2024 OUTSTANDING SERVICE AWARD

Purpose: To recognize a member of IEEE Orlando Section who, through service to the Region and to the Institute, has made an outstanding contribution to the electro-technology profession

Schedule:
Call for nominations	Mid-August
Nomination deadline	September 30th, 2024 (ET)
Awards Committee approval	October 15th, 2024
Recipient notified	Early October
Award presentation	IEEE Orlando Section Awards Banquet

Scope: One award annually

Nomination Package:
1. IEEE Region 3 Outstanding Service Award Nomination Form, completed by the nominator (self-nomination is allowed)
2. Two (2) letters of endorsement (optional, but could help set you apart from other candidates)

Basis of Selection (General): For nominees who are Fellows of the Institute, award consideration is based upon contributions and achievements made subsequent to those for which the elevation to Fellow grade was made.

(Specific):
1. Service to IEEE at the Region level *(This is the primary criteria for consideration for this award.)*
2. Service to IEEE at the Institute, Area, Council, Section, Subsection, Chapter, and Student Branch levels
3. Service to the electrotechnology profession in professional and technical organizations other than IEEE
4. Service to the community

Award Instrument: A plaque, suitably inscribed, attesting to the accomplishment(s) made by the   member

INSTRUCTIONS FOR COMPLETING THE
OUTSTANDING SERVICE AWARD
NOMINATION FORM

NOTE: Refer to the "General Guidelines" portion of this section for important instructions regarding the completion of this nomination package.

Specific Instructions:

1. Nominee's name as it should appear on the award
2. IEEE membership number and grade, year joined IEEE, year awarded current grade, and IEEE Orlando Section residence information
3. Nominee's current professional or occupation affiliation (government agency, corporation, or academic institution) and title
4. Nominee's business address and telephone number
5. Nominee's residence address and telephone number
6. Nominee's educational background
7. List the names, addresses, and telephone numbers of all endorsers. Each nomination could be accompanied by two letters of endorsement other than that of the nominator (optional, but could help set you apart from other candidates). The use of IEEE members as endorsers is encouraged, but not required.
8. Nominator's suggested citation which will appear on the award and in publicity releases. Be concise, but ensure that the citation reflects the award criteria and the nominee's specific achievement(s).
9. Nominator's name, IEEE membership number and grade, address, residence and business telephone numbers, e-mail address, and current IEEE position
10. List primary service to this Region. Be concise, but clearly state why the nominee is deserving of this award. Emphasize contributions which went beyond the duties of the particular offices held.
11. List all service to or on behalf of the Region, including dates associated with each elected or appointed office held.
12. List service to the Institute outside of those already described in the previous section.
13. List service to the engineering profession in professional/technical organizations other than IEEE.
14. List service to the community and other non-technical organizations.
15. ***The nominator must sign and date the nomination form.***

NOTE: If selected, you will receive an email informing you of your Service Award. You must reply to the Service Award notification email within 7 days of the send date. Failure to submit an acknowledgement of this notification email will result in cancelation of the Service Award.

Remember that this award recognizes <u>service</u>, with particular emphasis placed on contributions made at the <u>Region</u> level. Region-level involvement might include activity as an elected or appointed member of the Region 3 Executive Committee or as its representative to other boards or committees. There also may have been work on a particular project which benefited the Region and its members. Considered with much lesser weight are contributions made at other levels of IEEE and to other technical, professional, community, and civic organizations. To assist the nominator, the evaluation form used to rank candidates for the Outstanding Service Award is included in this manual following the nomination form.

When describing accomplishments at any level, details of the <u>significance</u> of the activity is most important. Simple lists of positions held do not fully explain the nominee's contributions.

(Examples of <u>contributions</u> rather than merely positions held might be that the nominee developed an innovative project that had a profound impact on the Region and its members by providing employment services or enhanced marketing of members' professional resources, that a new conference could be termed ground breaking for some reason or another, or that new ideas resulted in enhanced operation of the Region or reduced financial risk. An appointment at the Board level to represent Region 3 could have had a positive influence on the services offered to our members or resulted an improved way of doing business. The emphasis should be on how the contributions of the nominee should be recognized as an outstanding service to the members of Region 3.)

IEEE REGION 3
OUTSTANDING SERVICE AWARD
NOMINATION FORM

1. Nominee's name:

2. Membership No.
    Membership grade: M LM SM F
    Year joined IEEE:
    Year awarded current grade:
    Resident of Region 3 since:
    E-Mail address:

3. Nominee's professional affiliation and title:

4. Business address: Phone:

5. Residence address: Phone:

6. Education:

    <u>Institution</u>   <u>Degree</u>   <u>Year</u>   <u>Honors</u>

7. Endorsements (two required):

    Name: Name:

    Address: Address:

    Phone (O):   Phone (O):
    Phone (H):   Phone (H):

8. Citation (Suggested):

9.   Nominator Information:

     Name:
     IEEE membership number and grade:

     Address:

     Phone (O):
     Phone (H):
     E-Mail address:

     IEEE position:

10. List activity at the Region level which is pertinent to this award, emphasizing why these accomplishments are worthy of recognition:

11. List all service to Region 3, including dates of offices held:

12. List service to IEEE not already included:

13. Describe the nominee's service to the engineering profession through non-IEEE activities and organizations:

14. Describe the nominee's service to the community and other non-technical organizations:

15. Nominator's signature: _____ Date: _____