

SOUTHERN STATES CORRECTIONAL ASSOCIATION

Standard Operating Procedures

Procedure:	David H. Williams Excellence of Service Award
Number:	SOP-401
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees, The David H. Williams Excellence of Service Award Selection Committee
Reference:	
Effective Date:	July 18, 2007
Revises Previous Date:	July 19, 2006

Establishment of Award: Since the establishment of the Southern States Correctional Association, many outstanding individuals have been and are members today. These criminal justice professionals should be recognized for their contributions to the Southern States Correctional Association and/or the Criminal Justice System.

The David H. Williams Excellence of Service Award is hereby established and is the highest commendation that can be given to any individual by this Association.

The purpose of the David H. Williams Excellence of Service Award is to provide the Association the opportunity and manner in which to recognize individuals within the membership deserving of such honor.

The Excellence of Service Award is named for and presented in honor of David H. Williams who served as the first President of the Southern States Correctional Association.

Selection Committee: The committee shall consist of five (5) regular members. The Chairperson shall be the Vice-President. The other committee members shall be Past Presidents, State Representatives and previous award winners. Individuals appointed to the Selection Committee will be announced to the membership prior to the close of the Annual Summer Training Conference.

Duties and responsibilities of the selection committee include:

1. Receive and review all nominations for the David H. Williams Excellence of Service Award.
2. Select one individual to be honored. Individuals may be selected only once for recognition.

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3. Prior to the Annual Summer Training Conference, the Selection Committee Chairperson will discreetly ensure the selected individual will be at the conference to be honored.
4. The President, with approval from the Executive Board, shall have the authority to utilize Association funds, when necessary, to ensure the presence of the honoree.
5. Nominees not selected will not be informed of their nomination, or of the reasons not selected.

Selection Process: The David H. Williams Excellence of Service Award is not a popularity contest but a known, structured process to select deserving individuals who have been active, regular or lifetime members of SSCA who have distinguished themselves in the field of criminal justice and/or have contributed to the professional growth and improvement of SSCA and its membership.

Nomination requirements are:

1. Nominations shall be in writing and must be received by the chairperson of the Selection Committee on or before January 1st each year.
2. Forms for nomination shall be printed and made available at the Annual Summer Training Conference.
3. The nomination form shall be printed in the Southern Concourse and shall appear in each publication prior to the Mid-Winter Training Conference.
4. The chairperson of the Selection Committee shall be responsible for making available the nomination form and will continue with this responsibility until properly replaced. Nominations shall also be received by letter.
5. The Selection Committee shall also have the authority to review individuals not nominated, but considered as deserving by a majority of the Committee members.
6. No selection action shall be transacted except between all committee members.
7. The current slate of officers shall be excluded annually from any consideration to receive the award during their term of office.

Nominee Criteria and Guidelines:

1. The applicant must have been an active, regular or lifetime member of SSCA.

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2. The applicant must have distinguished themselves in the field of criminal justice and/or made outstanding contributions to the professional growth and improvement of SSCA and its membership.
3. A brief biography of the nominee must be submitted, with emphasis placed on the individual's contributions.

Award Benefit:

1. Be recognized as honoree at the Awards Banquet during the Annual Summer Training Conference.
2. Plaque or other type of award
3. Transportation
4. Registration
5. Hotel (3 nights)
6. Meals not covered in registration

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NOMINATION

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DAVID H. WILLIAMS
EXCELLENCE OF SERVICE AWARD

Nominations must be received by the Selection Committee Chairperson on or before January 1st of the year the nominee is to be considered.

Name of Nominee: _____
Address: _____

In the space provided, or by attachment, furnish information regarding the nominee's accomplishments and contributions to the field of criminal justice and/or the Southern States Correctional Association. Nomination must include biographical information.

Name of Nominator: _____
Address: _____

Must be received by January 1st by Chairperson of the Selection Committee:

Name: _____
Address: _____

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Procedure:	Kenneth Law - Scholarship Award
Number:	SOP-402
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees: Finance Committee, SOP-201
Effective Date:	July 19, 2006
Revises Previous Date:	July 14, 2010

Establishment of Award: The annual scholarships shall be in an amount of \$1,000 per recipient and the Association's participation is not to exceed \$5,000 annually.

