state the nomination deadline.
- **Nomination Support Contact:** Add a designated point of contact for members with questions about the nomination process.

Phase 2: Candidate Pool Development (Months 1-2)

- **Trustee Candidate Identification:** Trustees will proactively identify potential candidates based on their knowledge of the membership and the award criteria.
- **District Recognition Integration:** ACBL Charitable Recognition awardees selected by the District Presidents may be considered.
- **Comprehensive Candidate Pool:** A list of all nominated individuals will be compiled.

Phase 3: Final Selection and Approval (Month 4)

- **Trustee Deliberation Meeting:** The Trustees will convene (in-person or virtually) to discuss the merits of the candidates.
- **Consensus-Driven Selection:** The Trustees will work collaboratively towards reaching a consensus on the final award recipient through thoughtful discussion and consideration of the information.
- **Formal Trustee Approval:** Once a consensus is reached, the decision will be formally approved by the Trustees via a vote recorded in the minutes.

Phase 4: Announcement and Recognition (Month 5)

- **Personalized Recipient Notification:** The selected award recipient will be formally notified of their recognition through a personalized outreach, such as a phone call from the CF President or a designated Trustee, followed by a formal written confirmation.
- **Awardee Travel and Accommodations:** The selected award recipient, or their representative, will be provided with airfare, using advance non-refundable ticketing for the lowest direct service fare available for travel at reasonable times and two nights' hotel accommodations at the host hotel.
- **Public Celebration:** The award recipient will be publicly announced through various communication channels, including the CF website, newsletters, the Bridge Bulletin, and social media, accompanied by a compelling narrative that effectively highlights their specific contributions and their alignment with the award criteria.
- **Formal Presentation:** An award (plaque) will be formally presented annually during the summer Goodwill Reception held at the NABC, featuring a dedicated segment to celebrate the recipient's achievements and impact.
- **Highlighting Impact:** During the public announcement and formal presentation, clearly articulate the specific contributions of the awardee, the tangible impact of their work within the ACBL community.
- **Media Engagement:** Collaborate with ACBL, enhancing opportunities for proactive media outreach to relevant local and bridge-related publications to further celebrate the recipient and enhance awareness of the CF's mission.

Phase 5: Soliciting Charitable Contributions (Concurrent with Announcement)

- **Optional Awardee Tribute Fund:** In conjunction with the public announcement, the CF will offer members the opportunity to make a charitable contribution in honor of the award recipient.
- **Dedicated Donation Link:** Provide a clear and easily accessible link on the CF's website and in announcement materials for members to make online donations in the awardee's name.

- **Transparency in Contribution Use:** Clearly state how these contributions will be used, aligning them with the CF's overall charitable goals.
- **Acknowledgement to Awardee:** Inform the award recipient of the contributions made in their honor (without necessarily disclosing specific amounts or donor names, unless permission is granted).
- **Recognition of Donors (Optional):** With donor permission, consider publicly acknowledging those who contribute to the awardee's tribute fund (e.g., on a dedicated section of the website or in follow-up communications).

Ongoing Process Management

- **Annual Process Review:** Conduct a thorough annual review of the effectiveness, fairness, and overall impact of this selection process, typically following the award presentation. This review should incorporate any feedback received.
- **Accessible Documentation:** Maintain comprehensive documentation of all nominations, evaluation processes, selection decisions, and any related communications within the CF's archive.
- **Feedback-Driven Adjustments:** Remain open to feedback from all stakeholders and be prepared to make necessary adjustments to the process, award criteria, or communication strategies based on insights gained during the annual review and ongoing feedback.

Adoption Date: August 8, 2025