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#### REGION 1 YOUNG PROFESSIONALS AWARD

NOMINATION FORM

1. **Provide as much of the following on the nominee as is readily available to you.**

**LAST NAME FIRST NAME MIDDLE INITIAL**

##### NOMINEE IEEE MEMBERSHIP NUMBER SECTION

ADDRESS

##### CITY STATE COUNTRY POSTAL CODE

**TELEPHONE EMAIL ADDRESS**

1. **Purpose**

This award is designed to recognize those substantive projects or achievement of a relatively short nature, but which have left an undeniable imprint on the fabric of Young Professionals (YP) operations within Region 1. The award will be based on a selection that recognizes individuals involved with YP activities who are recognized for singular achievement in the development and completion of a project(s) or activity(ies) which are directed to the fulfillment of one or more of the Region’s goals and/or objectives. Not to exceed one award annually.

1. **Qualification**

The individuals nominated must be YP members at the time of nomination. The award must be approved within five years of the initiation of the project or event and the Region 1 Awards and Recognition Committee shall have the prerogative of carrying forward nominations to a more suitable time frame.

1. **Suggested wording for the citation**

*<Insert citation>*

1. **Enter, in less than 200 words, a summary of the contribution(s) that you believe warrants this**

**nomination specific to the award**

*<Insert contribution(s)>*

**6.** **IEEE and job-related experience (biography) related to award, in less than one page**

*<Insert experience, no more than one page will be considered>*

**7**. **Form submitted by:**

**LAST NAME FIRST NAME MIDDLE INITIAL**

##### SIGNATURE

##### NOMINATOR IEEE MEMBERSHIP NUMBER SECTION

SECTION CHAIR SIGNATURE (1)  DATE IEEE MEMBERSHIP NUMBER

ADDRESS OF SECTION CHAIR

##### CITY STATE COUNTRY POSTAL CODE

**TELEPHONE EMAIL ADDRESS**

Section Chair or Section Awards Committee Chair

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

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

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

*Note:*

(1) If the nominee is the Section Chair, please obtain the signature of the Vice Chair. If the Section does not have a Vice Chair, obtain the signature of the Secretary or Treasurer.

REGION 1 YOUNG PROFESSIONALS AWARD GUIDELINES AND REQUIREMENTS

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

***NOMINATION GUIDELINES AND REQUIREMENTS:***

* Only Region 1 Young Professionals (graduated with their first professional degree within the last 15 years) are eligible to receive a Region 1 Young Professionals Award
* Any Region 1 Chapter, Subsection, Section or Council may sponsor a nomination for a Region 1 Young Professionals Award
* The nomination form can be obtained on the Region 1 website
* Members of the Region 1 Awards and Recognition Committee are not eligible for the Region 1 Young Professionals Award
* CV’s or resumes are not required for award submittal, however, there must be sufficient documentation describing experience and qualifications to justify the nomination submittal for the particular award category
* **Nominees shall not be informed of their nomination**
* There is a limit of one Region 1 Young Professionals Award given in any calendar year

***SUBMISSION REQUIREMENTS:***

* Complete and signed Region 1 Young Professionals 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 by the Section Chair will then 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 Section Chair's signature is considered as an endorsement of the nominee from the Section. Please make sure the date of the application is entered. **Email received from Section Chair 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 nominee should receive the 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 Region 1 Young Professionals member who will receive the award.
* An award plaque will be given to a Section representative 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.

For Official Use Only

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Eligibility

* Section Chair Approval (Yes, No)
* Region 1 YP Member (Yes, No)

Evaluation

* Citation Wording Appropriate (Yes, No)

* Contribution Sufficient and Matches Award (Yes, No)
* Approve (Yes, No)
* Comment