

# AAVLD Awards SOP v2016

Award	Number awarded annually	Funded & Sponsored By?	Award (e.g. cash, plaque) and Recognition	Award Criteria & Eligibility	Procedure for Nominations & Application	How and When Selected?	When Where Presented and by Who?	Awards Committee Chair Responsibilities	Comments
E. P. Pope Award	One awarded every year if suitable candidates identified.	AAVLD	Plaque, picture on cover of JVDI, January issue with 1-2 page write up on awardee's contributions, AAVLD newsletter, web page, listed in AAVLD member directory.	This is AAVLD's highest award. This award is to be presented to an individual who has made noteworthy contributions to the AAVLD and the field of Veterinary Diagnostic Laboratory Medicine.	Nomination letter and letters of support, May 1 - Jun 15, Awards Committee meets prior to summer EB meeting and brings recommendations to the Summer EB mtg. EB votes for final approval. Awardee bio to Executive Director by July 31.	Nominations from the general membership will be evaluated by the AAVLD Awards Committee before the summer EB meeting.	The last award presented by AAVLD at the President's joint banquet, presentation by Awards Committee Chair, awardee will be allowed to make comments.	Solicit nominations on May 1, monitor deadlines, serve as Chair of Awards Committee meeting to make selection, <b>notify winner as soon as possible prior to the meeting so that they can plan their travel to be at the banquet</b> , work to have awardee present at annual meeting and present award at the annual meeting.	
AAVLD Distinguished Service Award	Awarded as appropriate if suitable candidates are identified, one per year.	AAVLD	Plaque, AAVLD newsletter, web page, listed in AAVLD member directory.	Honors those members who have generously volunteered their time, energy, and professionalism to substantially enrich and advance the AAVLD organization.	Nomination letter and letters of support, May 1 - Jun 15, Awards Committee meets prior to summer EB meeting and brings recommendations to the Summer EB mtg. EB votes for final approval. Awardee bio to Secretary Treasurer's office by July 31.	Nominations from the general membership will be evaluated by the AAVLD Awards Committee before the summer EB meeting.	The second to last award presented by AAVLD at the Presidents' joint banquet, presentation by Awards Committee Chair, awardee will be allowed to make comments.	Solicit nominations on May 1, monitor deadlines, serve as Chair of Awards Committee meeting to make selection, <b>notify winner as soon as possible prior to the meeting so that they can plan their travel to be at the banquet</b> , work to have awardee present at annual meeting and present award at the annual meeting.	
AAVLD Outstanding Performance Award for Diagnostic Services	Award as appropriate if suitable candidates are identified, two per year maximum.	AAVLD	Plaque, AAVLD newsletter, web page, listed in AAVLD member directory.	This award goes to any member of an AAVLD laboratory that has performed their laboratory duties on behalf of their clients in an outstanding fashion. This may be at the laboratory bench conducting diagnostic tests, or by performing a variety of essential laboratory management services such as clerical, fiscal, physical facility or quality system work.	Solicit nominations via the Lab Directors list, and lab directors can solicit further from section leaders of their labs. Nomination letter and letters of support, May 1 - Jun 15, Awards Committee meets prior to summer EB meeting and brings recommendations to the Summer EB mtg. EB votes for final approval. Awardee bio to Exexutive Director by July 31.	Nominations from Lab Directors or Section Leaders will be evaluated by the AAVLD Awards Committee before the summer EB meeting.	The third from last award(s) presented by AAVLD at the Presidents' joint banquet, presentation by Awards Committee Chair, awardee(s) will NOT make comments. First awarded in 2019.	Solicit nominations on May 1, monitor deadlines, serve as Chair of Awards Committee meeting to make selection, <b>notify winner as soon as possible prior to the meeting so that they can plan their travel to be at the banquet</b> , work to have awardee present at annual meeting and present award at the annual meeting.	