Funds are to be credited only toward tuition and other related academic expenses, by deposit with a college or university, through a process approved by the SSCA. SSCA hereby recognizes the cooperative gestures of colleges and universities agreeing to match the SSCA scholarship. If and when such SSCA scholarship is thereby matched and accepted, SSCA agrees to cooperate with said college or university, in the admission of the tuition funds (within limits of the scholarships), while the recipient is pursuing studies at such university or college.

This scholarship will initially be funded from the treasury of the SSCA.

The Finance Committee will monitor this expenditure and if it becomes necessary, make recommendations to further finance said scholarships.

Selection Committee: The committee shall consist of four (4) regular members. The Immediate Past President will chair committee and the other members will be regular members of the Association. It is the responsibility of the committee to review all applications received from SSCA State Representatives and select the recipients of the SSCA Kenneth Law – Scholarship Award.

Application Criteria and Guidelines:

1. The scholarships will be administered, monitored, reported upon and the recipients chosen through a committee selection process.
2. Each State Representative's selection screening committee may submit one primary application and one alternate application for consideration.

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3. Applicant must be a Regular or Lifetime SSCA member or a spouse or dependent child of a Regular or Lifetime SSCA member.
4. The applicant must be a U.S. Citizen of good reputation and character.
5. Applicant must be pursuing a bachelor or graduate degree.
6. Applicant must be entering his/her freshman, sophomore, junior, senior year or graduate school. Freshman or first year graduate students must be officially accepted at the College/University.
7. The applicant must:
 - a. Submit an application form (as published in the Southern Concourse), and letter of candidacy attesting to his/her worthiness or need for the scholarship. A sample application form is attached.
 - b. Demonstrate evidence of his/her ability to succeed in collegiate and academic studies while in pursuit of part-time or full-time formal education at the SSCA undergraduate or graduate college levels.
 - c. Provide all required attachments, and submit the entire package to their State Representative prior to April 1 of the year the Scholarship is to be awarded.
8. Attachments to the application shall include, but are not limited to:
 - a. Two (2) letters submitted by beginning freshmen from high school instructors under whom the student has studied, stating why they support the applicant receipt of the scholarship award.
 - b. Two (2) letters of recommendation submitted by freshmen, sophomores, juniors, seniors and graduate students from professors under who the applicant has studied, stating why they support the applicant's receipt of the scholarship award.
 - c. A certified transcript of their high school grades to date submitted by beginning freshmen.
 - d. A certified transcript of their college courses and grades to date submitted by freshmen, sophomores, juniors, seniors and entering graduate students.

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- e. a certified transcript of graduate courses and grades to date submitted by graduate students already matriculating in a graduate program.
 - f. A copy of the official acceptance letter from the College/University submitted by beginning freshmen and entering graduate students.
 - g. A written narrative supporting/justifying applicant's need for the scholarship, submitted on a separate sheet(s) of paper by the applicant
9. Each applicant's need for the scholarship including family size and economic status, commitment to his studies, the application of both his academic and practical learning experiences to his job will be considered in the selection process.

Completion Requirements:

1. Scholarship recipients must forward to the appropriate State Representative a copy of their transcript for the time period the recipient has received the award.
 - a. Failure to satisfactorily complete the semester may result in the recipient being required to repay SSCA the full amount awarded.
 - b. Satisfactory completion means an overall grade point average of "C" or 2.0 on a 4.0 scale for each semester a scholarship was received.
 - c. The SSCA reserves its right to audit the progress of the student's expenditure of scholarship funds at the attended college.
2. The recipient will only be eligible to receive this scholarship one time.
3. The recipient shall be in pursuit of part-time or full-time formal education at the undergraduate or graduate levels in a program of study applicable to the field of criminal justice, rehabilitation, social services or a related field.
4. The committee will determine such applicability.

Notification of Winners and Benefits:

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1. The Chairperson of the committee will notify the three selected winners personally, in writing, of their selection and invite them to be in attendance at the awards ceremony during the Annual Summer Training Conference.
2. The Chairperson of the committee will contact the agency head of the individual(s) to advise them of the selection and secure their support to send the winner to the Annual Summer Training Conference.

