



Maryland Correctional Administrators Association Employee of the Year Award



Important Dates:

- April 1st, 2018: Employee of the Year Information Due.
- June 2nd, 2018: Golf Tournament.
- June 3rd-4th, 2018: Conference.

Registration:

- Complete the attached form and email to Melinda Grenier. mgrenier@frederickcountymd.gov

Payments:

Credit Card Form Authorization is attached.

Check: via mail
MCAA
c/o Laura DeNeale
PO Box 960
Leonardtown, MD 20650

Contact Us:

- **Melinda Grenier** at 301-600-3987 or mgrenier@frederickcountymd.gov
- **Glenda Thompson** at 301-475-4200 ext. *2250 or glenda.thompson@stmarysmd.com
- **Laura DeNeale** at 301-475-4200 ext. *2215 or laura.deneale@stmarysmd.com
- **Lt. Saraha** at 301-475-4200 ext. *2262 or saraha.norris@stmarysmd.com

ANNOUNCING

43rd Annual MCAA Conference

"The Challenge of Change"

June 3rd – 5th, 2018

Clarion Resort Fontainebleau Hotel: 800-638-2100

Golf Tournament: June 2nd, 2018

MCAA will sponsor the following Employee of the Year grant awards for 2018:

- Local Detention Centers (23): 1 Grant per county.
- State Corrections (3): Named by the DPSCS Deputy Secretary.

MCAA Sponsored Grant Includes:

- Two-night stay at the Clarion Hotel (Sunday and Monday)* Employee of the Year responsible for making reservation for additional nights;
- Full conference registration to include the employee's and one (1) guest ticket for the Awards Banquet (Sunday night) and Feast Buffet (Monday night); and
- An award to be presented at the Awards Banquet.

Agency Sponsored Award:

Any facility submitting more than one "Employee of the Year" will be responsible for cost of:

- Registration and extra tickets**
- Award
- Hotel (Agency to make reservation)

Please submit the following for ALL Employees of the Year by 4/1/18 to Melinda Grenier:

mgrenier@frederickcountymd.gov

The attached appropriate registration form/s:

- MCAA sponsored
- Agency sponsored

A narrative in PDF format on agency letterhead and signed by the Warden/ Administrator:

- One (1) page limit.
- If you choose a letter format, please address it to the MCAA President.
- Your letter will be placed in the program just like it is received.

Photograph of employee:

- Jpeg format
- To be featured in reproduced photo and slide show.

*Ms. Grenier will make hotel reservation for MCAA Sponsored employee only.

**Additional tickets to the Awards Banquet or Feast Buffet are available. Note: After May 15th, the cost per ticket increases.

MCAA Sponsored Employee/Officer of the Year:

<i>Employee/Officer Name:</i>			
<i>Facility Name:</i>			
<i>Contact: Office, Work Cell, Personal Cell:</i>			
<i>Email Address:</i>			
Awards Banquet	Sunday	No. of Tickets	Ticket Cost
	<i>Employee/Officer Of Year</i>	<i>1</i>	<i>No Charge</i>
	<i>Guest</i>	<i>1</i>	<i>No Charge</i>
	<i>Additional "Adult" Award Guest Ticket</i>		<i>\$42.00 ea. After 5/15 \$55.00 ea.</i>
	<i>Additional "Child" Award Guest Ticket (12 and Under)</i>		<i>\$12.50 ea. After 5/15 \$15.00 ea.</i>
Feast Buffet	Monday	No. of Tickets	Ticket Cost
	<i>Employee/Officer Of Year</i>	<i>1</i>	<i>No Charge</i>
	<i>Guest</i>	<i>1</i>	<i>No Charge</i>
	<i>Additional Feast Buffet Guest Tickets Adult</i>		<i>\$42.00 ea. After 5/15 \$55.00 ea.</i>
	<i>Additional "Child" Feast Guest Ticket (12 and Under)</i>		<i>\$12.50 ea. After 5/15 \$15.00 ea.</i>

Polo Style Shirt Size: _____

Don't forget the Golf Tournament – Saturday, June 2nd, 2018

Please contact Major TD Reece @ (410) 535-4300 ext. 8902

AGENCY SPONSORED EMPLOYEE/OFFICER OF THE YEAR:

<i>Employee/Officer Name:</i>				
<i>Facility Name:</i>				
<i>Contact: Office, Work Cell, Personal Cell:</i>				
<i>Email Address:</i>				
<i>Registration</i>	<i>Full Conference Registration includes ticket for Awards Banquet on Sunday, President's Reception on Sunday and ticket for Feast Buffet on Monday and all Workshops</i>	<i>Before May 15th</i>		
		\$195.00		
<i>Award</i>	<i>Plaque presented at Awards Banquet on Sunday</i>	\$30.00		
<i>Awards Banquet Guest Ticket</i>		\$42.00		
<i>Feast Buffet Guest Ticket</i>		\$42.00		
<i>Total Amount Owed by Agency to MCAA Payment via Check or Credit Card, Purchase Order by May 15, 2018 is appreciated.</i>		\$309.00		
<i>Awards Banquet</i>	<i>Sunday</i>	<i>No. of Tickets</i>	<i>Ticket Cost Before May 1st</i>	<i>Ticket Cost After May 15th</i>
	<i>Additional "Adult" Award Guest Ticket</i>		<i>\$42.00 ea.</i>	<i>\$55.00 ea.</i>
	<i>Additional "Child" Award Guest Ticket (12 and Under)</i>		<i>\$12.50 ea.</i>	<i>\$15.00 ea.</i>
	<i>Total Award Banquet Guest Tickets</i>			<i>\$</i>
<i>Feast Buffet</i>	<i>Monday</i>	<i>No. of Tickets</i>	<i>Ticket Cost</i>	<i>Total</i>
	<i>Additional Feast Buffet Guest Tickets Adult</i>		<i>\$42.00 ea.</i>	<i>\$55.00 ea.</i>
	<i>Additional "Child" Feast Guest Ticket (12 and Under)</i>		<i>\$12.50 ea.</i>	<i>\$15.00 ea.</i>

Polo Style Shirt Size: _____