

## PEO Fellow Award

DEADLINE: February 1<sup>st</sup>

Award criteria, nomination packet requirements and check list for state leaders

### Criteria

- Continuing effort over numerous years of PEO involvement through a range of roles and responsibilities including activities on committees, Professional Activities, and Community Involvement
- After two years to catch up and award eligible nominees, each chapter and the PEO Awards Committee shall be allowed to make one nomination per year; maximum three awards per year.

### Membership

- Nominee must be a current NSPE/PEO or PEO State only member (dues paying or Life member)

### Office holding / contribution

- PEO chapter or state elected officer (President, Vice-President, Treasurer) at chapter or state level;  $\geq$  10 years accumulated service; significant committee chairmanship counts as 1/2 year service
- Professional activities to include organizations for example ASCE, ASME, ASHRAE, IEEE; involvement to include elected office or committees. Minimum 5 years' accumulated service
- Community Involvement activities to include non-sectarian organizations (fraternal, social, or religious excluded), non-profit Boards, committees or individual contributor positions geared toward societal benefit. Minimum 5 years' accumulated service
- For Professional and Community activities, each 40 hour contribution counts as 1 year service

### PEO Awards Committee evaluation

Quality of service contribution is important to highlight on the nomination form. Service needs to be included on the nomination form. In addition, provide evidence of the following:

- Performing these activities graciously and with a positive attitude
- Encouraging others to contribute in a sincere and compelling way
- Fostering a sense of community and trust
- Demonstrating a high level of availability
- Contributing at a detailed/tactical level and at an organizational/strategic level
- Demonstrating skill in roles including planning, legal, financial, conducting meetings, and programming

The PEO Awards Committee will look for service across all three areas listed above and in accordance with the above criteria. The PEO Awards Committee will review the nominations, finalize the list of recommended award recipients, and present the list to the State PEO Board of Directors for ratification.

### Nomination Form

- Must be typed
- Part 1 of the nomination form must include a detailed list of the nominee's service by category, including the office(s) or role held and years serving each office or role.
- Typically, a nominator will contact and work with a nominee to obtain the details required to substantiate the required years of service in each category. The nominator may request references that can validate nominee's positions and years of service.

### Letters of Recommendation

- Nomination packets are to include two or three letters of recommendation as follows:

<b>Recommendation Letter Number</b>	<b>Person Recommending</b>
1	PEO chapter President or chapter Board Secretary on behalf of the chapter Board <b>or</b> chairman of the PEO Awards Committee (if a non-chapter nomination). Letter to state that the nominee has been approved by the chapter Board of Directors <b>or</b> PEO Awards Committee
2	Any PEO Fellow
3	Any <u>current</u> PEO member (not a current nominee)

- **All letters must:**
  - Be no more than one page in length
  - Be signed by the letter writer
  - Include the letter writer's PEO membership status
  - Typed using at least 10 point font size

**Other requirements:**

- Complete nomination packets are not to exceed 6 pages in length including all letters of recommendation
- The completed nomination packet is to be sent to PEO administrative office no later than February 1<sup>st</sup>.
- Nominees may not submit a letter of recommendation on their own behalf

**Completed packets may be postal mailed or emailed to:** [peo@oregonengineers.org](mailto:peo@oregonengineers.org)