1. Annually revised and approved nominating forms and criteria/process forms will be available on the Association of Professional Chaplains website.

2. In November of the year prior to the Annual Conference at which awards will be presented, a general reminder will be sent to all members that nominations will be due at the National Office by the end of March the year the award is to be presented. An announcement will be sent with the reminder to pay dues, and other publications.

3. Nominations may be forwarded to the National Office of the APC either electronically utilizing the forms available in conference packets or downloaded from the APC website. Deadline for nominations to arrive at the National Office will be the end of March.

4. All nominations will be received, reviewed, and collated by the APC Membership Committee Staff Member no later than the Friday of the second week of April.

5. The Annual Awards Subcommittee Chair will coordinate a conference call no later than the end of April and list the top three nominees in order of the subcommittee’s preference for each of the awards.

6. The Annual Awards Subcommittee Chair will convey to the Board of Directors the winners no later than 2 weeks prior to the next scheduled monthly board meeting.

7. The Annual Awards Subcommittee Chair will inform winners no later than the end of April. The CEO and office staff will coordinate the details of the award to ensure the winners' presence at the Annual Conference.

8. Annual Awards Subcommittee Chair to work with APC National office on award winner write ups, videotaped speech, and pictures. Materials to be finalized for posting online by first week in May.

9. All members who made nominations for the current year’s awards will be informed of the outcome by the Annual Awards Subcommittee Chair once the winners have been determined and notified.

10. Awards will be presented to each award recipient at the Association of Professional Chaplains Annual Conference.