

## **GUIDELINES AND INFORMATION FOR SUBMITTING AN NAWCC FELLOW NOMINATION**

The NAWCC maintains an Awards Committee to evaluate nominations for Fellow 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 NAWCC Member Services listed on our 'Contact Us' page.

### **Fellow Award**

An award to recognize outstanding meritorious achievement and service in support of the NAWCC and its purposes.

### **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.

### **Additional**

1. The nominee must be an NAWCC member in good standing and have been in continuous membership for at least five years.
2. The nominee must demonstrate the highest moral and ethical standards and carry out NAWCC responsibilities with integrity.
3. 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.
4. The nominee must not be an active employee of the Association (who are not eligible).

## Contributions

Unless there are extenuating circumstances, qualifying in just one area is usually not sufficient for a Fellow Award. In general, nominees should demonstrate activities in several areas over time.

The contribution section is the heart of the nomination and is briefly reiterated here as follows:

- Contributions should be for the benefit of the membership through workshops, demonstrations, or horological presentations.
- Participation on Committees at the Chapter, Regional or National level.
- Serving as an officer at the Chapter, Regional or National level.
- Publication of articles in the NAWCC *Watch & Clock Bulletin* or in other recognized horological literature, journals, and newsletters, without remuneration.
- Community support that benefits the NAWCC.
- Other appropriate contributions.

**Important:** Please provide as much information as is possible for each of the contributions including contribution details and dates (where available). Such details will help the committee in appraising the nomination.

**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. Contacting NAWCC Member Services on our 'Contact Us' page is also a useful method of identifying needed information for the member's accomplishments.

Additional resources include searching past issues of the NAWCC *Watch & Clock Bulletin* for articles written by the nominated member and searching past issues of the NAWCC Mart & Highlights under Chapter Highlights for the chapter that the nominated member belongs and for information on possible contributions.

The nomination form provides a vehicle by which a nominee's contributions can be documented. 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 information requested for the nominee is fairly straightforward. Be sure to include an accurate address and phone number.

### **Special Notes:**

Please list any awards or recognition received. All awards should include the name of the Award, the organization or group that provided the recognition, and when it was presented.

Information requested for the person making the nomination must be up to date so you can be contacted if necessary. An email address should be included to help expedite communication.

At least two references must be included. Additional letters of support are recommended to show general concurrence and support for the nominee.

It is important to be clear and legible in your presentation. The Awards Committee Chair and Committee members will 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 whether to award, or not award, and a recommendation for action.

The nomination should be a clear and detailed representation of your candidate's contributions and worthiness of a Fellow award. Keep in mind that you should know your candidate very well and that you are aiming to represent very accurately his or her qualities and contributions for the committee to evaluate.

After you have filled out the NAWCC Fellow nomination form ([click here](#)), please save it and email it to [Robert Pritzker](#) Chair of the NAWCC Awards Committee.