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Kenneth Law College Scholarship Application

PURPOSE: The SSCA is a 14-state regional organization of correctional practitioners representing the operational and administrative areas of jails, probation, prisons, and parole. It is the intent of this scholarship award to financially assist individuals preparing to or already participating in an accredited college or university program of study.

PROCESS: Each year individual(s) will be selected to receive the SSCA Scholarship Awards. The process begins at the state level with applicants submitting application packages (form and attachments) to their respective SSCA State Representative no later than April 1, of the year awards are to be made. These applications will be screened by a State-level screening committee and one primary and one alternate application will be forwarded to the SSCA Scholarship Award Committee for consideration. The Award Committee will select recipients and award scholarships in an amount and number to be determined by the Executive Board. Applicants will receive written notification of their selection or rejection. Awards will be announced at the Annual Summer Training Conference.

AMOUNT: The Association will designate a maximum of \$5,000 per year for scholarship program. Additional contributions may increase the amount of funds available each year. The Executive Board will determine the amount and number of scholarships to be awarded each year to individuals who are Regular members of SSCA, their spouse or dependent children, and are pursuing either part-time or full-time formal education at the college or graduate school level. The funds will be deposited with an accredited college or university to apply toward the student's tuition and related academic expenses.

ELIGIBILITY: The Applicant must:

1. Be a U.S. Citizen
2. Be an active regular or lifetime SSCA member or their spouse or dependent child.
3. Be pursuing a bachelor or graduate degree in a program of study applicable to the field of criminal justice, rehabilitation, social services or a related field.
4. Be entering his/her freshman, sophomore, junior, senior year or graduate school. Freshman or first year graduate students must be officially accepted in the College/ University.
5. Complete the application form, provide all required attachments, and submit the entire package to their State's representative prior to **April 1, of the year awards are to be made**. The scholarship will be awarded for the next fall term. Incomplete application packages will not be accepted for consideration

ATTACHMENT TO APPLICATION:

1. Beginning freshman will submit two (2) letters from high school instructors under whom the student has studied stating why they support the applicant's receipt of the scholarship award.
2. Freshman, sophomores, juniors, seniors, and entering graduate students must submit two (2) letters of recommendation from professors under who the applicant has studied, stating why they support the applicant's receipt of the scholarship award.
3. Beginning freshman must submit a certified transcript of their high school grades to date.

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4. Freshman, sophomores, juniors, seniors, and entering graduate students must submit a certified transcript of their college courses and grades to date.
5. Graduate students already matriculating in a graduate program, must submit a certified transcript of graduate courses and grades to date.
6. Beginning freshman and entering graduate students must submit a copy of their official letter accepting them into a College/University.
7. On a separated sheet(s) of paper provide a written narrative supporting/justifying his/her need for this scholarship.

COMPLETION REQUIREMENTS:

- (1) Recipient will only be eligible to receive this scholarship one time.
- (2) Scholarship recipients must forward to the appropriate State Representative a copy of their transcript for the time period the recipient has received the award.
- (3) Failure to satisfactorily complete the semester may result in the recipient being required to repay SSCA the full amount awarded. Satisfactory completion means an overall grade point average of "C" or 2.0 on a 4.0 scale for each semester a scholarship was received.

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SSCA Kenneth Law - SCHOLARSHIP APPLICATION FORM

(print or type)

Name _____ Social Security #: _____
Last First MI

Address _____ Telephone #: () _____
Street

_____ City State ZIP

College/University Name _____

Mailing Address _____
City State ZIP

Major _____ Minor _____

Current Class: _____ Class Status for Fall Term

High School Senior _____	Junior _____	College Freshman _____	Senior _____
College Freshman _____	Senior _____	Sophomore _____	Graduate _____
Sophomore _____	Graduate _____	Junior _____	

U.S. Citizen Yes _____ No _____

All information submitted is true and accurate. Further, I authorize the SSCA Executive Board/Scholarship Selection Committee to verify the information contained in this application package.

_____ Date _____ Signature

All Application packages or questions should be directed to your state's SSCA Representative.

