



## AMERICAN SOCIETY OF HIGHWAY ENGINEERS

### **MEMBER OF THE YEAR AWARD**

**Application Deadline: February 15**

This award is for ASHE Members only and the Region/Section should consider members that have contributed to ASHE. There will be one ASHE Member of the Year Award presented each year based on the highest composite score of the following six ranking criteria:

#### **RANKING CRITERIA:**

- Notable achievements with ASHE within the past year (30%)
- Impact to ASHE (20%)
- Personal time for the good of ASHE (15%)
- Respect of their ASHE peers (10%)
- ASHE offices held (10%)
- Letter(s) of Reference (10%)
- Year the nominee joined ASHE (5%)

The National Board requests that each Section give serious consideration to selecting a nominee for this prestigious award. An individual serving on the National Board at the time the nomination is due is not eligible for nomination for this award. Judging of nominations will be performed by the ASHE National Nominating Committee.

The award will be presented at the ASHE National Conference. The selected nominee will be notified in advance of the conference and will be invited to attend and receive a full conference registration and \$500 maximum stipend to offset travel costs (including hotel and his/her guest).

#### **SUBMISSION GUIDELINES:**

- All portions of the nomination package, including forms, must be typewritten on 8-1/2 x 11 plain white paper.
- Typewritten fonts must be 12 point size as a minimum.
- The entire application package should be scanned and saved in portable document format (pdf) and submitted via email to the Chair of the National Nominating Committee (Immediate Past National President) **by February 15** of the year that the award is to be presented.

## **SUBMISSION CONTENT:**

The nomination package should contain the following items:

- Completed Nomination Form
- List of notable achievements with ASHE within the past year
  - List notable achievements within the past year
- Description of how the nominee has impacted ASHE
  - List activities or implemented ideas that have made a positive impact at the National, Region, or Section level
- Description of willingness to devote personal time to ASHE
  - Include a description of time/activities that have served ASHE and have occurred during the nominee's personal time rather than that time being paid by his or her place of business.
- Description supporting that the nominee has the overwhelming support of his or her peers
  - Provide specific examples as applicable.
- List all offices or committees the nominee has served on at the National, Regional, or Section level over the past year. Please include all positions and dates.
- Letter(s) of Reference (one page maximum each)
  - Insert a signed letter of reference from an individual who can attest to the nominee's accomplishments and personal character. The letter should be written by an individual within the highway industry and should include the name, address and employer of that individual. Letters from current or former ASHE members and/or officers will carry more weight.
- List the year in which the nominee joined ASHE
- Completed public relations form
- Current Resume
- Brief Biography
- High resolution color photograph of the Nominee suitable for publication

## **SUBMISSION PROCEDURE:**

- Complete and sign the nomination package.
- Complete Public Relations Form.
- Obtain the signature of the ASHE Section Representative.
- Prepare required copies and information in electronic format (pdf).
- Email the electronic version of the package to the Chair of the National Nominating Committee (Immediate Past National President) **by February 15.**

**NOMINATION PACKAGE CHECKLIST:**

- Nomination Form
- List of notable achievements with ASHE
- Description of how the nominee has impacted ASHE
- Description of willingness to devote personal time to ASHE
- Description supporting that the nominee has the overwhelming support of his or her peers
- List all offices or committees the nominee has served on
- List the year in which the nominee joined ASHE
- Public Relations Form
- Current Resume
- Brief Biography
- Electronic High Resolution Color Photograph
- Nomination Package in Electronic Format (pdf)

**MEMBER OF THE YEAR AWARD**

**NOMINATION FORM**

**Deadline: February 15**

**NOMINEE INFORMATION:**

Name (Last, First, Middle): Mr./Ms. \_\_\_\_\_

Home Street Address: \_\_\_\_\_

Home City, State, Zip Code: \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Professional Licensure (Type, State, License No.) If Applicable: \_\_\_\_\_

Name and Location of Current Employer: \_\_\_\_\_

**ASHE SPONSORING SECTION INFORMATION**

Sponsoring ASHE Section: \_\_\_\_\_ Region: \_\_\_\_\_

Section Representative Name: \_\_\_\_\_

Position (Must be Director or Officer): \_\_\_\_\_

Daytime Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

*I hereby certify that (applicant) is a member in good standing of ASHE:*

Section Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **MEMBER OF THE YEAR AWARD**

### **PUBLIC RELATIONS INFORMATION**

Please provide the name of at least two local newspapers or other publications for publicity purposes:

1. (Name, Mail and Email Address)

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2. (Name, Mail and Email Address)

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### **SIGNATURE AND RELEASE (PLEASE READ)**

*I certify that the information I have provided is complete and truthful. I declare that I have not been convicted of any crime and that my professional licensure has not been revoked or subject to fines for any reason. I understand that ASHE and its representatives or assignees may publish and/or distribute press releases or other information related to the award in print, electronic and other media. Information released may contain my name, city of residence, employer, photograph and other information submitted in this nomination package, excluding my home address, telephone and email addresses and date of birth. I understand that ASHE is not responsible for errors or omissions in any published materials not owned by ASHE.*

Nominee Signature: \_\_\_\_\_ Date: \_\_\_\_\_