Questions:

1. Are only hard copies to be mailed to HQ permissible for submission or can our packet be emailed to HQ?
2. Does the Chapter mail in their testimonial letter separate or return it to the applicant for inclusion in their submittal?
3. There is a discrepancy between the Guidelines and the application as to what testimonial letters need to be included and how they are to be submitted. Please clarify.

Answers:

1. Per Application Requirements, Paragraph 3 Note, all letters should be addressed to SDA Fellows Program (use SDA Headquarters mailing address, 8190-A Beechmont Avenue, #276, Cincinnati, OH 45255) and returned to the candidate to include in their final electronic submission packet.
2. Chapter testimonial letter should be returned to the applicant electronically so that it can be included in their complete submission.
3. The Guidelines and Application are hereby clarified and changed to read as follows: (a revised Guidelines and Application are posted to the website.

Guidelines, Application Requirements:

1. Candidates will submit a letter of endorsement from their SDA chapter, signed by a past or present member of the Chapter Board, attesting to significant contributions to the Society at a Chapter level. The letter is given to the candidate and included in the application package. If the candidate is not affiliated with a chapter, a chapter letter will not be necessary, but a letter from the national organization may be substituted to verify the cited contribution.

2. In addition to the letter from the individual or community service organization and the chapter, candidates will submit two testimonial letters from individuals, at least one of whom is an SDA member with the electronic submission. Letters should substantiate each of the significant contributions (i.e., to the profession, to SDA, and/or to the individual or public service organization), providing specific examples of the applicant’s abilities and accomplishments. No testimonial letter may be longer than two pages, and no more than two testimonial letters will be considered.

Note: All letters should be addressed to SDA Fellows Program (use SDA headquarters mailing address) and include the writer’s contact information (both phone and email). The letters are given to the candidate and included in the application package. The Jury has the right to request the Fellows Liaison call the candidate’s protégé, the chapter board member who endorsed the candidate, and/or the authors of the three testimonial letters for clarification. The feedback will only be shared with members of the Jury.
Application, VIII. Endorsement and Testimonial Letters

I. Endorsements and Testimonial Letters

A. Provide a letter of endorsement from the applicant’s chapter, signed by a past or present member of the Board attesting to the applicant’s significant contributions to the Society at the chapter level. The letter is given to the candidate and included in the application package.

Note: If the applicant is not affiliated with a chapter, please indicate that by checking here ☐; a letter will not be necessary.

B. Provide a testimonial letter (not to exceed one page) from the protégé to whom the applicant has served as a role model or the organization to whom the applicant has given their non-profit service to confirm the participation. A commendation or certificate may also serve as proof.

C. In addition to the letters from the protégé or organization to whom the applicant has served as a role model and the applicant’s chapter, submit two testimonial letters from individuals, at least one of whom is an SDA member, and one of whom is a nonmember. Letters should substantiate each of the significant contributions (i.e., to the profession, to SDA, and/or to the individual or public service organization), providing specific examples of the applicant’s abilities and accomplishments. No testimonial letter may be longer than two pages, and no more than two testimonial letters will be considered.

Note: All letters should be addressed to SDA Fellows Program (use SDA Headquarters mailing address, 8190-A Beechmont Avenue, #276, Cincinnati, OH 45255). The letters are given to the candidate and included in the application package. The Jury has the right to request the Fellows Program Delegate call the candidate’s protégé or organization to whom service as a role model was provided, the chapter board member who sponsored the candidate, and/or the authors of the two testimonial letters for clarification. The feedback will only be shared with members of the Jury.