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Procedure:	P.C. Shields – Member Recognition Award
Number:	SOP-403
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 19, 2006
Revises Previous Date:	January 30, 1999

Establishment of Award: Each year, Southern States Correctional Association (SSCA) shall recognize one of its regular members to receive the SSCA P.C. Shields – Member Recognition Award.

The purpose of the Award is to recognize a member who has made significant contributions to Southern States Correctional Association, furthering its professional purpose, philosophy and recognition as a professional association.

Selection Committee: The President shall appoint a committee of five (5) regular members and name one as Chair to receive nominations, select the recipient and make arrangements for the recipient to attend the Annual Summer Training Conference and be present at the Awards Banquet, and one as Vice-Chair. The committee chair shall not be eligible for this award.

Selection Process: Nomination requirements are:

1. Forms for nomination shall be made available at the Mid-Winter Training Conference.
2. The nomination form shall be printed in the Southern Concourse and shall appear in Fall and Winter editions.
3. Nominations may be made by any member in good standing.
4. Nominations shall be mailed to the Committee Chair by April 1st of each year.

Nominee Guidelines:

1. The applicant must have been an active member in good standing for minimum of five (5) years.
2. The applicant cannot be on the current Executive Board.
3. The applicant cannot be a Past-President.
4. The applicant cannot be a past recipient of the David H. Williams Excellence of Service Award.

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Award Benefit: The committee chair shall be responsible for obtaining the award for presentation at the Awards Banquet.

1. Be recognized as honoree at the Awards Banquet during the Annual Summer Training Conference
2. Plaque or other type of award
3. Transportation
4. Registration
5. Hotel (3 nights)
6. Meals not covered in registration

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SOUTHERN STATES CORRECTIONAL ASSOCIATION P.C. SHIELDS MEMBER RECOGNITION CALL FOR NOMINEES

The P.C. Shields Member Recognition Award was named in honor of SSCA's oldest and most loyal member. The award was established to recognize annually, at the Annual Summer Training Conference, a member who has made significant contributions to the Southern States Correctional Association, furthering its professional purpose, philosophy and recognition as a professional association.

A committee receives nominations and selects the recipient. Any member in good standing may submit a nomination. Completed applications must be received by April 1. Applications received after this date will not be considered.

The Award recipient will be recognized at the Annual Summer Training Conference Awards Banquet in July. In addition, the recipient will receive transportation to the conference, conference registration, hotel room for three nights, and any meals during the conference not covered by the conference registration.

The nomination letter should include the nominee's name, state, and your reasons for nominating the individual. Please be as specific as possible with your comments, which should address the contributions your nominee has made to SSCA. Our Association has many members who are worthy of this recognition. Please take the time to nominate a deserving member.

Criteria:

1. Nominee must have been an active member in good standing for a minimum of five years;
2. Nominee must not be on the current Executive Board;
3. Nominee must not be a Past President; and
4. Nominee must not be a past recipient of the David H. Williams Excellence of Service Award.

NOMINEE _____ **State** _____
Please print name as it should appear on Award

The above member should receive the P.C. Shields Membership Recognition Award for the reasons stated on the attached sheet.

Nominator's Name _____ Telephone # _____
Address: _____

Nominator's Signature _____ Date _____

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Procedure:	Line Staff of the Year Award
Number:	SOP-404
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 20, 2011
Revises Previous Date:	July 19, 2006

Establishment of Award: The purpose of the SSCA Line Staff Awards Program is to recognize four (4) individuals from within the 14 member states who exemplify career professionalism. Four awards will be individually presented to a Probation/Parole Officer, a Correctional Officer, a Corrections Support Service Person and a Humanitarian of the Year. SSCA clearly appreciates and, through this award, recognizes the important role staff play in the success of the correctional process and the service these individuals provide to the agencies and communities they serve.

Selection Committee: The President will appoint a committee of a minimum of five (5) regular members from the membership and designate one as Chairperson and one as Vice-Chairperson.

Selection Process: The committee chair will ensure that, from the pool of nominations, one (1) candidate for each of the four (4) categories is selected.

