

September 2017

Dear NAWCC Chapter President and others,

Many NAWCC members participate in the leadership roles of the Chapters, Regionals, Nationals, and other program levels, because they support the NAWCC in providing good programs and educational opportunities for the membership.

As a Chapter President you are aware of your members who provide assistance and serve in the leadership roles of your various chapter events and programs. If your Chapter is involved with Regional and National events, you and your members also are probably serving on committees and in other positions to ensure that those programs are successful.

Some of your Chapter members also may provide seminars and workshops at these events or write articles to provide a variety of services for the benefit of other NAWCC members.

The NAWCC Awards program wants to recognize those who are supporting the NAWCC through leadership and serving in a variety of positions to support the activities and programs at all levels of the NAWCC. Please submit names of outstanding participants who qualify from your chapter. As fellow members, we want to ensure that those worthy members receive the recognition and appreciation from their fellow members in the NAWCC.

The attached information and forms are provided for members to use to submit the names of outstanding members. The ten-member Awards Committee reviews and evaluates the information submitted to ensure that members are worthy of recognition for their contributions.

The Awards Committee members are attached. Please contact any of the members of the Awards Committee for assistance if you have questions after you review the information in this packet.

Some NAWCC members may not be involved with a chapter. If you know of such, please have them contact members of the Awards Committee or call National for information about awards. We will be pleased to work with you to ensure that the many outstanding members are acknowledged and recognized by their colleagues for all they do to support the NAWCC.

Thank you,
NAWCC Awards Committee

GUIDELINES FOR SUBMITTING AN NAWCC FELLOW OR SILVER STAR FELLOW NOMINATION ON BEHALF OF ANOTHER MEMBER

The NAWCC maintains an Awards Committee to evaluate nominations for the Fellow and Silver Star Fellow Awards and other awards throughout the year. This Committee has usually ten or more NAWCC members, including the Chair. Information and forms are available on the NAWCC website and may also be requested through the Awards Committee Chair or through National. A letter with information and an application also is sent to all Chapter Presidents annually.

Fellow and Silver Star Fellow Awards

The Fellow Award is considered for those members who contribute significantly to the goals and interests of the NAWCC. The Silver Star Fellow Award is considered for those who continue to serve the NAWCC after receiving the Fellow Award. A minimum of five years must have elapsed after receiving the Fellow Award to be considered. In the preparation of the Silver Star Fellow Award, the nominator should show the date of the Fellow Award and then list all activities that are to be considered from that date forward.

Contributions

In the information included with the nomination forms there is a request for general information, personal information, and six areas of contributions. The contribution section is the heart of the nomination and is briefly reiterated here as follows:

1. Chapter Activities: Serving on a Chapter board of directors or on various officer level or Chapter committee positions should be included.
2. Committee Chair and/or active participation on committees involved with putting on Regionals and/or National Conventions.
3. Participation on a National Committee as an official member.
4. Publication of articles in the NAWCC *Watch & Clock Bulletin* and other recognized horological literature, journals, newsletters, or other publications without remuneration.
5. Lectures, workshops, and technical demonstrations given at Chapter, Regional, or National meetings.
6. Good technical skills offered for the benefit of the general membership through workshops, articles, or other presentations.

Note: Some NAWCC members might not be Chapter members, but they do make significant contributions with articles, presentations, and other participation to support the NAWCC. Contact the Awards Committee Chair or a Committee member in preparing your nomination for this type of candidate.

Review of the Nomination Form

The nomination form provides a guideline and an avenue by which a nominee's contributions can be listed. In some cases if the background is extensive, it may be easier to retype the form and categories and then list the activities in a more expansive layout.

The basic information requested for the nominee is fairly straightforward. Be sure to include an accurate address and phone number.

A. Offices held and years of that service should be carefully organized and include specific title and years in each position for all the various levels. Follow a logical sequence and time chronology of each position. Elaborate on any special circumstances, such as growth in the Chapter, better programs, etc. If one of the categories does not apply to your candidate, just place N/A in that line.

B. Participation on committees, chairmanships, and other leadership roles should be carefully organized to show position and the years of that service for each level. Elaborate on any special contributions of your candidate in serving on the committee, chairmanship, or leadership role.

