

	<p align="center"><b>Policy Number</b> <b>01-2015</b></p>
<p align="center"><b>Administrative Policy</b> AWARDS POLICY</p>	<p align="center"><b>Issued:</b> October 3, 2016</p>

This policy has been created to define the process for recognizing individuals and organizations. The awards program recognizes individuals for tenure, service, position, or noteworthy contribution to the Commission and its mission.

**I. Level of Awards**

- a. Level 1 - Coin
- b. Level 2 - Certificate
- c. Level 3 - Certificate with Coin
- d. Level 4 - Plaque

**II. Level 1 - COIN**

- a. This level award can be bestowed at the discretion of the Commission Chair, the MIC3 Executive Director or both.
- b. Presented to new Commissioners
- c. Distinguished guests
- d. Friends of the commission

**III. Level 2 - CERTIFICATE OF APPRECIATION**

- a. This level award can be bestowed at the discretion of the Commission Chair, the MIC3 Executive Director or both.
- b. Departing Commissioner or Designee with 1 year or more years of service.
- c. Must have attended the MIC3 Annual Business Meeting
- d. Individuals outside of the Commission with noteworthy contribution (nominated).

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**IV. Level 3 - CERTIFICATE OF APPRECIATION WITH COINS**

- a. This level award can be bestowed with approval by the Executive Committee. Names must be submitted by national staff with record of service or by a member of the Commission with written reasoning.
- b. Departing Commissioner or Designees with 2 or more years of service with attendance at the MIC3 Annual Business Meeting.
- c. Departing members of the MIC3 Executive Committee
- d. Outgoing member of the national staff
- e. Individuals outside of the Commission with exemplary service (nominated).

**V. Level 4 - PLAQUE**

- a. This level award can be bestowed with approval by the Executive Committee. Names must be submitted by national staff with record of service or by a member of the Commission with written reasoning.
- b. Outgoing Chair of the Commission
- c. Outgoing MIC3 Executive Director or national staff
- d. Outgoing Commissioners with 5 or more years of service with leadership service
- e. Individuals outside of the Commission with exemplary service to the Commission and its mission.