Nomination requirements are:

1. Nominator must be an active member of SSCA; self-nominations will not be considered.
2. Nominator must submit a complete and signed nomination form to their State Representative.
3. The nomination form must be received by the State Representative prior to the cut-off date of April 1 each year.
4. State Representatives will verify that the nominator is a member of SSCA and forward the nominations to the chairperson of the Selection Committee by April 15.

Duties and responsibilities of the selection committee include:

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1. Review of all nominations by committee members in a called meeting, or if this preferred method is not feasible, by an alternate method.
 - a. A second alternative would allow for the chairperson to mail or e-mail each committee member a set of the nominations and, at an appropriate point, poll the committee by telephone
 - b. Only these methods will be acceptable.
2. Each committee member will thoroughly and objectively review the available nomination information and by applying criteria equally in each case, rank and make a final selection for each of the four categories.
3. In cases where majority committee concurrence is not obtained or there is a tie, the chairperson will have the final deciding vote.
4. Selection criteria must, at a minimum, consider the individual's:
 - a. Job performance
 - b. Leadership skills
 - c. Accomplishments
 - d. Innovation and creativity
 - e. Tenacity
 - f. Problem solving skills
 - g. Job knowledge
 - h. Ability to work with others
 - i. Extracurricular activities
 - j. Personal characteristics
 - k. Professionalism as exhibited through their actions

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5. All selections must be received by the committee chairperson no later than May 25 of each year.
6. Upon completion of the selection process, both the President and Executive Secretary are notified of the committee's decision.
7. Responsibility for the preparation and acquisition of the award plaques rest with the chairperson. The plaque format is:

LOGO

Probation/Parole
Correctional Officer of the Year
Corrections Support Service Person
Humanitarian of the Year

20__

This award is presented to

by the membership of the

SOUTHERN STATES CORRECTIONAL ASSOCIATION
in recognition of your professional contribution to the field of corrections

Candidate Guidelines:

Candidate must be employed on a full-time paid basis as a non-supervisory Probation/Parole Officer, Correctional Officer or Corrections Support Service Person (or an equivalent job function). The exception is any full time employee is eligible for the Humanitarian of the Year.

- a. Part-time employees, consultants and interns are excluded from award consideration.
 - b. Nominee will be considered in one category only.
2. Candidate's employing agency may be Federal, State, County, City or a Private Sector entity.

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3. Candidate must be employed in one of the 14 member states.
4. Candidate's membership in SSCA is not a prerequisite for consideration.

Notification of Winners and Benefits:

1. The Chairperson of the committee will notify the four selected winners in writing of their selection and invite them to be in attendance at the awards ceremony during the Annual Summer Training Conference.
2. The Chairperson of the committee will contact the selected individual's agency head advising them of the selection and secure their support to send the winner to the Annual Summer Training Conference.
3. If the winner's agency is unable or unwilling to provide funds for them to attend the conference to receive their award, SSCA, if funds are available, will provide each winner with:
 - a. Transportation to the conference site, public carrier or mileage, computed using the current allowable payment per mile authorized by SSCA
 - b. Conference registration
 - c. Hotel room for Sunday through Tuesday nights or Saturday through Tuesday night if a significant savings in public transportation is available by staying over a Saturday night
 - d. Allowable meals not covered by the conference registration or provided by the Host Committee, based on the SSCA authorized allowance.
4. Each winner will receive a one-year membership to Southern States Correctional Association.

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SOUTHERN STATES CORRECTIONAL ASSOCIATION LINE STAFF OF THE YEAR AWARD

Completed form must be sent to your State Representative
Must be received by April 1

NOMINEE

_____ *Print name as it should appear on the award*

Award Category: Probation/Parole _____ Correctional Officer _____
(check only one) Corrections Support Service Person _____ Humanitarian _____

Job title: _____ Telephone #: _____
Work address: _____

Nominator's Name: _____ Telephone #: _____
Please print

Nominator's Signature: _____

Please limit your typewritten comments to two pages. Comments must include: Why should this individual be selected? Comments should address professionalism, job knowledge, performance, personal characteristics, leadership, innovation/creativity and accomplishments.

