

Guidelines FOR The
LIFETIME achievement Award for
EXCELLENCE in SERVICE

**Society for Technical Communication**

9401 Lee Highway, Suite 300

Fairfax, VA 22031-1803

+1 (703) 522-4114 / +1 (703) 522-2075 (fax)

***stc@stc.org***

***www.stc.org***

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Guidelines for the Lifetime Achievement Award for Excellence in Service

# Designation and Purposes

The Lifetime Achievement Award for Excellence in Service recognizes meritorious service to the Society for Technical Communication by an individual who has demonstrated significant and sustained acts of volunteer service with enduring benefits to the Society and the profession of technical communication. This award encompasses a lifetime of service to the Society that spans multiple accomplishments, levels, and long-lasting impacts.

Goals:

* Acknowledge the importance and value of exemplary service to the Society and embodiment of its core values.
* Encourage sustained service as a lifelong career practice for long-term engaged members of the Society.
* Recognize outstanding contributions to the Society that demonstrate significant and long-term impact.

This award is based primarily on service to the Society, through **significant and sustained** acts and initiatives, which support the growth of technical communication with long-lasting benefits to both the Society and the profession. Exemplary service is measured by demonstrated achievements in the following categories: leadership, education, membership, and scholarship. For example, these may be demonstrated by more than one the following activities: creation or implementation of a significant sustained program or initiative, multiple leadership roles at different Society levels (chapter, SIG, committee, Board), multiple presentations (webinars, short courses) and/or publications (articles in STC publications), and other significant and sustained mentorship or volunteer activities.

# Eligibility

Nominees must be current members of the Society for Technical Communication for at least 15 years prior to the nomination. STC members are eligible regardless of other STC honors or awards received. Current members of the STC Board of Directors and current members of the committee are not eligible to be nominated for this award. The award will be typically given once per year to a single individual. An individual can only receive this award once.

As a service award for recognizing significant and sustained volunteer efforts, the recipient should not have received significant compensation for any of the activities to count on the application as volunteer service efforts.

Nominees must fit both of the following categories:

* An STC member (of at least 15 years) who has conducted a sustained lifetime of service that has made significant contributions with long-lasting benefits to the Society.
* An STC member who has made significant contributions to the Society through multiple activities, which have demonstrated positive, long-lasting benefits to the Society and the profession.

The recipient should have contributed to the Society in each of the following areas:

* **Leadership**. Served in multiple senior leadership roles at different Society levels (chapter, SIG, committee, Board), and/or created, developed, or implemented a significant sustained program or initiative for the Society.
* **Education**. Given multiple webinars, short courses, conference presentations that help the education and development of Society members.
* **Mentorship**. Participated in significant mentorship or volunteer activities, which benefit new professionals and/or students.
* **Publications**. Written and published articles on technical communication topics in a range of STC publications, which benefits other technical communicators.

Individuals can self-nominate or be nominated by a current STC member in good standing. Current members of the committee may not nominate individuals.

# Frequency & Presentation

The award is typically presented annually with a single award recipient in any given year. The committee has the discretion not to bestow any awards if it determines that no nominees meet the award criteria.

The award is presented at the Honors Reception at the STC Summit. The committee provides the citation for the plaque.

# Nomination and Selection

The Immediate Past President will serve as chair of the award committee will be responsible for selecting two additional committee members, who hold the rank of Associate Fellow or Fellow, and one staff member (such as the CEO or his/her designate).

The committee will solicit nominations through these means:

* Arranging for an e-mail announcement to be distributed to the STC membership.
* If possible, publishing an announcement in *Intercom* and/or other appropriate STC social media outlets.

Nominations will be emailed to the STC committee chair and staff liaison who will notify and request that the lead nominator prepare a nomination packet of materials describing how the nominee meets the published award criteria.

Nomination packets should include: (1) a cover letter from the nominator; (2) a full curriculum vitae/resume for the nominee; (3) and two signed letters of recommendation. Past nominations will be carried over and considered for two additional years and can be modified during this period if revisions are submitted by the deadline.

Nomination packets may also include the following supplemental materials:

* Testimonials: any e-mail, letter, or other written evidence of the impact of the applicant’s service work to the Society. For example, the applicant may submit copies of letters of appreciation or thanks or copies of awards or citations.
* Descriptive documents: sample charter, business plan, proposals, or executive summaries of programs or initiatives created, developed, or managed.

Nomination packets will be posted on the committee’s Google Drive folder by the lead nominator.

A summary of the individual chosen by the committee and a proposed citation will be presented to the Board of Directors for approval two months prior to the Annual Summit. The Board will be asked to confer the award on the committee’s selection.

Past nominations will be carried over to the next year for consideration and can be modified during this period, if received before the appropriate deadline.

# Submissions

Due dates:

* Applications due by nominators: **December 31 of the preceding year.**

Nomination packets should be posted to a designated Google Drive folder by either the committee chair or staff liaison.