

**PROFESSIONAL ENGINEERS OF NORTH CAROLINA
2011 DISTINGUISHED SERVICE AWARD**

GENERAL INFORMATION AND ENTRY GUIDELINES

GENERAL DESCRIPTION

This award is given each year to a PENC member who has, by virtue of his/her service, had a significant positive impact on the engineering profession and the society at the local and state levels. The award may be given in recognition of an individual who has established a consistent record of service over a long period of time, or to an individual whose contribution is short-lived, but exceptional. It is desirable that the candidate has a well-rounded record of achievement in education, employment, professional, and public service activities.

INSTRUCTIONS FOR COMPLETION AND SUBMITTAL OF ENTRY FORMS

1. Read the attached "Award Criteria and Procedures" and review the nomination form carefully before beginning entries.
2. The nomination form is due at PENC headquarters by **May 1, 2011**.
3. Be sure to fill in the entry form completely. This includes signatures, pertinent dates, and all other data. Incomplete forms cannot be properly judged.
4. Please type or neatly print all information. Submit documents unbound for reproduction purposes.
5. Should you require further assistance, please contact Jaclyn Young, Director of Membership and Communications, at the PENC by telephone 919-834-1144 ext.2, by fax 919-834-1148, or by email to jyoung@penc.org.

PROFESSIONAL ENGINEERS OF NORTH CAROLINA 2011 DISTINGUISHED SERVICE AWARD

AWARD CRITERIA & GRADING

BASIC CRITERIA

1. Candidate must be a resident of North Carolina, a Professional Engineer and an NSPE/PENC member for at least ten years.
2. Candidate shall have contributed outstanding service to the engineering profession and society.
3. Candidate shall not be a state officer or state director of the state society.
4. Candidate's professional integrity shall be beyond question.
5. Candidate's professional reputation shall be more than local in character.
6. Candidate shall have consistently worked for the professional and technical interest of the engineering profession.
7. Candidate shall have been active in carrying out his/her civic, community and public responsibilities.

GRADING POINT SYSTEM

Criteria	Point Value
Service to NSPE/PENC	50
Service to the profession through involvement in technical society activities	15
Involvement in civic, community, and public responsibilities	15
Evidence of professional reputation, more than local in character	20
Total	100

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PROCEDURES & CHECKLIST

PROCEDURE

1. Candidate may be nominated by another PENC member, him/herself, by a chapter or by the PENC Board of Directors.
2. The nomination shall be in written or typed form and include a complete resume on the candidate, together with such other materials as may be helpful to the Awards Committee in its review.
3. Each nomination shall contain 2 (two) letters of recommendation attesting to the candidate's professional reputation.
5. The PENC Awards Committee shall review each nomination and, in turn, make its recommendation to the Board of Directors.
5. Upon approval by the Board, the award recipient will be honored in the following ways:
 - An awards presentation at the PENC Summer Conference (August 10-14, 2011 in Myrtle Beach, SC).
 - Press and media recognition, including a special write-up in *the Professional Engineer* and press releases distributed to major and local news outlets.

ENTRY FORM CHECKLIST

- _____ 1. Is BASIC DATA section complete?
- _____ 2. Is EDUCATIONAL DATA section complete?
- _____ 3. Is EMPLOYMENT DATA section complete?
- _____ 4. Is NSPE/PENC SERVICE section complete?
- _____ 5. Is TECHNICAL ACTIVITIES section complete?
- _____ 6. Is CIVIC/HUMANITARIAN ACTIVITIES section complete?
- _____ 7. Have TWO LETTERS OF RECOMMENDATION been provided?
- _____ 8. Has the application been SIGNED and DATED?

PART I - BASIC DATA

A. General Information

Name <i>(First, Middle, Last)</i>		
Mailing Address <i>(Street or PO Box)</i>		
City	State	Zip Code
Business Phone <i>(including area code)</i>		Home Phone <i>(including area code)</i>
Email Address <i>(optional)</i>		Number of Years Practicing Engineering
Join Date of NSPE/PENC <i>(include student membership)</i>		Dates of breaks in membership, if any
Total number of years in PENC		PENC Chapter

B. Personal Information (For information only. Not used in judging.)

Birth Date	Age <i>(on Jan 1, 2011)</i>	Birth Place
Family Status <i>(single, married, divorced)</i>		Spouse Name
Children's Names & Ages		
Other Interests/Hobbies		