Nominator and Candidate Criteria:

Nominator:

1. Nominator must be an active member of SSCA; self-nominations will not be considered.
2. Nominator must submit a complete and signed nomination form to their State Representative.
3. The nomination form must be received by the State Representative prior to the cut-off date of April 1 each year.

Candidate:

1. Candidate must be employed on a full-time paid basis as a non-supervisory Probation/Parole Officer, Correctional Officer or Corrections Support Service Person (or an equivalent job function).
 - a. The exception is any full time employee is eligible for the Humanitarian of the Year.

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- b. Part-time employees, consultants and interns are excluded from award consideration.
 - c. Nominee will be considered in one category only.
2. Candidate's employing agency may be Federal, State, County, City or a Private Sector entity.
 3. Candidate must be employed in one of the 14 member states.
 4. Candidate's membership in SSCA is not a prerequisite for consideration.

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Procedure:	Member Training Award
Number:	SOP-405
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 18, 2007
Revises Previous Date:	July 19, 2000

Establishment of Award: The Member Training Award is intended to show the appreciation of the Association to its membership, and has been established by the SSCA Executive Board to provide an opportunity for SSCA members to attend the SSCA Annual Summer Training Conference and to experience SSCA at its best.

The member will experience the outstanding training provided, meet and get to know other corrections practitioners and SSCA members, and see how their Association meets the career and personal needs of its members. Hopefully, the member will be encouraged to remain a participating member and encourage their peers to also become members.

The Member Training Award is a one-time award. Once a member receives this award, he/she will be ineligible in future years.

Selection Process: The SSCA Executive Board will determine the amount of funds available for this Award for the upcoming budget year during its Mid-Winter Training Conference meeting. These funds must be incorporated into the Association's budget.

1. The SSCA Executive Secretary will:
 - a. Compile a listing of all SSCA Regular Members of the current year. New members, those who are first time members during the current year and who are being considered for the New Member Award, will be excluded.
 - b. Randomly draw ten (10) names from a list of eligible members, on or about May 2, and number the names in a sequence drawn, one through ten.
 - c. Contact the SSCA State Representative from the state of the first name selected and provide the name, address and telephone number of the individual selected.

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2. The State Representative will:
 - a. Contact the individual and advise them of their selection within three days of notification by the Executive Secretary.
 - b. Advise the individual of the details of the award If he/she is interested in accepting the award.
 - c. Immediately notify the Executive Secretary that the chosen individual will be attending the conference.
 - d. Immediately notify the Executive Secretary if the individual selected is not interested in accepting the award.
3. The Executive Secretary will then:
 - a. Go to the next name in sequential order and the process will begin again until a selected individual accepts the award.
 - b. Notify the SSCA Vice President of the selection.
4. The Vice President will:
 - a. Determine the most economical method of travel with the recipient's input. If public transportation will be used, the Vice President will make arrangements for the purchase of the tickets.
 - b. Communicate with the SSCA Treasurer regarding payment to the vendor, travel agency, airline, etc., prior to the conference.
 - c. Make the necessary arrangements for the vendor to send the tickets directly to the recipient to ensure that the tickets are received well ahead of the conference.
 - d. Ensure that a conference registration form for each Award recipient is completed and sent to the SSCA Treasurer.
 - i. The SSCA Treasurer will hold the Member Award winners' conference registration form until the selections have been completed.
 - ii. Upon completion and confirmation of the selections, the SSCA Treasurer will send the conference registration forms and a check to the Host Committee.

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- e. Calculate the maximum cost of the recipient's conference trip and deduct that amount from the total amount allowed by the Executive Secretary, who will notify the appropriate State Representative of the second name drawn at random. The process, as outlined in Steps 1.c.-4.d.ii, will begin again and will continue until the allotted funds are spent.
- f. Coordinate with the Chairman of the Conference Host Committee by May 10 to block or hold an approximate number of rooms at the Conference Hotel to ensure that the award winners will be staying on site.
- g. Send a letter to the recipient outlining his/her responsibilities upon receiving notice that the selected individual intends to accept the award. This letter will include the following instructions:
 - i. Secure a letter from their supervisor/department head advising that the individual will be allowed to attend the conference. (The type of leave to be used will be determined by the recipient and their respective agency.)
 - ii. Send the letter to the Vice President within five (5) working days of receipt of notice.
 - iii. The recipient will be given the conference hotel/phone number and **will make his/her own room reservations.**
 - iv. A copy of the SSCA Travel Reimbursement will be included with the letter to the recipient to ensure they are aware of the amount allowed for the meals.
 - v. The recipient will be informed of what meals are furnished by the conference registration and will not be for reimbursed.

