



AMERICAN CONNEMARA PONY SOCIETY

Document Number: Awards PO 2

Document Name: Procedure to Propose a New Award

Policies and Procedures to Propose a New Award

Purpose: To establish the procedures for consideration of a new award.

Policies:

All awards sanctioned by the ACPS must be administered as part of the Over-All Awards program.

Procedures:

Each proposal shall have an initiator who will provide a completed written proposal.

All proposals shall be presented to the Over-All Awards Chair for initial approval. The Over-All Chair(s) shall review the proposal with the Awards Committee to determine if the award should be accepted or modified for submission to the Board Of Governors for final approval.

If applicable, after the award has been approved by the ACPS Board, the initiator, the Over-All Chair and the ACPS President shall submit the proposed award to the appropriate national organization.

Award Proposal: This shall include:

Suggested name of the award

Criteria for consideration of the candidates

Frequency or timing for selection and presentation of the award

Justification for adding a new award

Physical description and cost of the award

Revision History

Date	Changes	Author
09/01/03	Revised format to ACPS Template	Charlie Morgan
9/2/02		Pat Lightbody
12/27/97	Policy A-A-02 Created	V. Morgan