



### 1. Award FAQs, Purpose, Background & Application Process

#### Application FAQs

Please read the [Application FAQs](#) prior to starting the Application.

#### Award Purpose

The ERG & Council Honors Award™ is the premiere annual national award that recognizes, honors and celebrates the outstanding contributions and achievements of Employee Resource Groups and Diversity Councils. These groups lead the diversity and inclusion process within their organizations and demonstrate results in their workforce, workplace and marketplace.

Recipients of the award set the standards of excellence for Employee Resource Groups and Diversity Councils in the U.S. The TOP 25 award recipients will receive their awards at the annual ERG & Council Honors Award™ Ceremony during the [2017 ERG & Council Conference](#) at the Gaylord Palms Resort in Orlando, Florida, October 4-6, 2017.

Visit [2016 ERG & Council Honors Award™](#) to view photos, videos and to read about previous TOP 25 recipients.

#### Award Background

In its ninth year, the ERG & Council Honors Award™ was established in 2008 by the [Association of ERGs & Councils](#), a practice group of D&I consulting and training firm [PRISM International, Inc.](#) Linda Stokes, President & CEO of PRISM stated, "Our firm assisted many organizations with their diversity and inclusion initiatives. We recognized the important contributions and impact that ERGs and Diversity Councils had on their organizations; yet, for all their great efforts there was little national recognition. We wanted that to change." PRISM created its specialized practice group - the Association of ERGs & Councils – to be the premier resource for ERG and Diversity Council professionals. Fernando Serpa, Executive Director of the Association of ERGs & Councils said, "Our intent is to enable ERGs and Diversity Councils to use this application as a way to learn what they are doing well and to improve their impact."

#### Award Application Process

- The application process opens February 21st and closes June 29th 9pm ET.
- There is no charge or obligation to apply. Membership with the Association of ERGs & Councils is not required.
- ERGs and Diversity Councils complete and submit an online application of 59 questions that evaluates their impact on their organization during 2016. Award applicants are evaluated on contributions and achievements in these four categories:
  1. Demonstrated Results
  2. Demonstrated Management Commitment
  3. Measurement and Accountability
  4. Communication and Education



## 2. Award Application Process (cont'd) & Acceptance

### Award Application Process (continued)

- The application is open only to U.S. based Employee Resource Groups (ERGs) and Diversity Councils in operation for at least two (2) years. Applications from multiple ERGs and Diversity Councils within one organization are permitted with the following clarifications:
  1. A Diversity Council may submit one application representing multiple Diversity Councils and/or ERGs that operate under and report to it and that have been in operation for at least 2 years. Each Council and ERG involved will need to be identified. Individual Diversity Councils and ERGs included in the Application may not apply separately.
  2. Multiple ERGs may apply as one Diversity Council providing they operate and report to the Diversity Council and have been in operation for at least 2 years; otherwise, ERGs must apply separately.
  3. A Diversity Council and/or ERG may submit one application representing its multiple chapters that operate under and report to it and that have been in operation for at least 2 years. Each Chapter will need to be identified. Individual Chapters included in the Application may not apply separately.
- After the application closing date, all received applications are downloaded and individually reviewed by an independent panel using predefined criteria. All applicants will be notified if they made or did not make the TOP 25 within six weeks of the closing date by a phone call from the Executive Director and then with an email and letter.
- Every applicant will receive their results in their complimentary *2017 ERG & Council Honors Award™ Application Summary Report*. This report provides applicants with feedback and information that will enhance their performance and increase their value to the organization they serve. These reports are provided to each application contact shortly after the October Honors Award ceremony. Additionally, all applicants may request a complimentary webinar with the Executive Director to review and discuss their individual Application Summary Report.

### \* 1. Application Acceptance

If you would like to apply for the 2017 ERG & Council Honors Award™ please start the application now by clicking both the "Continue" and "Next" buttons below.