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Recognition of Outgoing Committee Chairs by Executive Board	As appropriate	AAVLD	Printed Certificate and thank you note from the Immediate Past President shall be mailed to all outgoing chairs; listed by name in the post meeting AAVLD newsletter. Certificate states: outgoing chairs name; In appreciation for dedicated service as Chair of the XYZ Committee. And the year certificate is awarded.	All outgoing chairs are recognized as they leave the chair; not at the end of each term if terms are applicable.	Chairs shall inform the President when they leave a chair position.	NA	A THANK YOU slide listing all outgoing chairs by committee shall be created for display at the Joint Presidents Banquet.	The Awards Committee Chair (Immediate Past President) shall get the outgoing chair list from the President, write the thank you letters, and get the list and letters, to the ED and Admin Asst. sometime in January.	This is a new procedure as of 2019 for Recognition of <b>Committee Chair Service</b> . NOTE: it is the responsibility of each Committee Chair to also officially thank all <b>outgoing committee MEMBERS</b> for their participation in committee work. This thank you is an important responsibility, and can be done by personal note, letter, verbally during a meeting or any other means as the committee chair sees fit and which will express true appreciation on behalf of the AAVLD for serving as a committee member. .
AAVLD Honorary Membership (Active, Life and Retired members not eligible)	Awarded as appropriate	AAVLD	Plaque, letter from President and dues exemption for life, AAVLD newsletter, web page, listed in the AAVLD member directory.	Any person not otherwise a member of the Association who has contributed in an outstanding way to the mission of the organization. Awardees are often from outside of the typical disciplines of the AAVLD, or from an allied profession or field, or from a geographically distant region.	Nominations May 1 - Jun 15, slate of candidates and bios presented to EB at summer meeting. To accomplish before annual meeting: biographies submitted to HOD one month before annual meeting for a digital vote (2/3 needed), HOD reports back to Awards Committee Chair not later than 2 weeks before the annual meeting. <b>Or</b> bring to HOD meeting at annual meeting.	Nomination by Executive Board and a 2/3 vote of the AAVLD House of Delegates.	Names on slides at joint AAVLD/USAHA banquet. Listed in directory and website.	Solicit nominations on May 1, monitor deadlines, collect bios and get on agenda for summer meeting, submit bios to HOD and assure a response on the vote. Ask President to write intent letters for the recipients in advance of the annual meeting. Notify Secretary Treasurer to be sure dues exemption is in place.	
AAVLD Retired Membership	Awarded as appropriate	AAVLD	Retired Members shall have all the privileges of Active Membership provided annual receipt of their payment of 25 % of current active membership dues.	Retired Membership. Any individual who has been an Active Member of the Association for at least the past (10) years and who is retired from active professional life, may request the Executive Board (in writing,) to grant Retired Membership status.	Any qualifying member may self nominate by letter to the Executive Board for Life Membership; letter due by June 1.	Determined by Executive Board action at regularly scheduled summer EB meeting.	Notified by letter from Executive Board regarding the status of their request.	Place info in Spring newsletter and secretary sends an annual email announcement to AAVLD list and members are designated as such in the Directory.. VP's Credentials Committee should verify the 10 year rule.	

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AAVLD Life Membership	Awarded as appropriate,	AAVLD	Plaque, letter from President and dues exemption for life, AAVLD newsletter, web page, designated in the AAVLD member directory.	A Life Member is any individual member who has maintained membership in the Association for 35 years, or if such member is at the point of professional retirement, for 25 years, is eligible to be a life member. Life members shall have all the privileges of regular membership and shall be exempted from payment of all dues.	Self nomination letter due to the EB by June 1.	EB votes at Summer EB meeting, on the candidates to bring to the HOD during annual meeting.	Names on slides at joint AAVLD/USAHA banquet.	Place info in Spring newsletter and secretary sends an email announcement to AAVLD list. VP's Credentials Committee should verify the required year rules.	
