**ISPE International Awards Information and Nomination Form**

**Award Descriptions**

***MAX SEALES YONKER MEMBER OF THE YEAR AWARD -*** This award honors the ISPE Member who has made the most significant contribution to the Society ***during the past year***.  It is named in honor of a dynamic lady who contributed to the Society in many different ways and served as a source of inspiration during her battle with cancer.

*The nominated individual should demonstrate the following:*

* Membership in good standing.
* Extraordinary volunteer service and commitment to the mission of ISPE.
* Active participation in Society activities in the past year that contributed to tangible results.
* Inspires and recruits others to engage in volunteer activity.
* Exemplifies the value of ISPE Membership to the industry.
* Mentored new members of the profession and inspired other procurement professionals to become active in the Association or pursue advancement within the profession.

***RICHARD B. PURDY DISTINGUISHED ACHIEVEMENT AWARD -*** This award honors an ISPE Member who has made significant, long-term contributions to the Society.  It will not necessarily be presented annually. It is named after one of the Society’s founders and most accomplished Presidents. Recipients are considered to be members of ISPE’s “Hall of Fame.” Recipients of this lifetime achievement award are not eligible to receive the award more than once. [Click here](https://ispe.org/membership/international-honor-awards) for a list of all previous recipients.

*The nominated individual should demonstrate the following:*

* A sustained strategic contribution to ISPE that produced significant results.
* Leadership and participation in a variety of roles such as Committee Member, Event Speaker/Leader, Author, Training Faculty Member, etc.
* Service as an ambassador of the Society by promoting ISPE and encouraging other professionals and companies to become active in the organization.

***JOSEPH X. PHILLIPS PROFESSIONAL ACHIEVEMENT AWARD -*** This award honors an ISPE Member who has made a significant contribution to the Industry, not just ISPE. Named in honor of Joe Phillips, longtime supporter of ISPE and a leader in establishing the Society as an “integrator” of industry and regulators, both during his years of service with the FDA and later when he became International Regulatory Affairs Advisor to ISPE, this award is given infrequently to recognize the extraordinary contributions of its recipients. Recipients of this lifetime achievement award are not eligible to receive the award more than once. [Click here](https://ispe.org/membership/international-honor-awards) for a list of all previous recipients.

*The nominated individual should demonstrate the following:*

* Exemplary contributions to the industry that have gone above and beyond expectations.
* Recognized as a leader among peers.
* Dedication to the industry through one or more of the following:
	+ Connecting industry and regulators
	+ Finding innovative solutions to industry issues
	+ Extraordinary leadership

***AFFILIATE AND CHAPTER EXCELLENCE AWARD -*** This award recognizes the outstanding work of the International Affiliates and Chapters as reflected by membership development and services, management, industry and society support, and innovation.

*The nominated Affiliate or Chapter should demonstrate the following:*

* Active Membership recruitment and retention activities throughout the year. Considerations include:
	+ New Member and Member retention rates over the past year
	+ Innovative approaches to fulfilling the needs of the local Members
	+ Mentorship and development of students and young professionals
* Outstanding achievement in the creation, development, and delivery of programs serving the needs of local Members. Considerations include:
	+ Creativity in program delivery
	+ Balance of educational and networking opportunities
* An effective Board providing leadership consistent with the Affiliate/Chapter Charter. Considerations include:
	+ Management consistent with policies set forth in the Affiliate/Chapter Charter
	+ Volunteer leadership training and development of future leaders
	+ Leadership succession planning
* Stewardship of the ISPE brand and reputation. Considerations include:
	+ Innovative methods of promoting ISPE to individuals and companies in the local area/region

***COMMITTEE OF THE YEAR AWARD -*** This award recognizes the outstanding work of one of the Society’s committees, councils, task teams, or community of practice steering committees.

*The nominated committee should demonstrate the following:*

* Significant contribution to advancing ISPE’s mission and goals. Considerations include:
	+ Tangible results in the delivery of programs and/or products
	+ Fulfilling needs of a specific segment of the Membership or Membership at large.
* Use of operational best practices to produce measurable results. Considerations include:
	+ Committee organization and succession planning
	+ Partnerships with other appropriate ISPE groups
* Innovation and support of ISPE’s strategic plan. Considerations include:
	+ Innovative ideas in delivering in programs and/or products

***COMPANY OF THE YEAR AWARD -*** This award recognizes the outstanding leadership and support provided by a company as reflected by significant active participation in the Society’s committees, CoPs, programs and activities as well as its support of employee participation in ISPE. Applications are encouraged from large and small companies of all types.

*The nominated company should demonstrate the following:*

* A number of employees that serve as Members and Volunteers in the Society.
* Support of employee and company participation in ISPE activities including Membership, Volunteerism and Events.
* Active involvement from both company leaders and employees.
* Company leaders and employees serve as ambassadors of ISPE and promote the Society within the industry.

**Tips for Submitting an Effective Nomination**

Preparing an effective nomination is the key to presenting the accomplishments of a candidate to the Awards Committee. Members of the Committee review nominations of many excellent candidates and may not know your candidate.

* Start early. Don’t wait until the day of the deadline to write your nomination.
* Read the award criteria carefully to ensure that your candidate is a good match.
* Outline your potential candidate’s qualifications, comparing them side by side to the award criteria. Once the information is outlined, you will find it easier to compose your argument.
* In your nomination, list the award criteria and provide specific examples of candidate’s applicable work.
* Let the candidate review the final nomination and give feedback. This may lead to improvement in examples and additional supporting details.
* Get another person to review the nomination for both content and the quality of the writing before submitting.
* Submit by the deadline. Late submissions will be considered solely at the discretion of the Awards Committee.

**ISPE International Award Nomination Form**

*Please return this completed form to* *nominations@ispe.org**.*

**Nominee Information**

**Name:**       **Title:**       **Company:**

**Award Type** Choose an item.

*The Awards Committee reserves the right to present a nominee with an award other than the one for which the individual or group was nominated.*

**Your Information**

**Name:**       **Title:**       **Company:**

**Phone:**       **Email:**

**How should we contact you if we need more information?** Choose an item.

**Nomination Narrative**

*Describe the reasons for your nomination below. Reference the awards criteria listed above and be as specific as possible on how the nominee demonstrates excellence based on the award criteria.*