

DISTINGUISHED SERVICE AWARD

The Distinguished Service Award shall be presented in recognition of continuous dedicated service to the Society, principally of a non-technical nature, having significantly furthered the purpose for which the Society was founded, and continued over a number of years in various programs and activities at the Society and Regional levels.

QUALIFICATIONS

1. A candidate shall have performed at least fifteen (15) years of continuous dedicated service to the Society as a member or, in unusual and rare occasions, as a non-member, or a member of less than fifteen (15) years service.
2. No restrictions as to classification of membership.
3. Prior recognition by the Society in either Honors or Offices shall neither qualify nor disqualify any nominee.

PROCEDURES

1. All nominations must be submitted completely filled out on the Distinguished Service Award nomination form and must be accompanied by three letters from members supporting the nomination. Forms are available from IESNA office, on the IESNA website, and Section 7-13 to 7-17 in this Guide. Note: Members of the IESNA Board of Directors and the DSA Committee are not eligible to be nominated for the award, sponsor a nomination, or submit letters of support.
2. The letters of support must include details of the candidate's accomplishments relative to the criteria of the award only. The Distinguished Service Award Committee evaluates candidates on the information submitted.
3. The deadline for receipt of the official nomination form at the IESNA office is March 1. Nominations received after that date will be held for consideration the following year. Proposers will be advised on or about June 1 regarding the results of their nomination.

THE AWARD

The award is a 14kt. gold lapel pin and a certificate presented at the IESNA Annual Conference.

QUESTIONS

Please contact the Chairperson of the Distinguished Service Award Committee or the IESNA office.

GUIDELINES FOR IESNA DISTINGUISHED SERVICE AWARD

The NOMINATION FOR DISTINGUISHED SERVICE AWARD FORM which the proposer submits recommending a candidate for the DSA must provide sufficient information to persuade the DSA committee to approve the candidate and forward his or her name to the Board of Directors for their confirmation. When the submitted material is incomplete or presented poorly, the likely result is that the candidate is not approved, leaving the proposers disappointed and unrewarded for their efforts.

The purpose of this GUIDELINE is to help the proposers improve their chances of success when submitting proposals.

1. A main qualification for the DSA is that the candidate should have performed at least fifteen (15) years of **DEDICATED SERVICE to the Society**. Membership in the Society for 15 years is not sufficient – the emphasis is on CONTINUOUS DEDICATED SERVICE. It is also expected that this service is voluntary and not part of a financial contract with the Society for a member to complete certain projects.
2. Citing specific cases of dedicated involvement will improve the submission and help sell your story. Examples might be:
 - Society Positions held: Served as a Director, Vice-President, Treasurer, or President of the Society, or any of the other Society offices
 - Committee Chairmanships held at the Society level: Chairperson of various administrative or technical committees charged with a specific purpose.
 - Regional Vice President (one or more times)
 - Chairperson of an Annual or Regional Conference (one or more times)
 - Chairperson of one or more of the sub-committees involved with the Annual or Regional Conferences.
 - Presentations at Society events, such as the Annual Conference and LIGHTFAIR.
 - Organizing and teaching of the IESNA programs at regional and section levels.
 - President of a Section one or more times.

International and Sister Society Activities:

- Involvement in international activities of the Society visiting other countries and participating in their programs *on behalf* of the IESNA.
- Involvement with other technical societies (i.e.: ASHRAE, IALD, etc.) where the candidate's presence promotes the IESNA. An example would be organizing joint conferences or seminars with other societies.

What you are trying to illustrate is the continued dedicated involvement of the proposed candidate in activities that are of an administrative nature rather than exclusively a technical nature.

The form must be filled out using the computer – handwritten forms will not be accepted.

It is recommended that you contact the chair or a member(s) of the DSA committee for further guidance.

Good luck with your proposal and may your proposed candidate receive the approval of the DSA committee and confirmation by the Board of Directors.

Illuminating Engineering Society of North America, 120 Wall Street, 17th floor, New York, New York 10005, (212) 248-5000

NOMINATION FOR DISTINGUISHED SERVICE AWARD

The DISTINGUISHED SERVICE AWARD shall be presented in recognition of service to the Society, principally of a non-technical nature, having significantly furthered the purpose for which the Society was founded, and continued over a number of years in various programs and activities. While contributions at the Regional and Section levels are taken into consideration for this award, they are secondary to Society level contributions.