Continue



### 3. Award Eligibility Criteria & Acceptance

#### Award Eligibility Criteria

To be eligible to apply for the 2017 ERG & Council Honors Award™, your Group (Employee Resource Group/Diversity Council) must agree to and comply with the following:

1. Your Group is an Employee Resource Group (ERG) and/or Diversity Council (Council) that operates within a U. S. based organization and has been in operation for at least two (2) years.
2. Councils may submit one application representing multiple Councils or ERGs providing they operate and report to the Council and have been in operation for at least 2 years.
3. Multiple ERGs may apply as one Council providing they operate and report to the Council and have been in operation for at least 2 years; otherwise, ERGs must apply separately.
4. Councils or ERGs may submit one application representing their multiple Chapters providing they operate and report to the Council/ ERG and have been in operation for at least 2 years.
5. Your Group is not being submitted as part of a larger Council application.
6. Your Application's responses truthfully and accurately reflect the work of your Group during 2016.
7. You agree to provide proof to support any or all Application responses.
8. You agree that either the Executive Sponsor, the Chief Diversity Officer, the Chief Executive Officer (or equivalent) will review the responses of your Application, approve and certify that your Application truthfully and accurately reflects the work of your Group during 2016.
9. In examples provided, you must delineate your Group's specific role in achieving the results reported.
10. If selected as a TOP 25 recipient, you agree to have at least one representative present to receive your award at the 2017 ERG & Council Honors Award™ Ceremony October 6th at the Gaylord Palms Resort in Orlando, Florida.

#### \* 2. Award Eligibility Acceptance

**If you meet and agree to these requirements, please click both the "Continue" and "Next" buttons below to proceed; otherwise, please exit the application now.**

Continue



## 4. Application Questionnaire Outline & What's New in 2017

### Application Questionnaire Outline

The 2017 ERG & Council Honors Award™ Application consists of 59 questions. The Application is outlined below:

1. Award FAQs, Purpose, Background & Application Process
2. Award Application Process (cont'd) & Acceptance
3. Award Eligibility Criteria & Acceptance
4. Application Questionnaire Outline & What's New in 2017
5. Application Submission Procedures: 12 Success Tips
6. Application Submission Procedures: 7 Application Traps to Avoid
7. Group Profile
8. Focus Area 1 - Demonstrated Results Sub measure 1 - Organizational Impact
9. Focus Area 1 - Demonstrated Results Sub measure 2 - Talent Management
10. Focus Area 1 - Demonstrated Results Sub measure 3 - Culture of Inclusion
11. Focus Area 2 – Demonstrated Management Commitment Sub measure 1 – Senior Leadership
12. Focus Area 2 - Demonstrated Management Commitment Sub measure 2 – Middle Managers
13. Focus Area 3 - Measurement and Accountability Sub measure 1 - Measurement
14. Focus Area 3 - Measurement and Accountability Sub measure 2 - Accountability
15. Focus Area 4 - Communication and Education Sub measure 1 - Communication
16. Focus Area 4 - Communication and Education Sub measure 2-A Education - Workforce Education
17. Focus Area 4 - Communication and Education Sub measure 2-B Education – Member Education
18. Group Summary Question
19. Application Feedback Question (Optional)
20. Authorized Contact
21. Permission Affidavit Acceptance
22. Application Submission Acceptance

### What's new with the 2017 Application?

1. In examples provided, you must delineate your Group's specific role in achieving the results reported.
2. Two questions requesting you to make two separate area selections replaces the three questions asking you to pick your first, second and third best or new initiatives.
3. Application questions decreased from last year's 67 to this year's 59.



## 5. Application Submission Procedures: 12 Success Tips

These "12 Success Tips" will assist in a smoother and more successful application process:

1. The Application process opens February 21st and closes June 29th 9pm ET. In fairness to all applicants, no extensions will be granted and no late applications will be accepted.
2. You are strongly encouraged to download the PDF version of 2017 ERG & Council Honors Award™ Application by clicking on this link: [2017 ERG & Council Honors Award™ Application PDF](#) AND downloading the PDF. Once downloaded, you can enter your responses into the form boxes and text boxes but not in the radio buttons (multiple choices). Once you have completed filling in the PDF, you can then convert it to a WORD document, spell check and make any corrections. To convert the PDF document, open your PDF Application. Locate "File" at the left top of your screen and click on it. Next, select "Export To", then select "Microsoft Word" and then "WORD Document" and save.
3. Retrieve all information prior to answering the online application.
4. The online Application uses SurveyMonkey which does not support spell check. However, there is a way to spell check (see #2 above).
5. Share the Application responses with other team members by downloading, adding responses and sharing the PDF or WORD versions of the Honors Award™ Application (see #2 above).
6. Please do not mail or email additional information. Only responses contained in the submitted online Application are evaluated.
7. The online Application uses "cookies" (see #17 in the [Application FAQs](#) for explanation); therefore, *the same computer and browser must be used to complete the online Application.*
8. Because the online Application uses "cookies", *do not clear your browser data and delete cookies.* If you do this, you will lose all the information you entered into your online Application and you will have to start over.
9. You can start and stop work on your online Application at any time with your work saved and resume later by performing the following:
  1. You must be on the same computer and browser that started the online Application.
  2. Link to your incomplete online Application using *one of the following*:
    1. Click on [Resume Honors Award Application](#)
    2. Go to the [Honors Award Application](#) and select the "Begin/Resume Application Process" button.
10. A PDF version of your completed online Application can be emailed to you once it has been submitted. Request your copy by emailing [Application Questions](#). Please note that you will receive your completed online Application in your complimentary 2017 ERG & Council Honors Award™ Application Summary Report in October.
11. Please add "@PrismDiversity.com" and "@ERGCouncil.com" to your email acceptance lists so that you will receive application and conference relevant email notifications.
12. Please review and reference the



## 6. Application Submission Procedures: 6 Application Traps to Avoid

### Here are "7 Application Traps to Avoid:"

1. Not carefully reading and understanding each question.
2. Not limiting essay responses to a maximum of 75 words.
3. Not providing responses that reflect the direct work of the Group.
4. Not providing each question with a unique response.
5. Not ensuring that the response is applicable and appropriate for the question it addresses.
6. Failure to support responses by defining the Situation, describing the Action(s) taken and providing the Results achieved with appropriate metrics.
7. In examples provided, not delineating your Group's specific role in the results reported.

By utilizing the "12 Tips for Success" and avoiding the "7 Application Traps" you should have a smoother and more productive application process.

Good Luck in completing your 2017 ERG & Council Honors Award™ application!



## 7. Group Profile

The *Group Profile* section is designed to collect information about Your Group (your ERG/Diversity Council) for the purpose of understanding its structure and operations. While this section is not scored, it is factored into consideration for understanding your Group's overall responses.

Please read each item carefully and select the response that most closely describes your Group.

**\* 3. How did you learn about the 2017 ERG & Council Honors Award™?**

**\* 4. Your Group Name (ERG/Diversity Council)**

**\* 5. Organization Name**

**6. Business Unit (if applicable)**

**7. Division (if applicable)**

**8. Organization Primary Industry (Choose one)**

Other (please specify)

**\* 9. Name and Contact Information of the Person Completing the Application**

Name:

Organization:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

**\* 10. Title of the Person Completing the Application**

**\* 11. Name and Contact Information of the Chief Diversity Officer or equivalent.**

Name:

Organization:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

**\* 12. Official Title of the Chief Diversity Officer or equivalent**



**\* 13. Your Group is best described as a:**

- Employee Resource Group (Employee Network, Affinity Network, Business Resource Group, Employee Business Resource Group, System Resource Group)
- Diversity Council

Other (please specify)

**\* 14. Think about your Group's scope, mission and structure. Using as many words as needed, provide a brief summary.**

**15. If you are a Diversity Council submitting one application representing multiple Diversity Councils or ERGs that operate under and report to it and that have been in operation for at least 2 years, then in the box below write the total number of Diversity Councils and ERGs represented in your application and list each of them separated by a comma ','. The 75-word maximum rule does not apply to this question.**

**16. If you are a Diversity Council or ERG submitting one application representing multiple Chapters that operate under and report to it then, in the box below write the total number of Chapters represented in your application and list each of them separated by a comma ','. The 75-word maximum rule does not apply to this question.**