Award Benefit: The Member Award will pay for the following:

1. Transportation to the conference site, public carrier or mileage, computed using the current allowable payment per mile authorized by SSCA;
2. Conference registration;
3. Hotel room for Sunday through Tuesday nights or Saturday through Tuesday night if a significant savings in public transportation is available by staying over a Saturday night; and

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4. Allowable meals not covered by the conference registration or provided by the Host Committee, based on the SSCA authorized allowance.

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SAMPLE LETTER

MEMBER AWARD

Date

John Doe
Some Department of Corrections
P.O. Box 000
Fourteen States, USA

Dear Mr. Doe:

Congratulations! You have been chosen to receive a SSCA Member Training Award for 1998. The Award will enable you to attend this year's Annual Summer Training Conference, which will be held July 12-15, 1998, at the Galt House Hotel in Louisville, Kentucky, (telephone # 502/589-5200). We are pleased to be able to provide you with transportation, airfare or mileage whichever is the most economical, to the conference site, conference registration, hotel room, and meal allowance during the conference.

We ask that you obtain a letter from your supervisor/department head stating that you will be allowed the time off from work to attend the conference. The type of leave that you will be using will be between you and your agency. Please forward that letter within five (5) working days of receipt of this notice to me at (address). We must have this letter before any arrangements are made for you.

Please give me a call no later than three (3) days after receipt of this letter so that we can discuss transportation needs. Enclosed is a copy of the SSCA Expense Statement/Reimbursement Request Form. The conference registration covers the President's Reception on Sunday night, Kentucky Night on Monday, and the Awards Banquet on Tuesday night. You will not be reimbursed for these meals. When we have finalized your transportation arrangements, you should make your own hotel reservations no later than (date) by calling the above number and ask for the SSCA room rate.

I look forward to hearing from you and seeing you at the conference.

Sincerely,

SSCA Vice President

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Procedure:	New Member Training Award
Number:	SOP-406
Authority:	SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees
Reference:	SSCA By-Laws Section 14: Committees
Effective Date:	July 18, 2007
Revises Previous Date:	January 31, 1998

Establishment of Award: The New Member Training Award has been established by the SSCA Executive Board to provide an opportunity for the first time SSCA members to attend the Annual Summer Training Conference and experience SSCA at its best.

The new member will experience the outstanding training provided, meet and get to know other corrections practitioners and SSCA members and see how their Association meets the career and personal needs of its members. Hopefully, the new member will be encouraged to remain a participating member and encourage their peers to also become members.

Selection Process: The SSCA Executive Board will determine the amount of funds available for this Award for the upcoming budget year during its Mid-Winter Training Conference meeting. These funds must be incorporated into the Association's budget.

1. The SSCA Executive Secretary will:
 - a. Compile a listing of all NEW SSCA members who joined the Association from August 1 to May 1 of the current year.
 - b. Randomly draw ten (10) names from a list of eligible members, on or about May 2, and number the names in a sequence drawn, one through ten.
 - c. Contact the SSCA State Representative from the state of the first name selected and provide the name, address and telephone number of the individual selected.
2. The State Representative will:
 - a. Contact the individual and advise them of their selection within three days of notification by the Executive Secretary.