Supported by BIOMIC Award for Excellence in Diagnostic Veterinary Microbiology	One awarded every year	Giles Scientific	\$500 check with a plaque or certificate, in AAVLD newsletter, on web page		Nominations must be submitted electronically to the Chair of the Bacteriology Committee by <b>Aug 1st</b> of the respective year. Nominations will be considered active for three years: Nominator's letter describing nominee's research accomplishments and how they form the foundation for application and development in the research area. CV, two letters of support other than the nominator familiar with the nominee's qualifications & accomplishments.	AAVLD Bacteriology Subcommittee selection committee before Aug 31	Announced by the Chair of the Bacteriology Subcommittee at the annual meeting; Name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee to be sure that awardee or representative is notified well in advance of the AAVLD meeting so that travel plans can be made.	
J. Lindsay Oaks Best Student Molecular Biology Oral Presentation-Poster Award	One awarded every year, provided sufficient funding exists and suitable candidate is present.	AAVLD Oaks, Walker and Love Memorial Fund or separate sponsor	\$200-500 check, in AAVLD newsletter, on web page.	Awarded to the student delivering the best <b>oral presentation or poster</b> on a molecular biology topic at the AAVLD annual CE meeting.	All student molecular biology oral presentations and poster presenters are eligible for the award.	AAVLD Bacteriology Subcommittee selection committee	Announced by the Chair of the Bacteriology Subcommittee at the annual meeting; Name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee Awards Coordinator to be sure that slide information is provided for the joint banquet.	

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Brenda Love Best Student Bacteriology Poster Presentation Award	One awarded every year, provided sufficient funding exists and suitable candidate is present.	AAVLD Oaks, Walker and Love Memorial Fund or separate sponsor	\$200-500 check, in AAVLD newsletter, on web page.	Awarded to the student delivering the best <b>poster presentation</b> on a bacteriology topic at the AAVLD annual CE meeting.	All student bacteriology poster presenters are eligible for the award.	AAVLD Bacteriology Subcommittee selection committee	Announced by the Chair of the Bacteriology Subcommittee at the annual meeting; Name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee Awards Coordinator to be sure that slide information is provided for the joint banquet.	
Richard Walker Best Student Bacteriology Oral Presentation Award	One awarded every year, provided sufficient funding exists and suitable candidate is present.	AAVLD Oaks, Walker and Love Memorial Fund or separate sponsor	\$200-500 check, in AAVLD newsletter, on web page.	Awarded to the student delivering the best <b>oral presentation</b> on a bacteriology topic at the AAVLD annual CE meeting.	All student bacteriology oral presenters are eligible for the award	AAVLD Bacteriology Subcommittee selection committee	Announced by the Chair of the Bacteriology subcommittee at the annual meeting; Name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee Awards Coordinator to be sure that slide information is provided for the joint banquet.	
Dr. David Bemis Microbiology Trainee Travel Award	One awarded every year, provided sufficient funding exists and suitable candidate is present.	ACVM, Dr. Sreekumari Rajeev, AAVLD Microbiology Awards funds	\$1500 check, in AAVLD newsletter, on web page	Awarded to graduate student or microbiology resident trainee submitting best abstract to annual meeting. Preference will be given to those working in clinical microbiology and/or antimicrobial resistance.	All graduate students or microbiology trainees/residents submitting abstracts to AAVLD annual meeting.	AAVLD Bacteriology Subcommittee selection committee	Selected from abstracts and presented before meeting; name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee Awards Coordinator to be sure that slide information is provided for the joint banquet.	
