2019 LIFETIME ACHIEVEMENT AWARD CRITERIA

This prestigious award is presented annually to a single member who has made continued and significant contributions to the Society for Design Administration throughout their membership. Chapters and individual members may nominate a member for this honor.

Evaluation shall be based upon the descriptive essay of the nominee’s achievements, letter of reference from nominee’s supervisor and/or professional peer, and volume and type of SDA involvement.

The 2019 Lifetime Achievement Award winner will receive the coveted Lifetime Achievement medal inscribed with their name and year of receipt.

This year’s winner will be announced at EDSymposium19. The corresponding submittal will be posted to the SDA National Website.

LIFETIME ACHIEVEMENT AWARD CRITERIA

1. Only current SDA members are eligible for submission. Previous honorees and current National Officers are ineligible. Nominees may be submitted by SDA members and/or Chapters.

2. Nominee must have made significant and valuable contributions to the organization through their continued commitment to and involvement with the SDA. Nominee must be a member who promotes SDA and its educational benefits.

3. Nominee must be a person who has nurtured their Chapter’s growth, helped sustain the Chapter during lean times, and mentored new and potential SDA members. Nominees should be considered “role models” for up and coming members at both Chapter and National levels.

4. Nominees must have been an active member in the Chapter for at least five (5) consecutive years, held at least one Chapter Board position, and chaired a major Chapter Committee. This does not exclude Members-at-Large. If a Member-at-Large has been active in SDA for at least five (5) consecutive years and served on/chaired a local Canstruction® committee and/or SDA National Committee or participated on a local AIA board, this would also qualify. Submitting white papers or articles for SDA publication can also be included.

5. National involvement and participation at the National level for at least five (5) years is required, whether as a member of the Executive Committee and/or a National Committee(s).

6. Submit a written essay of the nominee’s achievements, no more than five (5) double-spaced typed pages on plain paper. Include all-encompassing contributions to SDA, at both National and Chapter levels. The volume and type of SDA involvement should be clear and concise as this will be rated and part of the determining factors as a whole.

7. Essays are not to be submitted anonymously. Please include the nominee’s name, firm, address, SDA Chapter name, and other identifying information.
8. Submit a letter essay regarding the nominee’s qualifications from the nominee’s supervisor and/or peer outside of SDA on company letterhead. This essay should be no more than two (2) double-spaced typed pages.

9. Include a separate .pdf containing the name of the person submitting the nomination, address, phone, fax, email, and identify Chapter or individual submitting so that the Awards Committee will know whom to contact for clarification, questions, etc.

10. Submit a total of four (4) to six (6) digital color picture files (i.e., .jpg, .tif) of the nominee. If chosen, these pictures will be included in the award presentation.

**DEADLINE**

1. All submittals must be received no later than 5:00 pm EST, March 22, 2019. Any submittal received after this date and time will not be accepted. Entries not following the detailed criteria will be disqualified. Any disqualification made by the Awards Committee will be considered final.

2. Entries must be in .pdf format and emailed to SDA National Headquarters at admin@sdanational.org.

3. In the subject line of the email, please note, “SDA Lifetime Achievement Award Entry.”

4. All submittals must include the following information: Chapter contact name, phone, address, and email.

**JURORS**

1. Jurors will be comprised of individuals from within the A/E/C industry. This will ensure that the individuals reviewing the nominee’s efforts become familiar with SDA and will broaden SDA’s contacts within the regional areas where our chapters are located. SDA Awards Committee members will not participate in judging.

2. The current SDA National Past President and Executive Director serve as ex-officio members of the jury. They do not have a vote, as their role is to guide the jurors through the selection process.
De-Mystifying the Lifetime Achievement Awards

- Look for that SDA member who has consistently been involved in SDA at the local and national levels. That person does not need to be in your chapter. They can be members of other chapters or members-at-large. Make sure that your nominee meets all of the criteria, not just certain pieces. This is a very critical piece of the submittal process. SDA’s Lifetime Achievement award is very prestigious recognition and should be awarded to the most highly qualified and deserving SDA member.

- Allies to assist in this endeavor. Find several people who know this member and can help you pull together the information needed to complete a narrative that accurately portrays your candidate’s SDA involvement. These can be chapter members and/or SDA friends from other chapters. Make sure that everyone involved understands that the process is to be kept quiet so that the candidate is unaware of what is happening. Don’t spoil the surprise!

- Create a thorough and well-written narrative. Your written essay of the nominee’s achievements should include all contributions to SDA both at the local and national levels. Make sure that your narrative is accurate, well-written and concise as this will be rated by the jurors and used in the scoring process. Don’t leave anything out! Include all of those activities at the chapter level and national level. Remember, these are our SDA role models – that member continually promoting SDA and its values, consistently keeping the chapter on track by willingly picking up the slack and taking on multiple tasks, mentoring members, an undying passion and commitment to SDA.

- Get photos. When contacting those who are helping you compile the information to create the candidate’s narrative, ask for pictures. You’ll need a great headshot plus a minimum of four to five other pictures showing your candidate’s involvement in SDA. If your candidate is selected, these pictures will be used in the award presentation. Search through archived materials and pictures from chapter meetings (board, general, committees, retreats, etc.) or a national event (EDSymposium, regional conference, retreats, etc.).

- Essay from candidate’s supervisor and/or peer outside of SDA. You’ll need to contact your candidate’s employer to request an essay outlining their qualifications. Let your candidate’s firm in on the secret. Be sure to let them know that this is all done in secret so that they don’t accidentally “spill the beans” in the meantime. Make sure that this essay is issued on firm letterhead and signed, when possible. To the jurors reviewing the LTA submittals, I believe that the essay issued on the firm’s letterhead has more impact and authenticity.

- Contact information. Don’t forget to include your contact information on the submittal – phone, cell, email, fax – identifying the chapter and/or individual submitting so that the Awards Committee will know whom to contact for clarification, questions, etc.

- Family and chapter notifications. If your candidate is selected as the Lifetime Achievement Award winner, please don’t forget to carefully “share” the news! Perhaps the chapter wants to be in attendance at the event where the LTA is revealed. Also, don’t forget to reach out to the family, if possible. We have had an occasion or two where a spouse has made arrangements to be at the LTA award ceremony. Just remember that you’re sharing information that has to be kept quiet so as not to spoil the winner’s surprise. Make sure all of those with whom you share the secret understand the importance of keeping a secret.