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- b. Advise the individual of the details of the award if he/she is interested in accepting the award.
 - c. Immediately notify the Executive Secretary that the chosen individual will be attending the conference.
 - d. Immediately notify the Executive Secretary if the individual selected is not interested in accepting the award.
3. The Executive Secretary will then:
- a. Go to the next name in sequential order and the process will begin again until a selected individual accepts the award.
 - b. Notify the SSCA Vice President of the selection.
4. The Vice President will:
- a. Determine the most economical method of travel with the recipient's input. If public transportation will be used, the Vice President will make arrangements for the purchase of the tickets.
 - b. Communicate with the SSCA Treasurer regarding payment to the vendor, travel agency, airline, etc., prior to the conference.
 - c. Make the necessary arrangements for the vendor to send the tickets directly to the recipient to ensure that the tickets are received well ahead of the conference.
 - d. Ensure that a conference registration form for each Award recipient is completed and sent to the SSCA Treasurer.
 - i. The SSCA Treasurer will hold the New Member Award winners' conference registration form until the selections have been completed.
 - ii. Upon completion and confirmation of the selections, the SSCA Treasurer will send the conference registration forms and a check to the Host Committee.
 - e. Calculate the maximum cost of the recipient's conference trip and deduct that amount from the total amount allowed by the Executive Board for that year.
 - i. If funds remain, the Vice President will notify the Executive Secretary, who will draw a second name at random and begin the process.
 - ii. This will continue until the allotted money is spent.

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- f. Coordinate with the Chairman of the Conference Host Committee by May 10 to block or hold an approximate number of rooms at the Conference Hotel to ensure that the award winners will be staying on site.
- g. Send a letter to the recipient outlining his/her responsibilities upon receiving notice that the selected individual intends to accept the award. This letter will include the following instructions:
 - i. Secure a letter from their supervisor/department head advising that the individual will be allowed to attend the conference. (The type of leave to be used will be determined by the recipient and their respective agency.)
 - ii. Send the letter to the Vice President within five (5) working days of receipt of notice.
 - iii. The recipient will be given the conference hotel/phone number and **will make his/her own room reservations.**
 - iv. A copy of the SSCA Travel Reimbursement will be included with the letter to the recipient to ensure they are aware of the amount allowed for the meals.
 - v. The recipient will be informed of what meals are furnished by the conference registration and will not be for reimbursed.
- h. Make arrangements for the SSCA Treasurer to pay the hotel bill of the recipients at the time of check-out at the end of the conference.
 - i. SSCA will pay for the room at the conference rate and taxes.
 - ii. Any incidentals such as telephone calls, room service, etc., will be the responsibility of the award winner(s).
 - iii. Make arrangements with the SSCA Treasurer for the recipient(s) to be reimbursed prior to the end of the conference; recipients will submit their completed travel reimbursement form to the Vice President for approval prior to the SSCA Business Meeting on the last day of the conference.

Award Benefit: The Member Award will pay for the following:

1. Transportation to the conference site, public carrier or mileage, computed using the current allowable payment per mile authorized by SSCA;
2. Conference registration;
3. Hotel room for Sunday through Tuesday nights or Saturday through Tuesday night if a significant savings in public transportation is available by staying over a Saturday night; and

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4. Allowable meals not covered by the conference registration or provided by the Host Committee, based on the SSCA authorized allowance.

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SAMPLE LETTER

MEMBER AWARD

Date

John Doe
Some Department of Corrections
P.O. Box 000
Fourteen States, USA

Dear Mr. Doe:

Congratulations! You have been chosen to receive a SSCA New Member Training Award for 1998. The Award will enable you to attend this year's Annual Summer Training Conference, which will be held July 12-15, 1998, at the Galt House Hotel in Louisville, Kentucky, (telephone # 502/589-5200). We are pleased to be able to provide you with transportation, airfare or mileage whichever is the most economical, to the conference site, conference registration, hotel room, and meal allowance during the conference.

We ask that you obtain a letter from your supervisor/department head stating that you will be allowed the time off from work to attend the conference. The type of leave that you will be using will be between you and your agency. Please forward that letter within five (5) working days of receipt of this notice to me at (address). We must have this letter before any arrangements are made for you.

Please give me a call no later than three (3) days after receipt of this letter so that we can discuss transportation needs. Enclosed is a copy of the SSCA Expense Statement/Reimbursement Request Form. The conference registration covers the President's Reception on Sunday night, Kentucky Night on Monday, and the Awards Banquet on Tuesday night. You will not be reimbursed for these meals. When we have finalized your transportation arrangements, you should make your own hotel reservations no later than (date) by calling the above number and ask for the SSCA room rate.

I look forward to hearing from you and seeing you at the conference.

Sincerely,

SSCA Vice President