



2019 Corporate Counsel Awards Call for Nominations

**DEADLINE:
FRIDAY, JULY 26, 11:59 PM**

Each year, the Association of Corporate Counsel National Capital Region (ACC NCR) recognizes excellence in the local in-house community and honors the work of the region's leading in-house practitioners and legal departments over the past year by presenting one or more of the following awards:

- **Outstanding Chief Legal Officer,**
- **Outstanding In-House Counsel,**
- **Outstanding Law Department,**
- **Outstanding Paralegal,**
- **NEW! Outstanding Pro Bono Service (individual), and**
- **Outstanding Commitment to the Community (department).**

The finalists and recipients in each category are selected by a judging panel consisting of members of ACC NCR leadership and leaders in the business and legal community. In addition, the ACC NCR Board may present one or more of the following awards:

- **In-House Innovator,**
- **Corporate Counsel Career Achievement, and**
- **ACC NCR Service.**

Finalists will be featured in promotional materials for ACC NCR's Corporate Counsel Awards Reception on October 17 at The Ritz-Carlton Tysons Corner in McLean, Va. and in a supplement in the Washington Business Journal, both print-edition and online. ACC NCR will announce the winners during the Reception.

Eligibility:

- **Location:** Nominees do not have to be members of ACC NCR, but they must be located in our service area (Washington, D.C., Virginia, or Maryland). With a limited exception for In-House Innovators Awards (see p. 7), if an organization is not headquartered in our service area, its legal department is not eligible for a departmental award. However, individual attorneys who work for that organization from satellite offices in our service area are eligible for individual awards.
- **Period under Consideration:** **Except for the Career Achievement Award and the In-House Innovator Awards, the period under consideration for nominations is July 2018**

through June 2019. Therefore, in all the “outstanding” categories, nominations should focus solely on accomplishments during this period.

- **Diversity and Inclusion:** In an effort to support a diverse and inclusive legal profession, ACC NCR strongly encourages nominations of attorneys and legal departments from varied backgrounds.
- **Multiple Winners in the Same Category:** Some years, we give two “outstanding” awards in the same category – one for a small department and one for a large department or one for for-profit and another for non-profit organizations. Generally, small departments have one to five attorneys and large departments have six or more attorneys.
- **Board Members & their Departments Excluded:** Current members of the ACC National Capital Region Board of Directors are not eligible for nomination for any of the individual awards. Departments headed by a general counsel or chief legal officer who is a current member of the ACC National Capital Region Board of Directors are not eligible for departmental awards.

HOW TO SUBMIT AN APPLICATION:

To submit an application for an ACC NCR Award, please provide responses to the applicable questions on pages 3 – 4 and submit this form, along with a letter of nomination no longer than three pages. You may also include additional materials in support of your nomination (e.g., press releases, letters of support, and articles).

You may submit more than one nomination in a category. You also can nominate both an individual and the department in which that individual works. Please submit all nominations separately. Please make sure to provide full contact information for both the nominee and the nominator.

CHECKLIST:

- Complete pages 3 – 4
- Letter of Nomination Addressing the Applicable Criteria
 - Individual Awards – Complete Page 5
 - Department Awards – Complete Page 6
 - In-House Innovators Awards – Complete Page 7
- Individual Awards – Biography, Resume, or Link to LinkedIn Profile
- Additional Materials, if any

Please submit your nominations by Friday, July 26, 11:59 PM to: ACC NCR Executive Director Shannon Graving at shannon.graving-ncr@accglobal.com and copy ACC NCR Project Assistant Beth McConnell at beth.mcconnell-ncr@accglobal.com. You will receive a confirmation of receipt email from Ms. McConnell. If you do not receive a confirmation of receipt email within 48 hours of your submission, please contact Ms. McConnell at 301-461-9624.

NOMINATION FORM

Instructions: All questions/fields are required; if the answer is not applicable or none, please note.

This nomination form is being completed by (whether or not this person is the nominator):

Name: _____

Email Address: _____

Nominator:

Name: _____

Title / Position: _____

Organization Name: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

Award (select one):

- | | |
|---|--|
| <input type="radio"/> Outstanding Chief Legal Officer | <input type="radio"/> NEW! Outstanding Pro Bono Service (individual) |
| <input type="radio"/> Outstanding In-House Counsel | <input type="radio"/> Outstanding Commitment to the Community (department) |
| <input type="radio"/> Outstanding Law Department | <input type="radio"/> In-House Innovator |
| <input type="radio"/> Outstanding Paralegal | <input type="radio"/> Corporate Counsel Career Achievement |

Nominee (for an organizational nominee, please list the Chief Legal Officer's name and title in the first two lines, as well as his/her phone and email address):

Name: _____

Title / Position: _____

Organization Name: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

Department Information:

Please describe the legal department (size of staff, number of lawyers, structure, etc.): _____

Is the company for-profit or non-profit? _____

Industry: _____

If applicable, list and describe any awards or recognition that the individual or department has previously received in connection with the subject of the nomination. _____

Reference: Provide the name and contact information for one reference within the nominee's organization with whom we could speak about the role the nominee plays in the organization. For Pro Bono and Commitment to the Community nominations, the reference should be from an organization or individual who has benefits from the nominee's work, if possible.

