

## Nominee Entry Form

1. Nominee's contact information.
2. List nominee's contributions to SCSAE and other allied societies. Include service on boards and committees, speaking and teaching assignments, publication of articles, continuing education courses, honors and awards, etc. (45 points)
3. Provide the following information. (20 points)
  - a. Number of years as provider of products/services to associations.
  - b. Number of years with current employer.
4. Please list nominee's special services to and/or leadership in other professional societies and associations (civic, fraternal, political, clubs, etc.). List memberships, describe achievements, include positions held, honors received, etc. (20 points)
5. List nominee's participation in civic and community activities. Describe contributions made and positions held, honors received, etc. (10 points)
6. Does nominee hold a professional designation such as CHSE, CMP, etc. (5 points)

### Rules and Entry Preparation

1. Nominee's responses must be typed in the same order as the above list of criteria. Entries will not be judged unless all the criteria are addressed.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
  - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
  - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to [erinppate@gmail.com](mailto:erinppate@gmail.com):
  - a. A MS Word document with one (1) original entry of the data form responses.
  - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials that can be scanned. Other supporting material may be sent as noted above.
5. All entries become the property of SCSAE and will not be returned.
6. Entry forms must be received by 5 p.m. on April 20, 2018. No extensions will be given.

### Judging Criteria

1. The SCSAE Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. The recipient will be recognized during the awards presentation at the SCSAE Awards Dinner on Monday, June 4, 2018. Go to [SCSAE.org](http://SCSAE.org) to register.
3. Nominees are encouraged to register for the Awards Luncheon.