Qualifications

- a. A candidate shall have performed at least fifteen (15) years of continuous dedicated service to the Society at the Society and Regional levels as a member or, in unusual and rare occasions, as a non-member or a member of less than fifteen (15) years' service.
- b. No restrictions as to classification of membership.
- c. Prior recognition by the Society in either Honors or Offices shall neither qualify nor disqualify any nominee.

Procedures

1. All nominations must be submitted completely filled out on the Distinguished Service Award nomination form using the computer (handwritten forms will not be accepted). All pertinent material must be submitted on the award nomination form in lieu of addenda or attachments, except for the three letters of support. This form can be expanded to include all details in support of the candidate. Service to other societies and accomplishments in the lighting industry outside the scope of this award are not relevant and should not be included here, the exception being where these efforts are to fulfill a purpose of or as a liaison for the Society.
 2. Three letters from members supporting the nomination must be submitted. These letters must include details of the candidate's accomplishments relative to the criteria of the award. These letters from members supporting the nomination must be submitted with this form. The Distinguished Service Award Committee evaluates candidates on the information submitted. (See Guidelines for assistance)
 3. The deadline for receipt of the official nomination form at the IESNA Office is March 1. Nominations received after that date will be held for consideration the following year. Nominators will be advised on or about June 1 regarding the results of their nomination.
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Date:

Name of Nominee (last name first):

Present occupation and/or business title:

Employer:

Business Address:

Home Address:

Member since:

Proposed Citation (Not more than 50 words):**Contributions to the Illuminating Engineering Society**

Please list the contributions in detail under the following headings, including the approximate dates with each entry.

1. Societal Activities

- | a. <u>Offices Held</u> | <u>Dates</u> |
|------------------------|--------------|
| i. | |
| ii. | |
| iii. | |
| iv. | |
| v. | |

Comments/Accomplishments:

- | b. Society Committee Service | <u>Dates</u> | |
|------------------------------|--------------|---------------|
| <u>Committee</u> | <u>Chair</u> | <u>Member</u> |
| i. | | |
| ii. | | |
| iii. | | |
| iv. | | |
| v. | | |

Comments/Accomplishments:

c. Society Liaison to Affiliated Organization

Affiliated Organization

Liaison Dates

i.

ii.

d. List the three most significant accomplishments on the Society level that distinguish this candidate's service and elaborate below or in the letters of support for this candidate:

1.

2.

3.

Comments:

2. Regional Activities

a. Offices:

Dates

b. Committees:

c. Other Activities:

Comments/Accomplishments:

3. Lighting Courses, Workshops, Presentations at IESNA Sponsored Events

| <u>Title</u> | <u>Date</u> |
|--------------|-------------|
| i. | |
| ii. | |
| iii. | |
| iv. | |
| v. | |

4. Publication of Articles/Columns/Papers in LD+A/JIES/Leukos

| <u>Paper</u> | <u>Venue</u> | <u>Date</u> |
|--------------|--------------|-------------|
| i. | | |
| ii. | | |
| iii. | | |
| iv. | | |
| v. | | |

5. Section & Local Activities

| a. <u>Offices Held</u> | <u>Section</u> | <u>Dates</u> |
|-------------------------------|-----------------------|---------------------|
|-------------------------------|-----------------------|---------------------|

b. Other relevant Section activities

6. Remarks by Proposer:

(Proposer's Signature)

7. Letters from the following additional proposers are attached:

- 1.
- 2.
- 3.

NOTE:

Only three letters of support will be forwarded to and considered by the committee. **Each of the letters of support must include details of the candidate's accomplishments relative to the criteria of the award.**

REPORT ON NOMINATION BY THE DISTINGUISHED SERVICE AWARD COMMITTEE

The nomination of _____ to receive the Distinguished Service Award is:

___ Approved by the Distinguished Service Award Committee and submitted to the Board of Directors for confirmation.

___ Not selected by the Distinguished Service Award Committee.

Signature (Chair, Distinguished Service Award Committee)

Revised 1/07

Date _____