C. Publications, newsletter articles, newspaper articles, and other writing that promote horology and the NAWCC. These can be listed by title, date, and if practical, sample copies can be included. For extensive articles, references for the article title, date, and the document in which it was published should be listed for those who wish to review the articles. Articles in the NAWCC *Watch & Clock Bulletin* are always referenced by the title, date, year, and issue number.

D. Lectures, workshops, seminars, or assistance to NAWCC members or others that promote interest in horology and the goals of the NAWCC. These should be listed by topic, where conducted, and who was served. If presented at a Chapter meeting, Regional, or National Convention, clearly identify the venue by the format used in the *Watch & Clock Bulletin* along with the date of the presentation and the title of the topic. For example: Presented a seminar on "Determining the Strength of a Clock Mainspring" at the Chapter 75 meeting on June 23, 2008. If the candidate has good technical skills and expertise that are used to help other members, this should be included in this section.

E. Awards or recognition received. This should include the date of the Fellow Award when nominating for the Silver Star Fellow. All awards should include the name of the Award, the organization or group that provided the recognition, and the date it was presented.

F. The information requested for the person making the nomination is fairly straightforward. Include up-to-date information so you can be contacted if necessary. An email address should be included, if appropriate, to help expedite contacting you.

G. References should be included (at least two are required). Letters from the references with a recommendation should be provided. Additional letters of support from others are recommended to show general concurrence and support for the nominee.

Special Note: It is important to be clear and legible in your presentation. The Committee Chair and possibly other Committee members review the nominations for any corrections or other information that should be included. Once a nomination is determined to be complete and clear, the Chair makes copies for all Committee members for their evaluation. These copies are forwarded to each Committee member. Scoring by each Committee member is returned to the Chair for a final average score. This score determines either to award or not award and a recommendation for action is taken.

The nomination should be a clear and concise presentation of your candidate's qualifications. Keep in mind that you know your candidate very well and you are trying to represent very carefully his or her qualities and contributions for others to hopefully agree with you.

INFORMATION FOR NAWCC FELLOW AWARD NOMINATIONS

GENERAL

1. An effort should be made to keep nominations secret from the nominee until the presentation is made.
2. All nominations should be coordinated with your Chapter President, if that applies, and submitted to the National Awards Committee Chair or the Committee Member representing your area or chapter.
3. If a nominee does not receive the Fellow Award, the candidate is not eligible for re-nomination for two years.

PERSONAL

1. Must be a member in good standing for at least five years prior to nomination.
2. Demonstrate highest moral and ethical standards. Carry out NAWCC responsibility with integrity.
3. Active employees of the Association are not eligible.
4. Only activities for which the nominee is acting in a voluntary capacity should be included in the nomination. Activities for which remuneration is received should not be considered in the nomination.

CONTRIBUTIONS

Unless there are extenuating circumstances, qualifying in only one of the major categories is usually not sufficient for the Fellow Award. In general, nominees should demonstrate activities in several categories over a long period of time.

1. Chapter Activities - Participation at various officer level positions. Tangible evidence of leadership abilities that helped to improve the Chapter well being during the nominee's terms of office.
2. Committee Chairmanship and/or active participation on committees involved in putting on Regionals and/or National Conventions.
3. Participation on a National Committee as an official member.
4. Publication of articles in the *Watch & Clock Bulletin* and other recognized horological literature, journals or publications. None for remuneration.
5. Lectures, workshops and technical demonstrations given at Chapter, Regional, or National meetings.
6. Good technical skills offered for the benefit of the General membership through workshops, articles or other presentations.

GUIDELINE FOR SUBMITTING NOMINATIONS

A guideline for helping in the preparation of a Fellow or Silver Star Fellow nomination is available by contacting the NAWCC Awards Chairman for a copy and other assistance.

Chapter Citation Award

For a Chapter Citation Award and Chapter of the Year Awards, see the requirements and format for submittals as shown on the NAWCC website www.nawcc.org.

Other NAWCC Awards for Individuals

For other awards, see the listing and criteria shown for each award on the NAWCC website www.nawcc.org.