ACVP/AAVLD Resident Diagnostic Pathology Travel Award (awarded by ACVP)	One awarded every year	Sponsored and funded by the ACVP	\$1000 check and waived registration at the next AAVLD meeting	Awarded to the individual delivering the best oral pathology presentation at the ACVP annual CE meeting. Candidates must be veterinarians currently enrolled in a full-time veterinary pathology residency program or a related discipline in the US or Canada or have completed a graduate or residency program in veterinary pathology after June 30th of the year in consideration. Winner is expected to make a presentation at the next AAVLD meeting.	Applicant should follow guidelines for abstract submissions for the ACVP meeting, selecting the ACVP/AAVLD travel award.	Judged by the ACVP awards committee. ACVP shall send the awardee info to the AAVLD Program Chair and Awards Chair by July 1 of following year..	Highlighted in Annual Meeting Proceedings. Names on slides at Foundation auction and AAVLD/USAHA banquet.	If not informed by July 1, contact the ACVP to learn the name of the ACVP/AAVLD award recipient (annual meeting in Dec of each year).	

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AAVLD/ACVP Resident Diagnostic Pathology Travel Award (awarded by AAVLD)	One awarded every year	Sponsored and funded by the AAVLD Foundation	\$1000 check and waived registration at the next ACVP meeting	Awarded to the individual delivering the best oral pathology presentation at the AAVLD annual CE meeting. Candidates must be veterinarians currently enrolled in a full-time veterinary pathology residency program or a related discipline in the US or Canada or have completed a graduate or residency program in veterinary pathology after June 30th of the year in consideration. Winner is expected to make a presentation at the next ACVP meeting.	Applicant should follow guidelines for abstract submissions for the AAVLD meeting. Choose the AAVLD/ACVP Travel Award during submission process on the website by June 1 of the year in consideration. Applicants must request an oral presentation to be eligible and select "Pathology" as the category. The presentation must represent the original work of the applicant as primary author completed during their residency or graduate program.	Judged by the pathology subcommittee of the AAVLD	Names on slides at joint AAVLD/USAHA banquet.	Coordinate with the AAVLD Pathology Committee to be sure that a Pathology Subcommittee is prepared to judge the applicants. In advance of the meeting, send a list of award applicants to the judges.	
Graduate Student/Resident Awards: - Scientific Session Oral Presentation Award - Best Poster Award - Slide Seminar Awards:	<u>One each</u> year for best oral presentation and best poster. <b>1st, 2nd &amp; 3rd place for Slide Seminar Awards</b>	Best Oral and Best Poster by AAVLD Foundation Slide Seminar Awards sponsored by AAVLD Pathology Comm.	\$500 check for Best Oral and Best Poster, Slide Seminar Awardees get \$300, \$200 or \$100 for placing 1st, 2nd or 3rd. Names on slides at Joint AAVLD/USAHA dinner, names published on AAVLD website and in newsletter	<u><b>Best Oral and Poster</b></u> awarded to the graduate student delivering the best oral presentation and poster presentation at the AAVLD annual CE meeting. Candidates must be veterinarians currently enrolled in a full-time veterinary diagnostic training program and/or graduate program in veterinary pathology or a related discipline in the US or Canada. Candidates who will complete a graduate and/or residency program in veterinary pathology after June 30th of the year in consideration are still eligible to compete. <u><b>Slide Seminar Awards</b></u> for best presentation at Path. Cmte slide seminar are	<u><b>Best Oral and Poster</b></u> applicants should follow guidelines for abstract submissions for the AAVLD meeting. Choose the Graduate Student Oral Presentation or Graduate Student Poster Presentation or both as appropriate when submitting abstract on the AAVLD abstract site by June 1 of the year in consideration. <u><b>Best Path Slide</b></u> to follow published Path. Cmte guidelines	<u><b>AAVLD Awards Committee</b></u> listens to each oral presentation and reads each poster. Awards Cmte. meets to choose the Best Oral and Best Poster winners. <u><b>Path Slide Conference</b></u> moderator to choose best student slide presentations.	Names on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Program Chair to be sure that presentations by competing graduate students are not scheduled concurrently and the Awards Committee has time to relocate to all of the presentations. Prepare and send a scoring sheet with dates/times of presentations to the AAVLD Awards Committee members in advance of the meeting for judging. Assure that awardees are recognized on slides at the joint banquet.	

