**ASSOCIATION OF FLORIDA COLLEGES**

**NOMINATION/SELECTION PROCEDURES FOR**

**DISTINGUISHED SERVICE MEMBER AWARD**

**The Distinguished Service Member Award is awarded to members of the Association of Florida Colleges for an exceptional achievement at the chapter, region, commission, and/or state level. This award may be awarded more than once to any member for outstanding service or achievement.**

**CRITERIA**

Any member of the Association of Florida Colleges in good standing is eligible to be nominated for the Distinguished Service Member Award.

Nominees should be outstanding and dedicated individuals who have demonstrated exceptional involvement in AFC.

The proposed nominee's achievement must be clearly consistent with the mission of the Association of Florida Colleges.

Preference will be given to nominees who distinguish themselves by outstanding accomplishment and/or contribution to local, region, and state AFC endeavors and goals.

This award may be awarded more than once to any member.

**PROCEDURE**

Nominations for the Distinguished Service Member Award will be invited from the Chapter. Each Chapter may submit a single nomination by September 1. Nominations may be submitted electronically to the Awards Committee Chair.

Each nomination must include:

- A completed nomination form (Exhibit B).

- A brief vita/narrative including sufficient detail relative to activities concerned with award criteria (no more than 1000 words). Please provide any information supporting the nominee’s outstanding accomplishment and/or contribution to AFC.

- A photograph of the nominee.

Nominations must be submitted by September 1 to the Awards Committee Chair.

The Awards Committee will select those to be honored from the nominations received.

The results will be announced at the AFC Annual Conference.

**Exhibit B**

**ASSOCIATION OF FLORIDA COLLEGES**

**DISTINGUISHED SERVICE AWARD**

**NOMINATION FORM**

*Complete and submit this form with your nomination.*

*Nominations must be submitted to the Awards Committee Chair by September 1.*

NAME OF NOMINEE:

COLLEGE: CAMPUS:

ADDRESS:

CITY: ZIP:

PHONE:

CHAPTER MAKING NOMINATION:

CHAPTER PRESIDENT'S NAME:

CHAPTER PRESIDENT’S E-MAIL ADDRESS:

CHAPTER PRESIDENT’S PHONE NUMBER:

CHAPTER PRESIDENT'S SIGNATURE:

DATE:

REASON FOR NOMINATION: Attach a brief vita/narrative (not to exceed 1,000 words) with sufficient detail relative to the nominee’s contributions. Please provide any information supporting the nominee’s outstanding accomplishment and/or contribution to AFC. Please provide a photograph of the nominee.

DEADLINE DATE: September 1