

2025 Immunization Champion Award- Process Checklist

Launch of Award Nomination

March - April 2025

- Use AIM materials and templates to select a champion, or jurisdictions can develop their own selection process
- Establish a point of contact within your department for the Immunization Champion Award
- Contact coalitions to determine how they can support the IP with the award nomination and selection processes
- Determine open and closing date for nomination acceptance period and include in "Call for nominations" email and other communications
- Follow up with AIM with any questions at info@immunizationmanagers.org
- Bring questions to March General Membership Webinar
- Determine Immunization Champion selection committee

Review Period

May - June 2, 2025

- Meet with your selection committee to determine one candidate to submit to AIM using the AIM-provided or an internal rubric
- Submit candidate information and all required materials to AIM by June 2, 2025
- Begin communications using AIM social media toolkit to drive anticipation of the jurisdiction Champion

Promotion of Jurisdiction Champion

July - September 2025

- Send notice of award to jurisdiction Champion using the AIM-provided or an internal template by August 1, 2025
- Send notice of award to program mailing list to promote jurisdiction Champion using the AIM-provided or an internal template
- Launch promotional campaign for jurisdiction Champion using the AIM-provided or an internal promotional tool kit
- Present jurisdiction Champion with the award at a virtual or in-person ceremony