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AAVLD Trainee Travel Awards	Number approved by the AAVLD Executive Board at the winter meeting each year	AAVLD Foundation with matching funds from various committees	\$1750 check each, AAVLD newsletter, web page, picture, name on PowerPoint display at AAVLD Auction, and highlighted in Annual Meeting Proceedings	Awarded to trainees in a Master's, PhD or residency program in any discipline of veterinary diagnostic medicine to include epidemiology, immunology, microbiology, molecular diagnostics, parasitology, pathology, and toxicology. Applicants must be in a post graduate (bachelors or DVM) internship, residency or graduate studies (masters or PhD) program at the time of submission of the application. They may have graduated prior to the meeting. Previous awardees can submit Trainee Travel award applications but preference will be given to those applications not previously funded. Applications from two-time awardees will not be reviewed.	Applicant should follow guidelines for abstract submissions for the AAVLD meeting. Choose the Trainee Travel Award selection and applicant will be prompted to upload 3 additional documents: 1-2 page letter stating the significance of their work, 1-2 page biographical data sheet, Letter of support from mentor. All materials must be submitted by Annual Meeting abstract deadline of the year in consideration.	AAVLD Awards Committee with the assistance of representatives of AAVLD specialty committees partnering with Foundation Committee 50/50 (usually Epidemiology, Bacteriology, and Pathology Committees). Foundation chair solicit specialty committees in January in order to present awards budget to Executive Board at winter meeting.	Highlighted in Annual Meeting Proceedings. Names on slides at Foundation auction and dinner and at joint AAVLD/USAHA President's banquet.	Write the request for applications to be posted on the Scholar One abstract submission site. By Jun 30th of each year, schedule and hold a meeting of the Awards Committee and matching funds committee chairs to review applications and select the awardees. Inform all awardees at least 90 days before the annual meeting so that they have adequate time to arrange for travel.	
AAVLD Laboratory Staff Travel Awards	Number approved by the AAVLD Executive Board at the winter meeting each year	AAVLD Foundation Funds	\$1500 check each, AAVLD newsletter, web page, picture, name on PowerPoint display at AAVLD Auction, and highlighted in Annual Meeting Proceedings	Awarded to laboratory staff of a publically funded veterinary diagnostic laboratory in any discipline of veterinary diagnostic medicine to include epidemiology, immunology, microbiology, molecular diagnostics, parasitology, pathology, and toxicology. Applicants must submit an abstract for an oral or poster presentation at the annual meeting. Previous awardees can submit a laboratory staff travel award application but preference will be given to those applications not previously funded. Applications from two-time awardees will not be reviewed.	Applicant should follow guidelines for abstract submissions for the AAVLD meeting. Choose the Laboratory Staff Travel Award selection and applicant will be prompted to upload 2 additional documents: one page letter stating the significance of their work and the staff members role in the work, and one page letter of support from laboratory supervisor or director. page biographical data sheet, All materials must be submitted by Annual Meeting abstract deadline of the year in consideration.	AAVLD Awards Committee with the assistance of representatives of AAVLD specialty committees partnering with Foundation Committee 50/50 (usually Epidemiology, Bacteriology, and Pathology Committees). Foundation chair solicit specialty committees in January in order to present awards budget to Executive Board at winter meeting.	Highlighted in Annual Meeting Proceedings. Names on slides at Foundation auction and dinner and at joint AAVLD/USAHA President's banquet.		

