



Leadership in History Awards

Submission Deadline: March 1, 2018

Awards Announced by: July 15, 2018

Submit your nomination online at:

<https://aaslh.submittable.com/submit/100014/2018-leadership-in-history-awards>

Note: there is a different form and instructions for publication entries. See <http://about.aaslh.org/awards-submission-process/>

For over seventy years, AASLH has given Leadership in History Awards to establish and encourage standards of excellence in the collection, preservation, and interpretation of state and local history in order to make the past more meaningful to all people. By publicly recognizing superior and innovative achievements, the Leadership in History Award winners serve as models and inspirations for others in the field.

AASLH accepts nominations for the following:

- **The Award of Merit** – Recognizes excellence for projects (including civic engagement, exhibits, multimedia, publications, public programming, and special projects), and individual achievement.
- **The Award of Distinction**- Given infrequently in recognition of long and very distinguished individual service. Recipients must be noted for their contributions to the larger field of state and local history and are recognized *nationally* as leaders in the profession. ***To nominate an individual for this award, please contact the national awards chair by February 1.***

The Awards Committee may also select candidates from the Award of Merit winners for additional honors: **The Albert B. Corey Award** honors primarily volunteer-operated historical organizations that best display the qualities of vigor, scholarship, and imagination in their work, and the **History in Progress (HIP) Award** recognizes a project that is highly inspirational, exhibits exceptional scholarship, and/or is exceedingly entrepreneurial in terms of funding, partnerships or collaborations, creative problem solving, unusual project design, or inclusiveness

General Criteria for Awards

- Nominations are encouraged for exceptional and meritorious work by organizations or individuals. The mere fulfillment of routine functions does not justify an award. Action over and above the ordinary call of duty is a prerequisite for a Leadership in History Award.
- Special consideration is given to new and promising ideas, approaches, and innovations that will serve as a model for the field.
- Awards are primarily conferred on special accomplishments occurring within the **eighteen months prior** to the March 1 deadline. On occasion, awards may be given to notable programs extending beyond the immediate period under consideration (for example, nominees whose overall excellent work has occurred over many years).

Nomination Instructions

Submit all nominations via the AASLH online submission process.

(<https://aaslh.submittable.com/submit/100014/2018-leadership-in-history-awards>).

Nominations must be uploaded by midnight EST on March 1, 2018. **Do not send award applications to the AASLH office.** If you are unsure of the category for your nomination, contact your state team captain for guidance.

Include all required documentation listed below in the information uploaded to the nomination site:

- **Nomination Form:** This will provide us with contact information as well as citation information for the award.
 - Please be sure to include the correct title of the project as well as the correct names to be included on the award citation.
 - Please include the names of all partners in the project who should receive certificates if the project receives an award. This can include individuals and institutions as appropriate.
 - Staff members of institutions who worked on the award winning project as part of their employment should not be singled out for an award unless special circumstances are involved. In most cases, the nominee should be the institution.
- **Nomination Narrative:** This section is your opportunity to succinctly tell judges why the nominee is worthy of an award. Be sure to address all points.
- **Supporting Documentation:** Each award category requires specific types of supporting documentation. Please provide the required materials to help the review committee judge each nomination fairly. All materials can be uploaded to the submission website.

Please note – **Critical testimony is extremely important in the review process.** Critical testimony should be in the form of specially written letters that evaluate the strengths and weaknesses of the nomination and the quality of the history presented in the project. These letters should not be letters of support, but should provide critical review of the nomination. Share any evaluations collected about your nomination with

those writing your critical review letters as they can be a significant help. Reviews published in scholarly journals may be substituted for one letter of critical review. Local news coverage, press releases, etc., do not qualify as critical testimony. For help on finding critical reviewers for your project, contact your state team leader.

Assembling the Nomination

- I. Section 1** – Completed Nomination Form and Narrative
- II. Section 2** – Two Letters of Critical Review with CV/Resumes – Critical testimony from at least two disinterested professionals not involved with the project or nominee is required. One of the critical reviews should address the scholarship involved with the nomination. The other critical review should address the outcome and effect of the project on the organization or the community or constituency(ies) served. Reviews published in scholarly journals may be substituted for one letter of critical review. Local news coverage, letters of support, press releases, etc., do not qualify as critical testimony. Also include a resume/CV/statement of credential for each reviewer. Examples of letters may be found here: <http://about.aaslh.org/awards-tips-for-nominations/>
- III. Section 3** – The institution’s One Page Budget for the project showing all revenues and expenses
- IV. Section 4** – Resumes of Key Personnel
- V. Section 5** –Documentation as requested for specific nomination categories*
- VI. Section 6** – This section is for additional, non-required materials that you feel will enhance your nomination. Examples of appropriate materials include additional letters of support, publicity and promotional materials, evaluations (if not required), information, newspaper articles, etc. Page limit: 5 pages of additional material