NAWCC Gold and General Appreciation certificates for members

If you have members that do not meet the qualifications for the Fellow Award, but have provided outstanding services at any level that benefits and promotes the NAWCC and the membership, submit them for either a gold or general appreciation certificate.

The Gold Certificate should be submitted for those members that have met several of the qualifications for the Fellow Award, but are shy of extensive participation. This award should be considered for those that are contributing at a level that, with continued participation, will lead to a nomination for the Fellow Award.

The General Appreciation should be submitted for those that have provided an outstanding service or services to the NAWCC and the membership that is notable for recognition above acknowledgement at the Chapter level.

Submit requests for these awards by utilizing the application form and filling out those areas that apply or providing a letter that outlines the contribution of the nominee. It is always important to have support from several members.

The requests for both certificates can be sent through the Awards Committee.

Watch, Clock and Literary Awards for Individuals

The Henry B. Fried Watch Award, the Dana J. Blackwell Clock Award and the James W. Gibbs Literary Award can be given annually at the National Convention for outstanding achievement in those areas. Refer to the website www.nawcc.org or at this link <https://nawcc.org/index.php/member-resources/member-recognition>. You can also contact the NAWCC Awards Chair for additional information on nominating individuals for these awards.

Regional Certificates for Chairmanships

These Regional certificates should be requested from NAWCC National in Columbia, PA.

Thank you,

NAWCC Awards Committee

NOMINATION FOR NAWCC FELLOW AWARD

DATE NOMINATION SUBMITTED: _____

INSTRUCTIONS: Please type or print clearly.

Use exact title and dates of various offices, positions, activities, published work, educational programming, and awards that describe and define the contributions of the candidate that benefit the general membership and the NAWCC. Use additional paper or include other information as necessary.

Nominee Name: _____

Address: _____

Phone: (_____) _____ - _____

Email: _____

Nominee NAWCC Membership Number: _____

Years of Continuous Membership: _____

Chapter Memberships: _____

A. OFFICES HELD AND YEARS OF THAT SERVICE

Chapter Level: _____

National Committees: _____

National Offices: _____

B. PARTICIPATION ON COMMITTEES, CHAIRMANSHIPS, AND OTHER LEADERSHIP ROLES

Chapter Level: _____

Regional Level: _____

National Level: _____

Other Participation: _____

C. PUBLICATIONS, NEWSLETTER ARTICLES, NEWSPAPER ARTICLES, AND OTHER WRITING THAT PROMOTE HOROLOGY AND THE NAWCC, INC.

Watch & Clock Bulletin: _____

Chapter Newsletters: _____

Horological Publications: _____

Other Pertinent Publications: _____

(Include dates, references, or copies of articles, if available, that will provide samples of this work.)

D. LECTURES, WORKSHOPS, SYMPOSIUMS, OR OTHER ACTIVITIES THAT ADVANCED THE STUDY OF HOROLOGY, ASSISTED OTHER NAWCC MEMBERS OR THE PUBLIC, AND PROMOTED THE GOALS OF THE NAWCC

List Activities, Dates, and Participants Served: _____

E. AWARDS OR RECOGNITION RECEIVED FOR ACTIVITIES RELATED TO HOROLOGY

List Awards, Recognition, and Other Acknowledgments by Date and by Whom:

F. NOMINATED BY:

Name: _____
Address: _____

Phone: (_____) _____ - _____

Email: _____

NAWCC Membership Number: _____

Years of Continuous Membership: _____

Chapter Memberships: _____

G. REFERENCES (AT LEAST TWO ARE REQUIRED):

Name: _____

NAWCC Membership Number: _____

Address: _____

Phone: (_____) _____ - _____

Email: _____

Name: _____

NAWCC Membership Number: _____

Address: _____

Phone: (_____) _____ - _____

Email: _____

H. AWARD PRESENTATION:

If application is successful, where and when would award be presented?

Please contact anyone on the Awards Committee if you need help in preparing a Fellow, Silver Star Fellow or other award nomination. Additionally, you should feel free to contact the chair for help, forms or any other information. Contact information is on the website.