Name: _____

Title / Position: _____

Organization Name: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

In-House Innovator Award: If nominating a department for the In-House Innovator Award, please check the general category of the innovation (select all that apply):

<input type="checkbox"/>	Community service and/or pro bono
<input type="checkbox"/>	Professional development for in-house counsel
<input type="checkbox"/>	Collaboration with business-side colleagues
<input type="checkbox"/>	Promoting diversity in the legal profession
<input type="checkbox"/>	Use of technology for in-house operations
<input type="checkbox"/>	Management of outside counsel
<input type="checkbox"/>	Other: <input type="text"/>

INDIVIDUAL AWARDS

In your letter of nomination, please specify how long has the nominee served in his/her current position, as well as details about his/her role in the department and address each of the criteria listed below. In addition, ACC NCR is committed to diversity and inclusion; please note any relevant information, such as how they support and promote diversity and inclusion. Please also provide a copy of the nominee's biography, resume, or a link to the nominee's LinkedIn profile.

Outstanding Chief Legal Officer

Outstanding In-House Counsel

Outstanding Paraprofessional

- One to three specific examples of how the nominee exemplified excellence and had an outstanding year (July 2018 through June 2019).
- Ways the nominee has demonstrated excellent judgment and outstanding performance with regard to the work described in this nomination.
- How the nominee's accomplishments contributed to the success of the organization.
- Other actions taken by the nominee to enhance the prosperity and well-being of the organization during that same time period.
- The nominee's pro bono, community service, and diversity and inclusion efforts.

Pro Bono Service

- Significant pro bono engagement July 2018 – June 2019, such as providing direct legal services or organizing others to provide pro bono legal services. Please include details regarding the types of clients served, the work provided, and the outcome, if known.
- Ways the nominee has demonstrated excellent judgment and outstanding performance with regard to the work described in this nomination.

Corporate Counsel Career Achievement

- How the nominee exemplifies excellence in in-house practice and, over the course of his/her career, has contributed to the well-being, prosperity, and overall business success of his/her organization(s).
- Efforts this individual has undertaken -- either individually or as part of a group project -- to make significant change or contributions to the community through pro bono legal work or community involvement and service.
- The nominee's level of involvement in ACC and/or the National Capital Region chapter.
- The ways the nominee is a leader and friend of the in-house bar.

DEPARTMENT AWARDS

In your letter of nomination, please address each of the criteria listed below. In addition, ACC NCR is committed to diversity and inclusion; please note any relevant information, such as the diversity of the department or how the department supports diversity and inclusion.

Outstanding Law Department

- One to three examples of how the nominee exemplified excellence and had an outstanding year (July 2018 through June 2019).
- How the department's accomplishments contributed to the success of the organization.
- Other actions taken by the department to enhance the prosperity and well-being of the organization.
- The department's engagement in pro bono and community service.

Outstanding Commitment to Community

- Significant pro bono or community service project(s) organized or sponsored by the department during the year (July 2018 to June 2019); the time spent by department members and the deliverables provided.

IN-HOUSE INNOVATOR AWARDS

This category of awards honors legal departments that are doing interesting things to make them more effective contributors to their organizations. Our goal is to recognize creativity and allow you to share information about your new approach and/or best-practice with your peers.

The innovation does not have to have been implemented in a specific time period.

Please submit only one nomination per department, but you should include all innovations that you want to spotlight in that nomination.

In your letter of nomination, please address each of the criteria listed below and describe the history of the innovation - how it was devised, what it took to put it in place, what kinks had to be ironed out, etc.

Criteria:

- Creativity and impact in addressing a situation or problem,
- How the innovation(s) contribute to the well-being, efficiency, business success, etc., of the department and/or the organization. (In describing its effectiveness, please indicate the time period when it was put in place.)

Unique Location Eligibility:

- Nominated departments must be located in our service area (Washington, D.C., Virginia or Maryland).
 - If the organization is not headquartered in our service area, but a satellite legal office is and the attorneys in that local satellite were responsible for devising the innovative practice, that department is eligible for this recognition.
 - If, however, the local satellite legal office is implementing an innovation its attorneys did not develop, the department is not eligible for this award.