



**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 who 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/Region 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, reimbursement of reasonable travel costs to the National Conference, and lodging at the conference facility.

SUBMISSION GUIDELINES:

- All portions of the nomination package, including forms, must be typewritten on 8 ½ 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 of 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 person 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 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: _____

Date of Birth (MM/DD/YYYY) _____

Professional Licensure (Type, State, License No.) If Applicable _____

Employment History (Name, Location & Title): _____

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
PUBLIC RELATIONS FORM**

SIGNATURE AND RELEASE (PLEASE READ):

I certify that the information I have provided I 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: _____