 **AIAA Distinguished Service Award Nomination**

**Instructions and Guidelines**

AIAA is proud to recognize the very best in our industry: those individuals and teams who have taken aerospace technology to the next level…who have advanced the quality and depth of the aerospace profession…who have leveraged their aerospace knowledge for the benefit of society. Their achievements have inspired us to dream and to explore new frontiers.

AIAA Honors and Award Program takes pride in our awards and recognizing the award recipients. Given this high standard, the program has strict policies and requirements. **The nominator is to read and understand all policies and requirements prior to submitting the nomination package.** AIAA will validate all information prior to officially recording the nomination and forwarding it to the appropriate selection committee. Any incomplete or not compliant nomination and/or endorsement letter (s) will be returned to the nominator and will not be forwarded to the selection committee.

**All awards policies and requirements can be found at the AIAA Honors and Awards website:** <https://www.aiaa.org/get-involved/honors-awards/awards/awards-policies-and-requirements>

The Distinguished Service Award was established by the Board of Directors in 1968 to give unique recognition to an individual member of AIAA who has provided distinguished service to the Institute for a period of at least 15 years. The recipient must be a member in good standing who has shown particular dedication to the interests of the Institute by making significant and continuing contributions. Technical contributions or contributions to the profession as a whole or to the aeronautical/astronautical/hydronautical disciplines are not a consideration for this award.

* Any AIAA member in good standing may nominate candidates for any of the awards and lectures.
	+ - **Self-nominations are not permitted.**
		- Any nomination submitted by the nominee will be automatically disqualified.
* Candidates must be AIAA members in good standing (paid memberships; Student Members, E-members, and Educator Associates are not eligible).
* **To be considered for this award, the nominator must submit nomination online. References are also to submit their endorsements online**. It is recommended that the nominator submit this nomination about one month prior to the deadline as it will then give the reference ample time to submit a compelling and thoughtful endorsement. A complete nomination package (nomination plus the required endorsements are due into the online awards systemby the deadline Nomination and endorsement letters cannot exceed the required length noted on the form.
* Three endorsement letters are required, all of which must be from AIAA members. Two more may be included; they do not need to be AIAA members.
* Only the nominator is to submit this package.
* The nominator may not serve as a reference.
* Current members of the AIAA committee/group responsible for the selection process for a particular award as well as current elected AIAA volunteers are not eligible to be nominated for that award until expiration of their membership term, which occurs yearly on April 30th.
* Nominees/awardees may not receive more than one AIAA National award for the same accomplishment or body of work. Nominating the same person for multiple AIAA National awards during the same nomination cycle is not allowed. Careful consideration should be given when nominating to ensure that the relevant accomplishments of the nominee are presented clearly and precisely, so that overlap between prior and future awards does not exist. This guideline applies to all awards, including awards where AIAA is a partner, but does not apply to AIAA lectireships or to Associate Fellows, Fellows and Honorary Fellows Honors.
	+ - Some AIAA awards recognize specific and recent accomplishments, while other recognize lifetime achievement.  As discussed in the previous point, nominators should be careful to distinguish new nominations from previous AIAA Award winners in either of these two categories so as to ensure there is no overlap.



**AIAA DISTINGUISHED SERVICE AWARD**

**NOMINATION FORM**

**This Form is used as a draft purpose only**

**All Nominations and References are to be submitted online**

**The Nominator must read the AIAA Award Guidelines prior to submitting the nomination package.**

<https://www.aiaa.org/get-involved/honors-awards/awards/awards-policies-and-requirements>

**Nominee’s Information**

|  |  |
| --- | --- |
| **Nominee Name** |  |
| **Job Title** |  |
| **Organization** |  |
| **City/State/Zip** |  | **Country** |  |
| **Telephone** |  | **Email** |  |
| **Number of Years as an AIA Volunteer****(must be at least 15 years to be eligible)** |  |

**Citation**

In 25 words or less, write a citation as to why this candidate should receive this award.  It should include the most notable accomplishment(s) or contributions(s) this candidate has made in relation to this award. It should not include the name of the candidate.

**AIAA Committee Memberships**

List all (current and past) AIAA Technical and/or Integrated and Outreach Division Committee Memberships; Elected Positions, and any other volunteer position for AIAA.  Please do not include non-AIAA volunteer positions.

Format:  Start Year-Ending Year   Committee    Position   Contributions

**Basis for Award**

Please describe the impact of the accomplishments and/or contributions of the candidate to AIAA, as a volunteer.

List and describe why this candidate has provided distinguished service to AIAA.  Explain the impact of the candidate’s most significant contributions demonstrating sustained and visible support and service to AIAA.  These contributions may include but not limited to: volunteer engagements in committees. region/section events, National events, mentoring and outreach activities that may contribute towards an engaged and/or diverse workforce, etc.

**PLEASE NOTE:   Technical contributions or contributions to the profession as a whole or to the aeronautical/astronautical/hydronautical disciplines are not a consideration for this award.  This award solely recognizes distinguished service to AIAA**

(1000-word limit)

**Resume**

Please provide a resume of the nominee’s professional record, including education, leadership and management positions, and honors and awards.

(1000-word limit)

**Reference**

*Three references must be AIAA Members in good standing.*

*No more than 5 references allowed (2 can be non-AIAA members).*

*Nominators are not eligible to be a reference.*

*Self-Nominations are not permitted.*

|  |  |
| --- | --- |
| **Reference #1: Name** OrganizationEmail Address |  |
| **Reference #2: Name** OrganizationEmail Address |  |
| **Reference #3: Name** OrganizationEmail Address |  |
| **Reference #4: Name** ***(optional)***OrganizationEmail Address |  |
| **Reference #5: Name** ***(optional)***OrganizationEmail Address |  |