



OUTSTANDING PROGRAM AWARD (OPA) GUIDELINES AND PROCEDURES

Award Objective

The AAFP Foundation established this award to nationally recognize outstanding philanthropic activities of AAFP Chapters and Chapter Foundations. Each year, one program is selected, and the Award is presented during the AAFP Foundation Annual Recognition Dinner.

Eligibility

1. All AAFP Constituent Chapters and Chapter Foundations are eligible to submit nominations, either to recognize one of their own programs, or that of another Chapter/ Chapter Foundation.
2. The program or project submitted can be programming or development related.
3. Non-winning programs may be re-submitted for nomination each year with updated information.
4. Each Constituent Chapter may have one nomination per year. If a state has both a Chapter and Chapter Foundation, only one nomination is permitted.
5. OPA recipients may not submit a nomination for the same program for a period of six years.

Nomination Procedure

1. Nominations should be submitted through the online application on the [Foundation website](#) and must include a recommendation letter, signed by the Chapter Executive (or equivalent staff person) and/or the President of the Chapter or Chapter Foundation.
2. Recommendation letters must be typed.
3. Include the names of the two people who would represent the winning Chapter or Chapter Foundation Program at FMX should you receive the award.

Review and Selection Procedure

1. Nominations will be reviewed, by the Steering Committee, based on program/project (a) content, (b) presentation, (c) creativity, (d) measurable outcomes, and (e) relationship to the mission of the AAFP Foundation. Each criterion must be addressed individually, concisely, and factually in the nomination.
2. The FMPC Steering Committee will review and score the nominations, then recommend one nominee to the AAFP Foundation Board of Trustees, who will approve the recipient of the OPA.
3. The Chapter or Chapter Foundation selected for this award will be informed of the honor by the end of May and will be invited to receive the award at the annual Foundation recognition event held during AAFP FMX.

NOTE: The AAFP Foundation Board of Trustees may choose not to make an award in a given year, if no nominee meets the criteria.

Recognition

1. Two representatives of the winning Chapter or Chapter Foundation will be invited to attend a recognition event held during AAFP FMX as honored guests of the Foundation.
2. A commemorative plaque will be formally presented at the annual recognition event for Chapter or Chapter Foundation. Should the event be held virtually, the plaque will be mailed to recipient.
3. The award-winning program and Chapter or Chapter Foundation will be recognized in the *AAFP Foundation Compass* and website.

Questions?

Contact Veronica Roberts, AAFP Foundation Program Specialist, by email at vroberts@aafp.org or by calling 913-906-6239.