**NHAA, Inc. AWARDS TIMELINE**

**FOR**

**ALUMNI MERIT, CHAPTER AND REGION AWARDS**

**2019**

 **February 10** NHAA Inc. Awards Chair (1st Vice President) disseminates guidelines and packet to Region Presidents.

**April 1**  Regions, Chapters, and Merit nominations with the appropriate signatures are to be e-mailed to lshaw@nhaainc.org and brint.martin@hamptonu.edu. All submissions must arrive by April 1, 2019 and be in a, PDF or PowerPoint (slide) format and e-mailed. Please do not send hard copy submissions.

**April 5** NHAA Inc. Awards Chair gives copies of all eligible nominations to Awards Committee Members.

**April 15**  Awards Committee Members return signed rating forms to NHAA, Inc. Awards Chair.

**April 17** NHAA Inc. Awards Chair completes tally of rating forms and

select awardees.

**April 19** NHAA Inc. Awards Chair sends Alumni Affairs Office list of

Awardees.

**April 20** NHAA Inc. Awards Chair notifies recipients of their selection and requests their presence at Reunion Banquet.

**April 21** NHAA Awards Chair orders awards.

**April 22** NHAA Awards Chair submits Award Recipients’ biographies to Alumni Office.

 **May 11** NHAA Awards Chair presents awards at Alumni Reunion

 Banquet.

**NOTE: If your chapter or region was recognized last year, only a change of President will allow the chapter or region to be considered for this year.**