

## 5A Nomination for Fellowship Form Instructions

The online nomination form requires that you enter information about the nominee in the following four categories:

1. **Personal Information** identifies your nominee's contact information and their relationship with NECA
2. **Employment Information** where you need to demonstrate that your nominee meets the criteria for Fellowship: *served for at least ten consecutive years in an executive position(s) with a member firm or chapter*
3. **Committees & Offices** is divided into four categories:
  - **National** Committee or Task Force
  - **Chapter Offices**
  - **Other Chapter Committees**
  - **Civic of Public Service**
4. **Certification** identifies the people making the nomination

**VERY IMPORTANT** ~ Once you begin the process of completing the form online, **you must** enter all the information to transmit the form. **You cannot save and go back to the form later.**

**Hint: Before attempting to complete the form online, we suggest that you print the form** so you may determine the information you need to gather before you begin to complete the form online.

**Buttons:** At the bottom of the form you will see **two buttons: *Print*** and ***Submit***. When you have completed your input, we suggest you print the form for your review before pressing the ***Submit*** button. The ***Print*** button will print the information that you have submitted. It will **not** be in the final form that the Jury will see but you can verify that all of the information is included and is correct. You will have an opportunity to review and approve the finished product later in the process.

When you're satisfied with your review of the information, press ***Submit*** and the information will **automatically be transmitted to the Academy office.**

Questions about any **online issues?** Contact **Diane Jacobson at 301-215-4555 or dsj@necanet.org.**

## Instructions to be added on the form!!!

### 1. Personal Information

### 2. Committees & Offices

- Chapter Offices Held – If a nominee has served the same office for different (non-successive) terms, please show the more recent term in this section and show previous term(s) in the next section. {Maybe this instruction should be on the form!}
- Other Chapter Committees (and whether they were chairman or not) or Positions (which provides an opportunity to elaborate where a nominee might have served a committee or office on more than one non-consecutive term).

**Note:** Remember that service as a chapter officer or committee chairman, while indicative of industry interest, does not, by itself, constitute “outstanding and exceptional service”. More important to the Jury of Fellows is **what was personally accomplished**, and **at what personal sacrifice**, by the nominee. Such accomplishments and sacrifices should be specifically addressed in the narrative.

- While **Civic or Public Service** may enhance the nominee’s fitness for Fellowship in the Academy, this is an optional section and you should only include the most significant examples of civic, fraternal or philanthropic service. Positions that demonstrate leadership are more significant than merely belonging. The Jury is instructed that the **lack of such service shall not be held against the nominee**.

### 3. Committees & Offices

### 4. Certification