***Supporting Documentation Required for Section 5 for Each Category:**

Exhibits

- In your nomination narrative, please include:
 - Opening and closing dates
 - Importance of exhibition to the institution and mission
 - Target audience and attendance projections, and whether these have been met
 - Accessibility and sustainability of the exhibition-how did you make it accessible to all types of audience and how will you sustain the exhibition over the time it is on view (if applicable)
 - Evaluation and how you will use the information gathered
- Photographs – 10-12, including close-ups and long-range photos.
- Sample Label Copy, including examples of formatted labels (All introductory, theme, or section panels and 5-10 artifact labels)
- Exhibit Floor Plan, including square footage
- Representative List of Artifacts
- List of Resources Consulted
- Highlight any innovative interpretive techniques or devices and complementary components such as web presence or programming if available

Multimedia (Video or Audio Productions, Web-Based Projects, Etc.)

- Copy of the DVD, CD, other product, or website address
- Copy of the script
- Bibliography or statement of works consulted
- Evaluation information (audience surveys, letters from visitors, social media comments, etc.)

Public Programming (Education Programs, Festivals, Workshops, Performances, etc.)

- Copy of marketing/handout materials
- Photographs
- Evaluation information (audience surveys, letters from visitors, social media comments, etc.)

Civic Engagement

*This category is designed to encourage contemporary history projects that actively involve community engagement and civil dialogue. Examples might include exhibitions or public programs that examine aspects of very recent topics such as the Boston Bombing, Sandy Hook Elementary School shooting, the Zimmerman trial or Hurricane Sandy; dialogue from both sides of contemporary issues, such as environment vs. industry or political debates; or explorations of different segments of a community, such as religion, ethnicity, or socioeconomic status. **Please note: you can choose to submit under this category or under the Public Program or Exhibitions categories but should follow the guidelines for those categories.***

- Photographs
- Sample Label Copy
- Marketing Materials and Program Handouts as applicable to project
- Evaluation information (audience surveys, letters from visitors, social media comments, etc.)

Special Project

This category is for projects that have multiple aspects and should be used if the nominee wants all aspects of a larger project reviewed as a whole. As examples: an exhibition with related educational and public programming and website or a walking tour that has curriculum materials and related articles in the local paper. Alternatively, a nomination may be submitted for only one component of a larger project, such as a specific exhibition or program. In that case the nomination should be submitted in the specific category that matches the format, such as exhibitions.

- Copy of marketing/handout materials
- Photographs
- Evaluation information (audience surveys, letters from visitors, social media comments, etc.)
- If your special project involves the preservation of a historic structure, you must include a letter from the State Historic Preservation Office addressing the projects compliance with The Secretary of Interior's Standards

Individual Achievement

*This category is for individuals, both career professionals and volunteers, who have demonstrated exemplary service to or exceptional accomplishments for state and local history. The individual's undertakings should advance his/her history organization and the field of history up and above the duties required for their regular job. An individual may be recognized for leadership, scholarship, or lifetime contributions. The individual does not need to be active on the national level. An individual may not receive the Award of Merit more than once in five years. **Please note, self-nomination is not encouraged in this category.***

- I. Section 1** – Complete nomination form and narrative. Include why the award is appropriate now in the individual's career.
- II. Section 2** – Critical testimony from at least two professionals not involved with the nomination. One of the critical reviews should address the exceptional leadership or scholarship demonstrated by the nominee. What did this individual accomplish to benefit state and local history? The other critical review should address the effect of the nominee's impact on the organization or the community or constituency(ies) served. How did this individual make a difference?
- III. Section 3** – A one-page description of the individual's work indicating how his/her community has been improved by the nominee's contributions.
- IV. Section 4** – Samples of the individual's work or works
- V. Section 5** – Individual's resume or vitae
- VI. Section 6** – Up to 5 pages of optional materials may include additional letters of critical testimony or support, published articles concerning the individual, additional examples of the individual's works, etc.

Submitting Your Nomination

- Contact your state team leader prior to submitting your nomination. They can answer questions, provide tips, and help you craft a stronger nomination. Their contact information can be found at www.aaslh.org or call 615-320-3203 for more information.
- Submit the completed nomination form via the AASLH website by March 1, 2018.
- Please do not send the nomination to the AASLH office.

Please Note

- Failure to follow all instructions may result in the nomination being withdrawn from consideration by the Awards Committee.
- More information and tips for putting together a successful nomination can be found at www.aaslh.org.
- Contact information for your state team leader can be found at www.aaslh.org.