C. Registrations

Registration Type & Number	State	Date
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PART II - EDUCATIONAL DATA

A. College Education

Undergraduate Degree	University	Graduation Date
Graduate Degree	University	Graduation Date
Other Degrees <i>(provide degree, university, and graduation date)</i>		
Scholarships received, if any		
Other Honors/Awards received, if any		
Significant college activities		

PART III – EMPLOYMENT DATA

A. Current Employment (Attach supplementary information, as necessary.)

Employer's Name	Mailing Address		
Title/Position	City	State	Zip Code
Date of Employment	Date Current Position Attained		
Brief description of nominee's duties and responsibilities			

B. Previous Work Experience (Attach supplementary information, as necessary.)

Employer's Name	Title/Position
Dates of Employment	Number of Employees Supervised
Brief description of nominee's duties and responsibilities	

Employer's Name	Title/Position
Dates of Employment	Number of Employees Supervised
Brief description of nominee's duties and responsibilities	

PART III – SERVICE TO PENC/NSPE

A. NSPE/PENC Activities Fill in all the following areas for which you can demonstrate distinguished service to PENC. Be sure to include all instances at the chapter, state and local level. Please note that you do not have to have all instances of service; extraordinary service in one or two arenas is acceptable. Provide supplementary information on a separate sheet if necessary.

Leadership Positions – served in position of leadership at the state, local or national level		
Offices Held	Date	Functions

Participation in Committees – service on committees at the state, local or national level		
Committee Assignments	Date	Responsibilities

Participation in K-12 Outreach – involvement in programs like MATHCOUNTS, Future City, E-Week volunteering, serving as a mentor to students		
Event	Dates	Responsibilities

Advocacy on Behalf of PENC – List activities and describe them

Professional Development Contributions – provided seminar presentations, papers, articles, etc for PENC). List all instances, dates, and provide a brief description.

Membership Development – demonstrated recruitment efforts in order to grow the organization. List instances and describe.

Other instances of service not covered above.

PART IV – TECHNICAL ACTIVITIES

A. Other Industry and Technical Engineering Organization Involvement (Such as ASCE, ASME, IEEE, SAME, AIEE, etc.) Provide data such as name of organization, date joined, committee assignments, and offices held. Attach any supplementary information as necessary.

Organization	Date Joined	Positions of Leadership/Committee Assignments
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B. Achievements in Technical Field or Practice Area. List your achievements in your technical field/area of practice (including awards won, articles published, presentations given, leadership positions in technical societies, etc). Attach supplementary information if necessary.

PART V – CIVIC AND HUMANITARIAN ACTIVITIES

A. Military Service - Active and/or Reserve Duty (Attach supplementary information, as necessary.)

Branch	
Rank	Dates of Service
Major accomplishments	

B. Public Service Positions/Activities (Political offices or appointments, regulatory boards, advisory committees, etc. Provide name of activity/position, description of responsibilities and/or activities, dates. Attach supplementary information, as necessary.)

Activity/Position	Dates	Description of responsibility/activity
Activity/Position	Dates	Description of responsibility/activity
Activity/Position	Dates	Description of responsibility/activity
Activity/Position	Dates	Description of responsibility/activity

- C. Civic/Community/Church Activities** (Service clubs, fraternal organizations, charitable organizations, chambers of commerce, etc. Provide name of organization, description of responsibilities and/or activities, dates. Attach supplementary information, as necessary.)

Name of organization	Dates	Description of responsibility/activity
Name of organization	Dates	Description of responsibility/activity
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PART VI - OTHER MERITORIOUS SERVICE TO THE PROFESSION

(This space is provided for the description of services to the engineering profession that do not fit within the previous categories. Its use is optional.)

PART IX – EVIDENCE OF PROFESSIONAL REPUTATION

A. Letters of Recommendation – Please provide two (2) letters of recommendation that attest to your professional reputation. The letters should be typed and submitted with this nomination form. Each letter should be no more than one page in length, dated and signed by the recommender.

We strongly suggest that the two letters be written by PENC members in good standing. Please fill in the name of each person recommending you below.

Recommendation #1: _____

Recommendation #2: _____

PART X – Candidate Signature

By signing this form, you attest to its validity and authenticity. Thank you for your nomination.

Nominee's Signature: _____

Date: _____