**Lost Pines Master Naturalist Member of the Year Award**

**Nomination Guidelines**

**1. Nature of the Award**

The award shall consist of a certificate and/or gift presented by the LPMN Chapter President at the December Chapter meeting,

**2. Purpose of the Award**

The purpose of the award is to recognize a member of the LPMN Chapter. It is given for significant contributions by a member through involvement in the organization, and in promoting the goals and mission of the LPMN Chapter.

**3. Eligibility**

Any active LPMN member shall be eligible to receive this award. More than one award recipient may be chosen in a given year, but the award need not be given if no suitable nominations are received. An award winner may not receive the award in two consecutive years.

**4. Administration**

The Chapter Member of the year Award is sponsored by the Chapter-at-Large, and nominations are reviewed and voted on by the Membership Committee, acting as the Award Committee.

**5. Nominations**

5.1 Nominations may be made by any active LPMN member. Nomination forms shall be posted on the Chapter website, and hard copies shall be available at the September Chapter meeting.

5.2 Nominations may be submitted electronically or by mail to the Membership Committee Chairman. Nominations are due by the October Chapter Meeting.

**5.3 Each nomination for the Chapter Member of the Year shall consist of:**

**The completed *Chapter Member of the Year Award Nomination Form*, including a summary of why the nominee should be selected to receive the award.** (Item #10 on the Form).

**6. Award Committee**

6.1 The Award Committee shall consist of the LPMN Past President and the members of the Membership Committee.

6.3 If a Committee member is nominated for this award, the Committee Chairman shall appoint another member to serve on the Committee in place of the nominee.

**7. Selection of the Award Recipient**

7.1 The nominee’s activities that shall be considered for this award include:

* Years of involvement in LPMN Chapter
* Chapter Offices held and years of each
* Participation in Committee work
* Participation in Board work
* Participation in Chapter meetings, seminars, and workshops
* Participation in Chapter Programs - Educational Programs, Service Projects
* Contributions to Chapter Publications - Website, Facebook
* Involvement in other Chapter Activities
* Participation in Training Program
* Recommendation summary

7.2 The Committee may also take into account programs developed by the chapter member, and recruitment of chapter members to be involved in those programs.

7.3 The Committee shall make the decision based upon the documentation submitted. Each member of the committee shall have one vote.

7.4 If more than one Chapter member is outstanding in a single year, two winners may be named.

7.5 If there are no appropriate candidates, the award need not be given in that particular year.

7.6 The Committee Chair will communicate the Committee’s decision to the Chapter President and the award recipient prior to the December meeting. Prior notification to the recipient is to ensure that the recipient will be present at the meeting to receive the award.

7.7 The Committee Chair or President shall provide a written letter presenting the nominee as the Lost Pines Master Naturalist Member of the Year, and it shall include a summary of the member’s service and accomplishments.

**8. Presentation of the Award**

The award shall be presented to the winner(s) during the December Chapter Meeting.

**9. Publicity**

The award winner shall be posted on the LPMN website, and a news release shall be distributed to local newspapers.

**10. Deadlines**

10.1 The LPMN Award Committee chair shall solicit nominations at the September Chapter Meeting.

10.2 Nominations are due by the October Chapter Meeting.

10.3 Committee members shall meet and vote on the nominees by the November Chapter Meeting.

10.4 The Award winner and Chapter President shall be notified by December 1st.

Revised: 24 August 2016

**CHAPTER MEMBER OF THE YEAR NOMINATION FORM**

The Chapter Member of the Year may be awarded to any active chapter member who is a member in good standing. Chapter members cannot self-nominate for this award.

Nominee’s Name:

* Address:
* Phone:

Nominator’s Name:

* Address:
* Phone:

Activities of Nominee:

1. Years of involvement in LPMN Chapter:
2. Chapter Offices held, and years of each:
3. Participation in Committee work:
4. Participation in Board work:
5. Participation in Chapter meetings, seminars, and workshops:
6. Participation in Chapter Programs, Educational Programs and Service Projects:
7. Contributions to Chapter Publications, Website, Facebook:
8. Participation in Chapter Training Program:
9. Involvement in other Chapter Activities:
10. Why is this candidate the best nominee? What makes this member special?