

# **SOUTHEASTERN SOCIETY OF AMERICAN FORESTERS**

## **GUIDELINES FOR AWARDS**

Adopted by the Executive Committee June 17, 1993  
Amended by the Executive Committee November 3, 2002  
Amended by Executive Committee September 24, 2007  
Amended by the Executive Committee \_\_\_\_\_

### **FOREWARD**

The Southeastern Section of the Society of American Foresters (SESAF) makes three Awards of Excellence to honor members and up to four Student Leadership Awards to recognized rising professionals. Selection of Awards of Excellence from among the nominees shall be the responsibility of the Society's Awards Committee in accordance to its Charter. Selection of the student awards is by the Faculty Representative as described below.

### **AWARDS OF EXCELLENCE**

The SESAF may present three (3) named Awards for Excellence at its annual meeting. The awards are listed below and **must** be submitted in accordance with the format specified on the SESAF Awards Nomination Form. See Page 5. Any deviation from the specifications on the form leads to disqualification of the nominee.

The **RESEARCH AND DEVELOPMENT AWARD** shall be made in recognition of outstanding research and/or development activities that have made significant contributions to forestry within the area served by the SESAF or the Southeastern United States.

The **GENERAL PRACTICE OF FORESTRY AWARD** shall be made in recognition of outstanding accomplishments in the practice of forestry in the area served by the SESAF or the Southeastern United States.

The **PUBLIC EDUCATION AND TECHNOLOGY TRANSFER AWARD** shall be made in recognition of educational activities and programs that have significantly advanced public understanding of forests and forestry and/or contributed to the continuing education of forestry professionals in the area served by SESAF or the Southeastern United States.

### **ELIGIBILITY**

Any member of the Society of American Foresters (SAF), in good standing, shall be eligible for nomination.

## CRITERIA FOR SELECTION OF RECIPIENTS

The Committee shall consider each of the following criteria in the process of selecting nominees.

1. The accomplishments shall be in keeping with the parent Society's objectives.
2. Awards are primarily for members of the SESAF, but may, under certain conditions explained and justified by the Committee, be awarded to any SAF member living outside the SESAF area, when the contribution has had a direct influence on the area served by the SESAF.
3. Accomplishments shall be widely applicable to the entire SESAF area or to one or more of its important geographical portions rather than of strictly local application. An exception may be made when excellence in leadership and accomplishments were demonstrated elsewhere, but which have furthered forestry in the SESAF area.
4. The Awards Committee shall place emphasis on each individual's contributions to the profession of forestry **and service to the SAF, in particular SESAF**, when selecting nominees, rather than on their affiliation, place of residence, or professional position.

## NOMINATIONS

The Chair of the Awards Committee shall notify the Editor, SOUTHEASTERN NEWS, and the Chair SESAF not later than six (6) months prior to the SESAF annual meeting, or the beginning of the calendar year, that nominations for awards are open. The Awards Committee Chair shall provide the Editor with an appropriate notification for publishing in the SOUTHEASTERN NEWS. Nominations for all awards will automatically be closed 90 days prior to the SESAF annual meeting and properly noticed in SESAF Calendar.

All nominations for awards shall be forwarded to the Awards Committee Chair. Each nomination submitted via the **Nomination Form** must be accommodated by **Part I**, the Brief Biography and Background Summary. The form and Part 1 **are essential** and Part 1 must not exceed the word limits as stated. **Part II is optional** except as specified in the Nomination Form. Appropriate documentation may be provided of the accomplishments by the nominee, when accomplished, and how they effectively advanced the Society and the profession of forestry in the SESAF area. Press releases, other announcements of recognition, publications and grant awards **as specified**, and citations where applicable, may be submitted to help the Awards Committee with information on which to make its decisions. Please **do not submit** CV's, Resume's or other documents prepared for other purposes. These will be either returned to the nominator or discarded. A nomination with documents that support specific accomplishments will be strengthened.

## COMMITTEE ACTION

The Awards Committee shall take action within the scope of the following guidelines. The Chair of the Awards Committee shall provide the credentials of nominees to committee members noting that they should select one candidate and an alternate for each award. Following receipt of the names of nominees and alternates from the Committee members, the Chair shall also submit names, credentials, and other documentation to each member of the Executive Committee for their confirmation of the committee selections or their desire to consider alternates.

