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#### ALEX GRUENWALD REGION 1 PACE AWARD

#### NOMINATION FORM

1. Section:

2. Section Chair:

 IEEE Number: Member Grade:

 Address:

 Email:

3. Section PACE Chair:

 IEEE Number: Member Grade:

 Address:

 Email:

4. PACE Committee Business Meeting Schedule for the past year:

DATES LOCATIONS COMMENTS

 *<insert>*

5. Major PACE Section Meeting during the past year (Attach copies of L-31's):

DATES LOCATIONS COMMENTS

 *<insert>*

6. Active IEEE-USA Programs within the past year:

7. Local PACE Programs within the past year:

8. Detail here, why this Section should be cited and for what specific reason. Please include PACE goals, which were planned to be achieved and indicate how those goals were accomplished in an outstanding manner.

*<insert>*

9. Names of Three (3) Endorsers (Signed letters of endorsement must be submitted with the nomination):

 Name: Telephone #:

 Address:

 Email:

 Name: Telephone #:

 Address:

 Email:

 Name: Telephone #:

 Address:

 Email:

10. Nominator: **Telephone #:**

 IEEE Number: Member Grade:

 Address:

 Email:

Signature: Date:

Section Chair or Section Awards Committee Chair

Please send nomination to: Region 1 Awards and Recognition Chair, jason.k.hui@ieee.org

**Only one nomination per email with Section's name in subject.**

**Send attachment in Word format with Section’s name in filename.**

ALEX GRUENWALD REGION 1 PACE AWARD GUIDELINES AND REQUIREMENTS

***DEADLINE: Submission is due no later than Friday, June 22, 2018 11:59 PM ET***

***NOMINATION GUIDELINES AND REQUIREMENTS:***

* The Alex Gruenwald Region 1 PACE Award recognizes a Section’s excellence in PACE activities
* Only Region 1 Sections are eligible to receive the award
* The nomination form can be obtained on the Region 1 website
* There is a limit of one Alex Gruenwald Region 1 PACE Award given in any calendar year

***REQUIREMENTS:***

* Complete and signed Alex Gruenwald Region 1 PACE Award Nomination Form.

*Notes:*

1. All submissions must be made using this form. **Any submissions not using the proper form or are not fully completed will not be reviewed.**
2. The Section Awards Committee Chair or the Section Chair shall review and assist nominators in the preparation of award nominations
3. Endorsed nominations will go to the Region 1 Awards and Recognition Committee for review and possible recommendation to the Region Assembly who may or may not approve the nomination. **All deliberations are held in executive session and no information or feedback is to be expected during the process.**
4. If there are any questions, please contact the Chair of the Region 1 Awards and Recognition Committee
* The nominator’s signature is considered as an endorsement of the Section. Please make sure the date of the application is entered. **Email received from the nominator will be considered as an electronic signature.**

***ADMINISTRATION AND PRESENTATION:***

* All nominations that are received within the award year and by the deadline will be reviewed by the Region 1 Awards and Recognition Committee
* The Region 1 Awards and Recognition Committee will make a determination as to which Section will receive the Alex Gruenwald Region 1 PACE Award and then will submit a formal recommendation to the Region Assembly. The Assembly will meet in executive session to review and vote to approve the Section who will receive the award.
* An award plaque and $1,000 (USD) check will be given to the winning Section for distribution at their respective annual award ceremony. The formal presentation of the award shall be made by the Region 1 Director or by his/her designee, at an appropriate time and location.