

Guidelines for the Excellence in Service to STC Award

Designation

The Excellence in Service to STC Award 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 consequently, the profession.

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 acknowledges a lifetime of service to the Society** that spans multiple accomplishments, levels, and long-lasting impacts. Honorees will demonstrate **significant and sustained acts of service to STC** and participation in initiatives that support the growth of technical communication with long-lasting benefits to the Society.

Exemplary service is exhibited by demonstrated achievements in the following categories: leadership, education, mentorship, and scholarship.

Eligibility

Nominees must be current members of the Society for Technical Communication with **at least 15 consecutive years of membership** prior to the nomination. Qualified STC members are eligible for this award regardless of other STC honors or awards received. Current members of the STC Board of Directors and the Excellence in Service to STC Award Committee are not eligible to be nominated for this award. The award typically will be given once per year to a single individual. An honoree may only receive this award once.

Since this is a service award recognizing significant and sustained volunteer efforts, the honoree should not have received significant compensation for any of the activities included on the application as volunteer service efforts.

Nominees must be **STC members of at least 15 consecutive years** who fit both of the following categories:

- Have conducted a **sustained lifetime of service** that has made significant contributions to the Society.
- Have made **significant contributions to the Society** through multiple activities, which have demonstrated positive, long-lasting benefits to the Society.

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

- **Leadership.** Served in multiple leadership roles at various Society levels (Chapter, SIG, Board, STC Committee). Created, developed, or implemented a significant sustained program or initiative for the Society.
- **Education.** Participated in volunteer education activities, such as serving as a peer reviewer for the Technical Communication Journal, proposal reviewer for the STC Summit or a conference planned by an STC community, member of the STC Education Committee, or Chair or member of the STC Conference Committee.
- **Mentorship.** Participated in an STC mentoring initiative or mentored STC members informally. Participated in volunteer activities that benefit new professionals and/or students.
- **Scholarship.** Delivered multiple presentations (webinars, Summit presentations); published articles in Intercom magazine, the Technical Communication Journal, or STC's Notebook blog; or served as Guest Editor of Intercom, all of which benefit STC members.
- Performed other significant and sustained STC volunteer activities.

Individuals can self-nominate or be nominated by a current STC member in good standing; however, nominees must accept the nomination and complete their own applications to be considered.

Frequency

The award is typically presented annually with a single honoree in any given year. The Committee has the discretion not to bestow any award if it determines that no applicants meet the award criteria.

The award is presented at the annual STC Honors event. The Honors Committee provides the award citation.

Award

A board member will serve as Chair of the committee and will be responsible for selecting two additional Committee members, who must hold the rank of Associate Fellow or Fellow or be a past honoree of the Excellence in Service to STC Award, and one staff member (such as the Executive Director or delegate) who serves as an *ex-officio* member.

Nomination, Application, and Selection

Nomination

The Committee will solicit nominations through these means:

- Arranging for an email announcement to be distributed to the STC membership.
- If possible, publishing an announcement in Intercom and other appropriate STC publications and social media channels.

In order to be considered for the Excellence in Service to STC Award, please review these guidelines to verify that you are eligible, then submit your nomination with the following information to the Committee via email. If you believe another member should be considered for this award, you may nominate them or encourage them to submit their own nomination. If you nominate a member without their knowledge, the Award Committee will contact them to ask if they accept the nomination and would like to apply.

Required information for nomination:

- Name
- Number of years as an STC member (minimum of 15 consecutive years required)

Please submit the nomination via email to Excellence_in_service_award@stc.org with the subject line “Nomination for Excellence in Service to STC Award” no later than **30 September**.

The Chair will notify each nominee within 5 business days after the due date to let them know that their nomination has been received. If the nominee accepts, they also will receive instructions for submitting their application packet.

Application

Application packets must include:

- A cover letter
- A completed application form
- A full curriculum vitae/résumé
- Two signed letters of recommendation

Application packets may also include the following supplemental materials:

- Testimonials in the form of an email, letter, or other written evidence of the impact of the applicant’s service to the Society. For example, the applicant may submit copies of letters of appreciation or thanks, or copies of award certificates or citations.
- Supporting documents, such as a sample charter, business plan, proposal, or executive summary of a program or initiative the applicant created, developed, or managed.

Please submit the application via the [online form](#) no later than **15 November**.

Selection

The Committee will present a summary of the recommended honoree and a proposed citation to the STC Board of Directors for approval two months prior to the annual STC Honors event (or by the due date established by the Board). The Board will be asked to approve and confer the award on the committee's recommendation.

After the Board decision, the Committee will contact all applicants (including the honoree) to notify them of their status.