

IASFAA Awards Committee Calendar	
January	
February	<ul style="list-style-type: none"> <li>• Contact Electronic Services to activate nomination forms</li> <li>• Send a message on IASFAA listserv to solicit nominations</li> <li>• Chair sends email to all directors to solicit nominations for the John E. Moore award</li> <li>• Send out reminders on listserv to solicit nominations</li> <li>• Open scholarship application</li> <li>• Check membership data base for years of service and create certificates</li> <li>• Committee meeting to prepare for Spring conference</li> </ul>
March	<ul style="list-style-type: none"> <li>• Send out reminder on listserv to solicit nominations</li> <li>• Close nominations (4-5 weeks ahead of conference)</li> <li>• Review and select award recipients <ul style="list-style-type: none"> <li>◦ Check registration to see if recipients are attending the conference</li> </ul> </li> <li>• Review and select scholarship recipients <ul style="list-style-type: none"> <li>◦ Notify scholarship recipients (the earlier, the better)</li> </ul> </li> <li>• Order plaques (allow 2-3 weeks)</li> <li>• Request names of retirees from membership</li> <li>• Purchase gifts for retirees</li> <li>• Committee meeting to prepare for Spring conference</li> </ul>
April (2026 Conference April 15-17)	<ul style="list-style-type: none"> <li>• Prepare presentation for the conference</li> <li>• Write article for IASFAA Informer (Newsletter) (After conference)</li> <li>• Contact Electronic Services to deactivate nomination forms and update Past Recipients and Fact Book on IASFAA website</li> <li>• Mail awards for recipients not attending the conference</li> </ul>
May	
June	
July	<ul style="list-style-type: none"> <li>• Executive Council Summer Retreat (Chair and Co-Chair attend)</li> <li>• Submit budget request to the President</li> <li>• Email previous committee members</li> </ul>
August	
September	
October	
November	
December	