1. The Awards Committee Chair shall request that the absolute deadline for return of Executive Committee review be no later than thirty (30) days prior to the annual meeting date set for the SESAF. Candidates confirmed by the Executive Committee will be declared selected for the respective awards. If consideration of alternates are requested the Executive Committee shall ballot and notify the Awards Committee of their action. The names of award recipients shall be submitted to the Business Office so the Society can place an order for appropriate plaques or alternative types of recognition, and may include a cash award, for presentation during the SESAF annual meeting.
2. Following submission of the Awards Committee's recommendations, as previously provided, any remaining nominees, and their credentials, shall be forwarded to the in-coming SESAF Chair with the request that all be placed in the hands of the Awards Chair appointed for the following year.
3. Nominees not selected will carry over to the following year for consideration by the Awards Committee. If not selected in that year the nominations will be discarded.
4. Following the Awards banquet at the Annual Meeting, the Awards chair will work with the Communications chair to notify local newspapers of the award recipients.

## STUDENT LEADERSHIP AWARDS

**Student Leadership Awards.** Four may be given annually to SAF student chapter member(s) at each of the four universities in the states represented by SESAF with an accredited program. Five hundred (\$500) dollars in cash taken from the general treasury of SESAF is made available to the selected student.

**Selection criteria.** The award is designed to develop leadership among members of the various student chapters. The funds may be used for attending the national SAF Leadership Academy, the SESAF Organizational Effectiveness Workshop or to help sponsor student chapter members in attending SESAF or national SAF annual meetings to participate in the Quiz Bowl, leadership in the Student Congress or other ways made known to SESAF that would strengthen the Student Chapter's engagement with the profession and the National SAF.

Selection Process. The availability of the award should **be announced early in the academic year** (September to October) for student planning. The institution's SAF Faculty Representative (Student Chapter Advisor) with input from the administrative leader of the unit selects the student for the award. The Faculty Representative is asked to provide the SESAF Awards Committee Chair:

1. The name, home town and area of study for the student chosen,
2. A description of the leadership activity (ies) in which the student chapter member will participate.

#### Payment

The \$500 may be made anytime during the year by SESAF:

1. to the State Division who will write the check for the student, or
2. directly to the student or to the student's institution for awarding to the student if a **written request is received** from the Division Chair.

#### Recognition

At the Institution's Awards, the SESAF banquets or other venue appropriate for student awards, the SAF Division Chair or the chair's designee will represent SESAF to announce and/or present the award to the student(s). In addition to the local publicity given to the Student Leadership Award winner, the SAF Faculty Representative will provide a picture and a brief story about the student award to the *Southeastern Forester* newsletter.

**SEE PAGE 5: SESAF EXCELLENCE AWARDS NOMINATION FORM**

**Southeastern Society of American Foresters**

**SESAF AWARDS OF EXCELLENCE NOMINATION FORM**

(Deadline: 90 days prior to annual meeting)

**Award Category:** Public Education/Technology Transfer: Research: General Forestry (circle one)

**NOMINEE INFORMATION:**

Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
SAF Member No. \_\_\_\_\_  
Name of Nominee's Hometown Newspaper: \_\_\_\_\_

**APPLICATION INFORMATION:**

**Part I.** (This part is **essential** of the length and content specified)

A. **Brief Biography:** Including Employment and Education History, of Nominee: (Limit to 250 words). Attach a photograph of the nominee if available.

B. **Background Summary:** (Briefly describe the nominee's goals, achievements, leadership ability, industry, organization and community involvement, professional contribution, awards, etc. (Limit to **500 words**)

**Part II.** Addition **optional** documentation may be provided as noted below)

A. **Public Education/Technology Transfer:** You are encouraged to attach action photos of program events, press releases and other relevant documentation. (**Limit to 3 pages**)

B. **Research:** Include a list of recent research funding awards and 10 to 15 most relevant Publications with a statement noting the total number published to date. (**Limit to 3 pages**)

C. **General Forestry:** Photographs, news stories, commendations, or letter of support. (**Limit to 3 pages**)

**Nominated By:**

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
SAF member \_\_\_\_\_

Forward Completed Form To:

**SESAF Awards Committee, P.O. Box 2945, LaGrange, GA 30241**

For questions, call the SESAF Office at 706-845-9085

**All information provided that was not requested will be discarded or returned to nominator.**