



Awards & Recognition Program

Distinguished Service Award

PURPOSE

The ARMA International Distinguished Service Award specifically recognizes and focuses on a pattern of significant contribution by an individual to the success, well being and advancement of ARMA International. Recipients of the ARMA International Distinguished Service Award are long-time Association members who have clearly and substantially given of themselves in the work of the Association and to the fulfillment of its goals at the local, regional and association level. This award should not be confused with the Company of Fellows, which is ARMA International's most distinguished lifetime or career achievement award. It is not necessary to win the Distinguished Service Award before applying for the Company of Fellows, or vice versa.

ELIGIBILITY CRITERIA

To be considered for membership in the ARMA International Distinguished Service Award, the following must be established:

1. Must be a member of ARMA International in good standing with 7 years or more of continued membership. Retirees who are not current members but who were members in good standing during their last 7 years prior to retirement are eligible within the first five years after their retirement date.
2. Must have positive reputation in areas of ethics, professional responsibility, and professional standards.

RESTRICTIONS

1. Current members of the Board of Directors of ARMA International are not eligible for consideration during their term of office. Nomination cannot occur until the candidate has left the board.
2. Members of the ARMA International Awards Task Force are not eligible for consideration during their term of office. However, should a member of the Awards Task Force be nominated, he/she may become eligible by resigning from the task force before task force deliberations about the awards begin.
3. The Awards Task Force may not nominate members for this recognition, but as a matter of course, should encourage the nominations of qualified individuals.
4. No more than five (5) persons may receive the Distinguished Service Award in any given Association (FY) year.
5. This award is not made posthumously.

NOMINATION PROCESS

Except as noted in the restrictions, any person who is generally knowledgeable of a nominee's records and information management expertise and/or achievements may nominate no more than one person annually who meets the eligibility criteria. Each nominator should be able to testify to the candidate's accomplishments at each level of involvement (i.e., local chapter, regional and association levels). Petitions of nominations must be addressed to ARMA International, Chair of the Awards Task Force, c/o Member Services, contain the signature of two additional nominators, and be received at ARMA Headquarters with a postmark or FAX date of no later than May 15. See Petition of Nomination for Membership that follows. ARMA Headquarters will advise the individual of the nomination. Two of the three nominators must be ARMA International members in good standing. Self-nominations are prohibited.

The **three** principal nominators must **each** submit a **300-500** word letter of recommendation detailing the experience and contributions of the nominee.



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Upon verification of the basic eligibility criteria, ARMA Headquarters confirms in writing the nomination and requests that the nominee provide certain information and documents to the Awards Task Force to arrive at ARMA Headquarters with a postmark date of no later than June 31. Electronic copies are to be forwarded to ARMA Headquarters, attention Awards Task Force. Extension for receipt of submissions beyond the June 31 deadline is not authorized. ARMA Headquarters confirms receipt of the requested information.

JUDGING

The Awards Task Force is guided by the following for each eligible nominee:

1. The Awards Committee verifies, as necessary, eligibility criteria.
2. Candidates must achieve a total of 125 points or more from the three categories. These categories are Local/Chapter Level (I), Regional Level (II) and Association Level (III). Points must be earned across all three categories.
3. A minimum of 75% of the Awards Task Force members must concur in the selection of a nominee for the Distinguished Service Award.

NOTIFICATION

The Chair of the Awards Task Force advises each nominee who was considered by the Awards Task Force if the nominee is, or is not, to be inducted. Such notification is made in writing no later than 30 days prior to the date of the awards presentation. The letter contains a request not to disclose selection prior to the official announcement at the Annual conference and Exhibition. The Distinguished Service Award is presented at the Annual Conference awards event.