



KPHA Awards Frequently Asked Questions

Does the Awards committee notify award recipients that they have been selected?

The committee **does not** notify award recipients. The committee notifies the nominator that their nominee has or has not been selected for an award. Notification of awardees is the responsibility of the nominator. If the awardee is already going to be attending the KPHA Awards Luncheon, the nominator may choose to let it be a surprise. However, if the awardee isn't planning to attend then the nominator would need to decide how to get them to the conference and/or luncheon.

Does the nominator have to be a KPHA member?

Per KPHA Awards Policy, "the nominator must be a KPHA member, retired or actively employed." The policy can be found at <http://www.kpha-ky.org/Portals/72/Awards/Award%20Procedure%20Guidelines.pdf>

How many letters of support are required for each nomination? Is there a minimum number?

There are no requirements established in the guidelines for the number of letters that should be submitted. However, letters of support do influence the decision making process.

Do letters of support have to come from only KPHA members?

No. Letters of support can come from anyone. KPHA membership is not required to provide a letter of support.

I nominated an individual for a KPHA Award. Can I also submit a letter of support?

Your nomination is considered your letter of support. A separate letter is not needed.

I want to nominate someone for more than one award. Can I submit it in one nomination?

No. Each nomination should be written and submitted separately.

Can family members of the awardee be invited to attend the awards luncheon?

One family member of the award winner may attend the awards luncheon at no charge. Should you need to purchase additional tickets for the luncheon for your staff or the nominee's family that are not already attending the Conference, please contact Jill LeMaster at the KPHA office via e-mail at jilemaster.kpha@gmail.com or by phone at 502-875-2255. Awards Luncheon tickets are \$30.00 and should be purchased by March 15, 2019. (Nominators will be notified of the committee's decision by March 11th).