

Everyday Hero timeline

MAY 2026

Overview

The everyday hero award is intended to recognize and honor the great work and commitment of local WIC staff – anyone and everyone who works in WIC: clerks, CPAs, coordinators, receptionists, and others who support local WIC operations.

Timeline

Dates	Action needed	Responsible party	Other notes
April			
April WIC advisory group meeting	Everyday hero guidelines/materials shared with WIC advisory group	MDH WIC	Advisory group agenda item
May			
May 6	Weekly update – advertise nominations for everyday hero now being accepted	MDH WIC	Including instructions, nominating form, deadline (Friday in mid-June allowing about 6 weeks)
May/June			
Biweekly May/June	Weekly update – reminders about nominations for everyday heroes	MDH WIC	
June			
Friday, June 12	Nominations due to regional WIC advisory representatives	Local agency WIC coordinators	
July			
By Friday, July 10	Compile all the nominations, support letters received. Prepare ballot for region. Send all materials to local agency coordinators in your region for voting	Regional WIC advisory group reps	Email WIC advisory group reps

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August			
By Aug. 4	Ballots returned to WIC advisory group reps from local agency WIC coordinators.	One vote submitted by each local agency WIC coordinator to regional WIC advisory group rep.	In the event of a tie, follow guidelines.
First week of August	WIC advisory group reps notify local agency WIC coordinators and MDH WIC of everyday hero from their region	Regional WIC advisory group reps.	
	WIC coordinators share election results with nominees from their agency	Local agency WIC coordinators	
	MDH WIC emails award certificates to advisory group reps by end of week 3 (reach out if need/want sooner)	MDH WIC	
Week 3 and 4 (August)	Plan time/venue to honor award recipients from region	Regional WIC advisory group reps, local agency WIC coordinator for award recipients, state WIC regional consultant	
September			
September 9	Weekly update – announce award recipients	MDH WIC	
October			
October WIC advisory group meeting	Feedback on everyday hero’s process	MDH WIC/regional WIC advisory group reps	Agenda item
Recognition			
Next WIC conference	All everyday heroes selected since last statewide conference will be recognized	MDH WIC	

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