



# Connecticut State Firefighters Association, Inc.

## Merit Awards Rules and Nomination Requirements

Official guidance for submitting nominations to the CSFA Awards Committee

### Purpose

The Merit Awards program recognizes individuals and/or companies whose actions during the course of their assignments demonstrate exceptional courage, conspicuous dedication, notable public service, or conduct above the ordinary expectations of the fire service. Awards issued by the Connecticut State Firefighters Association are in addition to any recognition that may be provided by another organization or source.

### Eligibility

- Any officer or firefighter may nominate a person, company, or group for consideration.
- The nominee must be a member of the CSFA in good standing, as described in the bylaws of the Association.
- The CSFA Secretary will verify membership status and report any discrepancy to the Merit Awards Committee.

### Nomination Requirements

1. A Merit Awards application must be completed and submitted with all supporting materials. Supporting materials may include incident reports, supplemental reports, newspaper articles, photographs, witness statements, or other documentation that supports the nomination.
2. When more than one individual or company is nominated for the same incident, only one incident report is required, provided the report clearly identifies all nominees included in the nomination.
3. All facts submitted should be accurate, complete, and directly related to the incident or service being recognized. Attach additional pages when more space is needed.
4. The normal award year runs from August through July. The committee meets in August to review nominations from the previous award year. Nominations should be submitted no later than the third week of July. Nominations received after the deadline may be held for review at the following year's meeting.
5. The Merit Awards Committee will review the application and supporting materials to determine the appropriate award. A committee member may contact the person submitting the nomination if additional information is needed.



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6. The committee may issue an award classification that differs from an award or recognition previously issued by another organization.
7. The decision of the Merit Awards Committee concerning the type of award issued is final and is not open to appeal.

## **Award Presentation**

Merit Awards are traditionally presented at the Annual Convention of the CSFA. Awards are presented to recognize and reward members whose actions uphold the finest traditions of the fire service and contribute significantly to the public interest.

### **Submission Note**

Submit the completed application and all supporting materials to the CSFA Awards Committee. If submitting by mail, include three copies of the application and attachments unless otherwise directed by the committee. Electronic submission may be accepted when authorized by CSFA.