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AAVLD Veterinary Student Travel Awards	<u>AAVLD Vet. Student</u> awards dependent on coordination with Center for Public and Corporate Veterinary Medicine (CPCVM). <u>Two Path. Cmte. vet. student</u> awards.	<u>AAVLD Vet. Student</u> awards funded by Foundation <u>Path. Cmte. Vet. Student</u> awards funded by Path. Cmte. Foundation funds	<u>AAVLD Vet. Student</u> award amounts determined yearly in coordination with CPCVM. Path. Cmte. Vet. Student award amounts of \$550 each.	<u>AAVLD Vet. Student</u> award criteria determined annually in coordination with CPCVM. <u>Path. Cmte. Vet. Student</u> awards criteria determined by Path. Cmte.	<u>AAVLD Vet. Student</u> award procedure determined by CPCVM. <u>Path. Cmte. Vet. Student</u> award procedure determined by Path. Cmte.	<u>AAVLD Vet. Student</u> awards selected by CPCVM prior to Sept. of each year. Path. Cmte. Vet. Student awards selected by Path. Cmte. prior to meeting.	<u>AAVLD Vet. Student</u> awards present by CPCVM and recognized at student luncheon, Annual Foundation dinner and Presidents' dinner. <u>Path. Cmte. Vet. Student</u> awards presented by Path. Cmte. and recognized at student luncheon, Annual Foundation dinner and Presidents' dinner.	<u>AAVLD Awards Cmte. Chair</u> to review awardee information presented. <u>Path. Cmte. Chair</u> to communicate winner information to AAVLD staff.	
Best JVDI Manuscript	One awarded every year	AAVLD Foundation	\$250 check, AAVLD newsletter, web page	Any author of a manuscript that has appeared in JVDI from the past July through the June issues	Editors of JVDI nominate manuscripts and forward to the AAVLD Awards Committee for review	JVDI chooses three and submits to AAVLD Awards Committee by Jul 31. Awards Committee Chair solicit JVDI Editor awardee by July 1.	Names on slides at joint AAVLD/USAHA banquet.	Requests a list of manuscripts from JVDI Editor by July 1 of each year. Awardees are not notified in advance of the meeting.	
Best JVDI Brief Communication	One awarded every year	AAVLD Foundation	\$250 check, AAVLD newsletter, web page	Any author of a brief communication that has appeared in JVDI from the past July through the June issues	Editors of JVDI nominate manuscripts and forward to the AAVLD Awards Committee for review	JVDI chooses three and submits to AAVLD Awards Committee by Jul 31. Awards Committee Chair solicit JVDI Editor awardee by July 1.	Names on slides at joint AAVLD/USAHA banquet.	Requests a list of manuscripts from JVDI Editor by July 1 of each year. Awardees are not notified in advance of the meeting.	
Pioneer in Virology Award	Awarded as appropriate	AAVLD Virology Committee subaccount of the AAVLD Foundation	Plaque and travel expenses to the meeting, AAVLD newsletter, web page	Awarded to an individual who is retired and has made major contributions in a career of diagnostic virology. May be awarded only once to an individual.	Virology committee solicits nominations well in advance of the annual AAVLD meeting	Virology Committee selects prior to the annual meeting	Presented at the annual meeting of the AAVLD Virology Committee. Names on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Virology Committee to be sure that slides are available for the joint banquet.	
ACVM/ AAVLD Dr. David Bemis Microbiology Trainee Travel Award	One awarded every year, provided sufficient funding exists and suitable candidate is present.	ACVM, Dr. Sreekumari Rajeev, AAVLD Microbiology Awards funds	\$1750 check, in AAVLD newsletter, on web page.	Awarded to graduate student or microbiology resident trainee submitting best abstract to annual meeting. Preference will be given to those working in clinical microbiology and/or antimicrobial resistance	All graduate student or microbiology trainees/residents submitting abstracts to AAVLD annual meeting.	AAVLD Awards Committee?	Selected from abstracts and presented before meeting; Name and picture on slides at joint AAVLD/USAHA banquet.	Awards Chair to coordinate with the Bacteriology Subcommittee Awards Coordinator to be sure that slide information is provided for the joint banquet.	