

Letter of Appreciation Issuance Process

At the end of DC COA's fiscal year (FY), Awards Committee members may generate and distribute Letters of Appreciation (LoA) to Board of Directors, DC COA Committees and Sub Committees' chairs, co-chairs, and event leads. The process for issuing LoAs is outlined below.

DC COA Committee Chairs/Co-Chairs and Board of Directors

1. DC COA Committee Chairs/Co-Chairs/Board members may request an LoA for their continuous leadership and contributions to DC COA at the end of the operational year (July 1 through June 30).
2. The DC COA Committee Chairs/Co-Chairs/Board members requesting LoAs will provide a list of their accomplishments to the DC COA President, who in turn will provide the Chair/Co-Chair of the Awards Committee with a list of LoA recipients, along with their accomplishments.
3. The DC COA Committee Chairs/Co-Chairs/Board members who do not provide a list of accomplishments to the President by May 31 of the current operational year will be issued a CoA.
4. If a DC COA Committee Chair/Co-Chair/Board member does not request LoAs, the DC COA President may request LoAs for that individual and will provide the list their accomplishments to the Chair/co-chair to the Awards Committee.
5. The Awards Committee members will generate the LoAs or CoAs and provide them to the DC COA President for distribution.

Event Leads/Coordinators or DC COA Subcommittee Chairs/Co-Chairs

1. The Awards Committee issues CoAs to event leads/coordinators within 30 days of the request. Those leading 3 or more events will be eligible to receive an LoA at the end of the fiscal year. The DC COA Committee Chairs/Co-chairs are responsible for verifying the number of events led by the individual requesting the LoA.
2. The event leads/coordinators or Subcommittee Chair/Co-Chair may request LoAs by providing their accomplishments to their Committee Chair/Co Chair by the deadline set by the DC COA Committee Chair/Co Chair. The DC COA Committee Chair/Co Chair will review their request for the LoA and forward their accomplishments to the Awards Committee at dccoawards@gmail.com.
3. If an event lead/coordinator or Subcommittee Chair/Co-Chair does not request LoAs, the Committee Chairs/co-chairs may request the LoA on their behalf and provide the list the accomplishments of that individual to the Awards Committee at dccoawards@gmail.com.