GUIDELINES
FOR THE
DISTINGUISHED
CHAPTER SERVICE AWARD

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Guidelines for the Distinguished Chapter Service Award

**Purpose**

The Society for Technical Communication has long recognized the importance of the hard work and commitment of members of its chapters.

The Distinguished Chapter Service Award is designed to recognize exemplary effort, energy, and dedication to a chapter and its activities. The program was inaugurated in 1988, with the first awards given in 1989.

The Distinguished Chapter Service Award is the highest level of recognition that a member can receive for service to a geographic community.

**Eligibility**

**Who is Eligible**

All chapter members are eligible for this award, with the exception of the President and Vice President of the chapter and those who have previously received the award from that chapter. Because of the requirement for longevity of service, in most cases, only senior members will be eligible.

Chapters also occasionally wish to recognize former chapter members who relocate and therefore relinquish their membership in the chapter. Such former chapter members are also eligible, provided they are still members of the Society.

Please note that this award is not intended for student members. They are recognized with the Distinguished Service Award for Students. Please see those Guidelines for more information.

**Duration and Variety of Service**

Because the scope of chapter service is broad, the award criteria are not rigid, but chapters are encouraged to consider at least two basic criteria—consistency of service over time and variety of service. For example, an individual who has long served the chapter by holding various chapter offices, by acting as the webmaster, by running the competition—or any combination of the above—could be nominated.
**Recommendation Process Details**

Each chapter may make at least one recommendation each year. The chart below outlines how many nominees a chapter may recommend, based on their number of members as of 30 June. If you do not know it, contact Lloyd Tucker at the STC Office to find out your chapter count as of that date.

<table>
<thead>
<tr>
<th>Community Size as of 30 June</th>
<th>Number of nominees</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 members or fewer</td>
<td>1</td>
</tr>
<tr>
<td>41-75 members</td>
<td>2</td>
</tr>
<tr>
<td>76-150 members</td>
<td>2</td>
</tr>
<tr>
<td>151-300 members</td>
<td>3</td>
</tr>
<tr>
<td>301-600 members</td>
<td>3</td>
</tr>
<tr>
<td>601+ members</td>
<td>3</td>
</tr>
</tbody>
</table>

A member may be nominated for the Distinguished Chapter Service Award in the same year that they are nominated for Associate Fellow.

**Nominating Procedure**

Recommendation forms should be submitted to the Distinguished Community Awards (DCA) Committee via email by 1 November.

In making the recommendations, the chapter administrative council should specify clearly in a short paragraph why the individual is being recommended and send a citation with each recommendation.

Each citation should be brief and meaningful to the recipient. Listed here are some sample citations. Chapter leaders making nominations should compose an individual citation for each recommendation.

*For outstanding contributions to the competitions of the _______ chapter.*

*For sustained contributions to the _______ chapter—for your wisdom, experience, and sound advice.*
The announcement and presentation of awards are left to the discretion of the chapter. Many chapters want this award announcement to be a surprise. It is suggested that the award be made at a special chapter meeting or event.

After Board approval, the DCA Committee will notify the Chapter representative who submitted the application. Within a month after notification, the STC office will email a personalized PDF certificate to that Chapter representative. This PDF should be printed out on high-quality paper, then framed or made into a plaque, and presented to the recipient. After presentation, the PDF can be emailed to the recipient for use on their website, blog, etc. This green initiative has been requested by members who prefer to publicize their award online. It also gives the chapter flexibility in presentation.

DSCA recipients are recognized as a group at the Annual Summit during the Leadership Day activities, and individually on large posters displayed prominently at the venue.

All award recipients are also listed in an issue of Intercom and the “STC Notebook” blog.
**Other Chapter Level Awards**

Since the Distinguished Chapter Service Award is a “lifetime achievement award” for chapter service, Chapter leaders are encouraged to develop other awards to recognize members who have provided leadership, and contribute to the chapter at a high level. For example:

- Coordinating a local conference
- Continuous service and dedication to the Chapter
- Overcoming an obstacle
- Creating a new Chapter program
- Mentoring

The Community Advocacy Committee and other Chapter leaders are a great source for more information about creating a Chapter level awards program.