**\* 17. Your Group has existed:**

- 2-4 years
- 4-6 years
- 6-10 years
- 10 or more years

**\* 18. How many members are in your Group?**

- 1-49
- 50-99
- 100-499
- 500-999
- 1000 or more

**\* 19. Your Group membership is primarily comprised of:**

- Senior Leaders and Executives
- Directors and Managers
- Both Senior Leaders and Executives & Directors and Managers
- Employees from all levels
- Employees and Managers from all levels
- Senior Leaders, Executives & Directors, Managers and Employees from all levels
- Other

Other (please specify)

**\* 20. Your Group primarily reports to:**

- Board of Directors/Board of Trustees
- Business or Business Unit Council
- CEO/President/Commander/Superintendent/Mayor
- CHRO/VP Human Resources
- CDO/VP Diversity
- Corporate Diversity Council
- Exec. Diversity Council
- Exec. Leadership Team
- Exec. Sponsor
- Exec. Vice President
- General Counsel
- Legal
- Regional Diversity Council
- Training
- Other

Other (please specify)

**\* 21. Your Group's main source of funding in 2016 is best described as:**

- Funded through submitted and approved Group budget
- Funded through HR budget
- Funded through Diversity & Inclusion budget
- Funded through HR & Diversity & Inclusion budgets
- Mixed Sources
- Not Funded
- Upon Request
- Other

Other (please specify)

**\* 22. Your Group's specific operating budget in 2016 is best described as:**

- No Budget
- Less than \$10K
- \$10K to \$25K
- \$25K to \$50K
- \$50K to \$100K
- \$100K to \$250K
- \$250K to \$500K
- \$500 to \$1M
- Greater than \$1M

**\* 23. How many employees are in the organization served by your Group?**

- Less than 1,000
- 1,001- 2,999
- 3,000-10,000
- 10,001-30,000
- 30,001-50,000
- Over 50,000



**8. Focus Area 1 - Demonstrated Results Sub measure 1 - Organizational Impact**

\* 24. During 2016, your Group implemented new or improved initiatives that impacted your organization in the following areas:

	Yes	No	Don't Know	N/A
Growing market share/client base	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reducing costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Driving innovation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing revenue	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing safety/security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving service delivery/patient care/customer care	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creating or Improving products and services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improving image and brand	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing diversity spend	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. Think about your responses to Question 24. Select **one area from the list above** that best reflects your Group's newest or improved initiative that had the largest impact or results on your organization. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 27. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.

**26. Think about your responses to Question 24. Select a second area from the above list that best reflects your Group's newest or improved initiative that had the largest impact or results on your organization. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 27. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**



**9. Focus Area 1 - Demonstrated Results Sub measure 2 - Talent Management**

**\* 27. During 2016, your Group implemented new or improved initiatives that impacted talent management in the following areas:**

	Yes	No	Don't Know	N/A
Retaining women in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retaining people of color in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Retaining people of other dimensions of diversity in identified key areas (e.g. veterans, people with disabilities, generational, sexual orientation, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pipeline development of women in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pipeline development of people of color in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pipeline development of people of other dimensions of diversity in identified key areas (e.g. veterans, people with disabilities, generational, sexual orientation, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting women in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting people of color in identified key areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attracting people of other dimensions of diversity in identified key areas (e.g. veterans, people with disabilities, generational, sexual orientation, people who speak various languages)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**28. Think about your responses to Question 27. Select one area from the list above that best reflects your Group's newest or improved initiative that had the largest impact or results on talent management. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 30. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**

**29. Think about your responses to Question 27. Select a second area from the list above that best reflects your Group's newest or improved initiative that had the largest impact or results on talent management. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 30. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**





**10. Focus Area 1 - Demonstrated Results Sub measure 3 - Culture of Inclusion**

**\* 30. During 2016, your Group implemented new or improved initiatives that impacted a culture of inclusion in the following areas:**

