

# Immunization Champion Award Checklist

## Launch of Award Nomination

May 23-June 27, 2022

- Establish an internal Immunization Champion Award Team and key contact persons
- Contact coalitions to determine how they can support the IP with the award nomination and selection processes
- Send “Call for Nominations” email to all networks starting May 23, 2022
- Follow up with AIM with any questions at [champions@immunizationmanagers.org](mailto:champions@immunizationmanagers.org)
- Plan to have a selection committee by nomination close date June 27, 2022

## Selection Process

June 27- July 8, 2022

- Meet with the selection committee to determine one candidate to submit to AIM using AIM provided or internal rubric
- Submit candidate and bio to AIM by July 8, 2022
- Determine the need for a virtual or in-person ceremony to celebrate the Champion
  - See the AIM tip sheet on virtual ceremonies
  - Determine if working with a state coalition
- Begin communications using AIM social media toolkit to drive anticipation of the state Champion

## Promotion of State Champion

August 15, 2022 - Announcement Date

- Send notice of award to state Champion using AIM provided or internal template
- Send notice of award to program mailing list to promote state Champion using AIM provided or internal template
- Launch promotional campaign for state Champion using AIM provided or internal promotional tool kit
- Engrave Champion plaque from AIM with awardee’s name
- Present state Champion with the award in a virtual or in-person ceremony

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