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 2022 Lifetime Achievement Award winner will receive the coveted Lifetime Achievement medal inscribed with their name and year of receipt. The corresponding submittal will be posted to the SDA National Website.

**LIFETIME ACHIEVEMENT AWARD CRITERIA**

A. 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.

B. 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.

C. Nominees may be a member of a local Chapter or a Member at Large.

D. A Chapter member 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. 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.

E. Members-at-Large must have 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.

F. 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).
2022 LIFETIME ACHIEVEMENT
AWARD CRITERIA

DEADLINE

A. All submittals must be received no later than 5:00 PM EST, April 15, 2022. 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.

JURORS

A. 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.

B. 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.

SUBMITTAL INSTRUCTIONS:

One electronic copy of this application and all attachments, including testimonial and endorsement letters, should be submitted to the SDA Headquarters Office at admin@sdanational.org. In the subject line of the email, please note, “2022 SDA Lifetime Achievement Award Entry”. Anonymous nominations will not be accepted.

The submittal must be received no later than 5:00 PM ET on April 15, 2022.
DE-MYSTIFYING THE LIFETIME ACHIEVEMENT AWARD

Helpful Hints

• Look for the SDA member who has consistently been involved in SDA at the local and national levels. They do not need to be in your chapter. They can be members of other chapters or a member-at-large. These are our SDA role models – those who continually promote 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.

• Make sure that your nominee meets all the criteria, not just certain pieces. This is a critical piece of the submittal process. SDA’s Lifetime Achievement award is prestigious recognition and should be awarded to the most qualified and deserving SDA member.

• Recruit allies to assist in this endeavor. Find several people who know this member and can help 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, accurate, and well-written nomination package. Include all positions held and experience on both national and local levels in the matrix. Your essay should be persuasive and personal, including highlights of achievements and contributions to SDA. Make sure the package is accurate, well-written and concise.

• 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.).

• Get a recommendation letter 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 letter is issued on firm letterhead and signed, when possible.
LIFETIME ACHIEVEMENT AWARD SUBMISSION FORM

SUBMITTAL CONTACT:

Full Name: 

Chapter: 

Company Name: Position: 

Business Address, City, State, Zip Code: 

Work Phone: Email: 

ABOUT THE NOMINEE:

Full Name: 

Company Name: Position: 

Business Address, City, State, Zip Code: 

Work Phone: Email: 

SDA Member Number: Number of years as a member of SDA: 

CONTRIBUTION MATRIX

Complete with your nominee’s timeline/experience. Include offices held and committee participation. Denote local or national level. Modify matrix as appropriate for your nominee.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2022 LIFETIME ACHIEVEMENT
AWARD CRITERIA

SDA OR OTHER A/E INDUSTRY AWARDS and OTHER CONTRIBUTIONS

List awards received and dates received (ex. local Chapter awards, National awards, Resolutions, GEMS, Honorary Memberships, Recognitions). Include any programs, presentations, white papers or articles written for SDA publication and dates. Attach a separate sheet if needed.

<table>
<thead>
<tr>
<th>DATE</th>
<th>AWARD / OTHER CONTRIBUTION DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTRIBUTIONS MADE TO SDA BY NOMINEE

Submit an essay summarizing why your nominee is deserving of the Lifetime Achievement Award. Written essay of the nominee’s achievements should be no more than 1500 words.

ENDORSEMENT AND TESTIMONIAL LETTERS FOR NOMINEE

Submit a letter of recommendation from the nominee’s supervisor and/or peer outside of SDA on company letterhead. Each recommendation should be no more than 700 words and two pages in length.

PHOTOS OF NOMINEE

Submit a total of four (4) to six (6) .jpg or .png photos of the nominee. If chosen, these pictures will be included in the award presentation and for announcing award winner.

Photo Guidelines:

- High-resolution (300-dpi)
- Include at least one portrait from the shoulders up (i.e. not closely cropped)
- Photos at chapter events are encouraged.