	Yes	No	Don't Know	N/A
Gaining visible support and involvement from employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining visible support and involvement from Human Resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining visible support from Middle Managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining visible support and involvement from staff organizations (e.g. marketing, sales, advertising, public relations, legal)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining visible support and involvement from core organizational and/or business functions (e.g. medical staff, engineering, manufacturing, teaching staff)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gaining visible support and involvement from remote employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aligning with other ERGs and/or Diversity Councils	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increasing linkages to other major organizational initiatives (e.g. safety, quality, training, service)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ensuring policies/practices that support a culture of inclusion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**31. Think about your responses to Question 30. Select one area from the list above that best reflects your Group's newest or improved initiative that had the largest impact or results on a culture of inclusion. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 33. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**

**32. Think about your responses to Question 30. Select a second area from the list above that best reflects your Group's newest or improved initiative that had the largest impact or results on a culture of inclusion. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 33. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**



**11. Focus Area 2 - Demonstrated Management Commitment Sub measure 1 – Senior Leadership**

**\* 33. During 2016, how did Senior Leadership demonstrate its ongoing commitment to your Group?**

	Yes	No	Don't Know	N/A
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership held Middle Managers accountable for supporting their Group members and their local Group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership was involved in mentoring Group members	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership communicated Group's progress to external groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership included Group's messaging/progress in their webcasts, blogs, addresses, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership reviewed the progress and results of the Group against its goals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership were articulate advocates for the Group during interactions with employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership were articulate advocates for the Group during interactions with middle managers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other than the Group's executive sponsor and Chief Diversity Officer (or equivalent), Senior Leadership were articulate advocates for the Group during Senior Leader meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group's executive sponsor or Senior Leadership were an articulate advocate for the Group during Board meetings (or equivalent)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**34. Think about your responses to Question 33. Select one area from the list above that best reflects your Senior Leadership's demonstrated ongoing commitment to your Group. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 36. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**

**35. Think about your responses to Question 33. Select a second area from the list above that best reflects your Senior Leadership's demonstrated ongoing commitment to your Group. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 36. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**



**12. Focus Area 2 - Demonstrated Management Commitment Sub measure 2 – Middle Managers**

**\* 36. During 2016, how did Middle Managers demonstrate its ongoing commitment to your Group?**

	Yes	No	Don't Know	N/A
Middle Managers allowed all Group members in their departments to attend all Group meetings, events/activities/projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Managers included their department's Group members' Group work on their performance appraisals/development plans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Managers included their department's Group members' Group work as an agenda item at their staff/department meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Managers used their participation in Group events/activities/projects as a vehicle for strengthening their leadership skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Middle Managers provided recognition to Group members in their department for participating in Group events/ activities/projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**37. Think about your responses to Question 36. Select one area from the list above that best reflects your Middle Managers' demonstrated ongoing commitment to your Group. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 39. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**

**38. Think about your responses to Question 36. Select a second area from the list above that best reflects your Middle Managers' demonstrated ongoing commitment to your Group. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to Question 39. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**



**13. Focus Area 3 - Measurement and Accountability Sub measure 1 - Measurement**

**39. Review your response to Question 25. Describe how your Group tracked and measured its impact or results on the organization in 75 words or less. If you did not respond to Question 25, then proceed to the next question.**

**40. Review your response to Question 28. Describe how your Group tracked and measured its impact or results on talent management in 75 words or less. If you did not respond to Question 28, then proceed to the next question.**

**41. Review your response to Question 31. Describe how your Group tracked and measured its impact or results on a culture of inclusion in 75 words or less. If you did not respond to Question 31, then proceed to the next question.**



**14. Focus Area 3 - Measurement and Accountability Sub measure 2 - Accountability**

\* 42. During 2016, how was your Group held accountable for reaching identified goals?

	Yes	No	Don't Know	N/A
Executive Sponsors were held accountable with consequences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group Leaders were held accountable with consequences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

43. Think about your response to Question 42 regarding Executive Sponsors accountability and consequences for meeting Group results. Describe the consequences in 75 words or less. If you do not have a response, then proceed to the next question.

