

Procedure for Presenting Awards

The majority of the awards listed in this section require the ARRL Board of Directors to vote on whether to confer it upon the nominee. In these cases, it is appropriate for the recipient's Director to contact the winner, notify them of their selection, and congratulate them as soon as possible following the meeting. This gives the Director the chance to share the news before the recipient finds out through the minutes or news stories when they are released. Regarding the President's Award, the President will notify the recipient and work with their Director to coordinate the presentation of the award.

Some of the awards come with plaques, certificates, and/or monetary prizes, so it is necessary to coordinate with the HQ staff person responsible for the fulfillment of a particular honor. The appropriate staffer will work with the Director and Production team to prepare the Award. The Director will also coordinate with HQ on shipping of the award for presentation.

Please note that the process for recognition motions requires Directors to submit these motions a month in advance of the meeting, so they can be distributed into a consent-agenda type motion. The key is advance preparation by the Directors.

A note about Centurion Awards: Centurion Awards are given to members who have reached 100 years of age and have 40 years of ARRL membership. They do not require Board action. When a Director believes they have a constituent who qualifies for the Award, the Director first verifies the age of the recipient and then notifies the Membership Department of that information. Membership staff will work with the Director to coordinate the Centurion Award.

If you have any questions regarding any of the above procedures, please contact the ARRL Executive Office.