

# Guidelines for the Distinguished Special Interest Group Service Award

## Purpose

The Society for Technical Communication has long recognized the importance of the hard work and commitment of members of its virtual communities, our special interest groups (SIGs). The Distinguished SIG Service Award (DSSA) is designed to recognize exemplary dedication to a SIG and its activities. It is a “lifetime achievement award” for SIG service. This program was inaugurated in 2002, with the first awards given in 2002. The Distinguished SIG Service Award is the highest level of recognition that a member can receive for service to a SIG.

## Eligibility

### Who is Eligible

All SIG members, with the following exceptions:

### Who is Ineligible

- SIG Managers/Co-managers
- Members who have already received the DSSA from that SIG
- Members who are on the STC Board of Directors

Community leaders can confirm years of STC membership on your community member reports on [www.stc.org](http://www.stc.org) > Member Center > Community Reports.

### Other Criteria

SIGs might also occasionally wish to recognize former SIG members who have since relinquished their SIG membership. These former SIG members are eligible only if they are still active STC members.

If a member was already awarded a DSSA from one SIG, they are still eligible to be awarded a DSSA from a different SIG, if they are a member of the second SIG.

## Duration and Variety of Service

Because the scope of SIG service is broad, the award criteria are not rigid, but SIGs are encouraged to consider at least three basic criteria: length of SIG membership, consistency of service over the time of SIG membership, and variety of service. For example, an individual who has long served the SIG by holding various SIG leadership positions should be considered.

## Recommendation Process Details

Each SIG may make at least one recommendation each year. The chart below outlines how many nominees a SIG may recommend, based on their number of members as of 30 June. Contact the STC Office to find out your SIG membership count as of that date if it is not known.

<b>SIG SIZE AS OF JUNE 30</b>	<b>NUMBER OF NOMINEES</b>
100 MEMBERS OR FEWER	1
101-1000 MEMBERS	2
1001+ MEMBERS	3

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

## Nominating Procedure

Submit recommendation forms to the Distinguished Community Service Awards Committee via email by the due date. The due date is typically posted on the DCSA webpage: <https://www.stc.org/membership/recognition/stc-awards/distinguished-community-service-awards/>. In making the recommendations, the SIG leadership 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. SIG leaders making nominations should compose an individual citation for each recommendation.

- *For outstanding contributions to the competitions of the \_\_\_\_\_ SIG.*
- *For sustained contributions to the \_\_\_\_\_ SIG—for your wisdom, experience, and sound advice.*
- *In recognition of your exemplary efforts to revitalize the \_\_\_\_\_ SIG and of your continuing contributions to SIG activities.*
- *For your unfailing willingness to initiate and wholeheartedly support innovative and successful \_\_\_\_\_ SIG activities.*
- *For outstanding leadership of the \_\_\_\_\_ SIG—for inspiration, enthusiasm, creativity, and dedication.*

- *For your exceptional leadership as \_\_\_\_\_ SIG manager and your encouragement and support as a mentor in our profession.*
- *For leadership in establishing the \_\_\_\_\_ SIG and for continuing selfless contributions to the SIG.*

The DCA Committee prepares a summary of names, citations, and recommendation materials, which are submitted to the STC Board of Directors for their approval.

## Announcement Procedure

The announcement and presentation of awards are left to the SIG's discretion. Many SIGs want this award announcement to be a surprise.

After Board approval, the DCA Committee will notify the SIG representative who submitted the application. Within a month after notification, the STC office will email a personalized PDF certificate to that SIG representative. This PDF could be printed out on high-quality paper, then framed or made into a plaque, and sent to the recipient. However, because SIGs are virtual communities, the SIG may choose to make the announcement, then email the PDF directly to the recipient for use on their website, blog, etc. Attribution should be given to STC on any external site posted. This green initiative has been requested by members who prefer to publicize their award online.

DSSA 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 SIG-Level Awards

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

- Coordinating a webinar series
- Continuous service and dedication to the SIG
- Creating a new SIG program
- Mentoring

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