44. Think about your response to Question 42 regarding Group Leaders accountability and consequences for meeting Group results. Describe the consequences in 75 words or less. If you do not have a response, then proceed to the next question.



**15. Focus Area 4 - Communication and Education Sub measure 1 - Communication**

**\* 45. Your Group's page on the organization's Internal website includes all of the following items:**

- Our Organization does not have an Internal website
- Our Organization has an Internal website but it does not contain a Group page
- Senior Leadership message
- Group Vision/Mission
- Group Plan and Results
- Group Leader Profiles
- Group Member Profiles
- Group Events/Activities
- Connects to the Group's Social Media sites

**\* 46. Your Group's page on the organization's External website includes all of the following items:**

- Our Organization does not have an External website
- Our Organization has an External website but it does not contain a Group page
- Senior Leadership message
- Group Vision/Mission
- Group Plan and Results
- Group Leader Profiles
- Group Member Profiles
- Group Events/Activities
- Connects to the Group's Social Media sites



**\* 47. Your Group utilizes the following Social Media in its communications:**

- |  |  |
|--|--|
| <input type="checkbox"/> Organization does not permit Group to use external Social Media | <input type="checkbox"/> Wiki Sites (Wikipedia, Wikia, Wikispaces) |
| <input type="checkbox"/> Social Websites (Facebook, LinkedIn, Google+)                   | <input type="checkbox"/> Blogosphere (Blogger, WordPress, TypePad) |
| <input type="checkbox"/> Social Bookmarking (Twitter, Digg, StumbleUpon)                 | <input type="checkbox"/> Smart Phone App(s)                        |
| <input type="checkbox"/> Photo & Video Sharing (YouTube, Flickr, Tumblr, Instagram)      |  |
| <input type="checkbox"/> Other (please specify)  |  |

**48. During 2016, what new or improved ways did your Group employ Social Media? Quantify the impact or results in 75 words or less. If you do not have a response or if your organization does not permit the use of Social Media, then proceed to next question. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**

**49. During 2016, what new or improved ways did your Group employ to strengthen its communication strategy? Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to the next question. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.**



**16. Focus Area 4 - Communication and Education Sub measure 2-A Education - Workforce Education**

\* 50. During 2016, your Group implemented new or improved initiatives that impacted your organization's educational plan and process in the following areas:

	Yes	No	Don't Know	N/A
Organization-wide D & I education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senior Leadership development education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Management development education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
New hire orientation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other training (e.g. sales, service, safety, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

51. Think about your responses to Question 50. Pick one area from the list above and elaborate on your best new or improved initiative that addressed the identified gap in your organization's educational plan and process and the tactic(s) that your Group implemented to close the gap. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to the next question. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.



**17. Focus Area 4 - Communication and Education Sub measure 2-B Education – Member Education**

\* 52. During 2016, your Group implemented new or improved initiatives that increased and strengthened your Group members' skill and knowledge in the following areas:

	Yes	No	Don't Know	N/A
New Group member orientation that included a D&I knowledge and skill building component	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Each Group meeting included an on-going D&I knowledge and skill building component	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members attended external D&I conferences/seminars/webinars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members networked with members of other Groups (ERGs/Diversity Councils) <b>internal</b> to the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Group members networked with members of other Groups (ERGs/Diversity Councils) <b>external</b> to the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

53. Think about your responses to Question 52. Pick one area from the list above and elaborate on your best new or improved initiative that addressed the identified skills and knowledge gap among its members and the tactic(s) that your Group implemented to close the gap. Quantify the impact or results in 75 words or less. If you do not have a response, then proceed to the next question. In your response, you must define the Situation, describe the Action(s) taken and provide the Result(s) achieved with appropriate metrics.



**18. Group Summary  
Question**

**54. Think about your Group's overall responses to this application. In *200 words or less*, summarize why your Group is a 2017 ERG & Council Honors Award™ TOP 25 recipient.**



**19. Application Feedback Question  
(optional)**

**55. OPTIONAL QUESTION (Not Scored)** Do you have any comments or feedback pertaining to this application or application process you would like to share? *Please limit your response to providing only application feedback.*



## 20. Authorized Contact

The following information will be used to contact your Group/Organization regarding your Application:

**\* 56. Authorized Contact Person's Contact Information.**

Name:

Organization:

Address:

Address 2:

City/Town:

State:

ZIP:

Email Address:

Phone Number:

**\* 57. Authorized Contact Person's Title**



## 21. Permission Affidavit Acceptance

**By selecting the "I ACCEPT" button and clicking on the "NEXT" button below, you acknowledge the following:**

1. the name of my ERG//Diversity Council (Group) and my Organization as given in this application is the correct name to appear on the award, in the media and to the press.
2. the name of my ERG//Diversity Council (Group) and my Organization may be used by PRISM International, Inc., the Association of ERGs & Councils or by any media or press covering the Honors Awards in the event that we are named a TOP 25 Honors Award recipient.
3. that photos and/or video taken of my ERG/Diversity Council (Group) and my Organization at the Honors Award event may be used by PRISM International, Inc., the Association of ERGs & Councils or by any media or press covering the Honors Awards in the event that we are named a TOP 25 Honors Award recipient.
4. that some or portions of my application responses may be used as best case examples to honor my Group and Organization from the podium at the Honors Award TOP 25 Award Ceremony and/or in print in the 2017 Best Practices Book or any other best practice example.
5. If selected as a TOP 25 recipient, we agree to have at least one representative present to receive our award at the 2017 ERG & Council Honors Award™ Ceremony October 6th at the Gaylord Palms Resort in Orlando.

### \* 58. Permission Affidavit Acceptance

**This constitutes your signature, acceptance and agreement as if actually signed by you in writing. If you fail to select the I ACCEPT button, your application will be voided and you will need to exit the application process now. By selecting the I ACCEPT button and clicking on the NEXT button below, you agree with the above provisions as described.**

I ACCEPT



## 22. Application Submission Acceptance

**By selecting the "I ACCEPT" button below, you acknowledge the following:**

1. I have reviewed the "Award Eligibility Criteria and Entry Submission Procedures" and attest that this Group meets all eligibility criteria.
2. All responses provided within this application truthfully and accurately reflect the work of this Group during 2016.
3. I agree to provide proof to support any or all application responses if requested.
4. That either the Group Executive Sponsor, the Chief Diversity Officer or the Chief Executive Officer (or equivalent) has reviewed the responses of this application, approved and certified that this application truthfully and accurately reflects the work of this Group during 2016.

**\* 59. Application Submission Acceptance**

**This constitutes your signature, acceptance and agreement as if actually signed by you in writing. If you fail to select the "I ACCEPT" button, your application will be voided and you will need to exit the application process now. By selecting the I ACCEPT button, you agree with the above provisions as described**

**Once you press the "I Accept" button, you will immediately receive "Your Application was Received" message page. If you do not receive immediate notification, email [Application Questions](#), and request a notification.**

I ACCEPT





## 23. Application Receipt Confirmation

# Congratulations!

## Your Application was Received!

Thank you for participating in the 2017 ERG & Council Honors Award™ Application Process!

### **When Will You Be Notified?**

The application closing date is June 29th. You will be notified by phone, email and letter regarding your status as a TOP 25 recipient within 6 weeks from that date.

### **Request a PDF copy of your Completed Application**

A PDF version of your completed Application can be emailed to you. Request your copy by emailing [Application Questions](#) and requesting your copy. Please note that you will receive your completed Application in your complimentary *2017 ERG & Council Honors Award™ Application Summary Report*. in October.

### **Questions?**

If you should have any questions or comments, email [Application Questions](#).

### **Register for the Conference**

Don't forget to register for the [2017 ERG & Council Conference](#) featuring the 2017 ERG & Councils Honors Award™ ceremony.

### **Conference Partnerships & Branding Opportunities Available**

You are invited to demonstrate your organization's commitment and investment into the important work and contribution of ERGs and Diversity Councils by becoming an Event supporter. For more information, visit [Partnership Opportunities](#).