AAFCS Distinguished Service Award (DSA) Program **2020/2021**

The DSA was established by the American Home Economics Foundation in 1979 as a living tribute to members of AHEA (now AAFCS); it is the highest award given by AAFCS, recognizing superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained AAFCS leadership at both state and national levels. A fundraising campaign will be conducted in conjunction with the DSA Award Program, with a goal of $10,000 per honoree.

The DSA will be awarded to an individual honoree whether the fundraising goal is achieved. Funds may be used for both unrestricted and restricted purposes as approved by the Board of Directors (BOD).

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1. Criteria for Nomination

The nominee is:

- a current dues-paying member of AAFCS with continuous membership for 20 years or more;
- actively employed in a family and consumer sciences-related profession; or a current family and consumer sciences professional in home and community; or retired.

The nominee has evidence of:

- gaining and retaining a national and/or international reputation for outstanding achievements in family and consumer sciences;
- a professional record showing sustained commitment to AAFCS and the family and consumer sciences profession;
- significant contributions to the AAFCS organization at affiliate and national/international levels; and
- professional contributions to strengthening individuals, families and communities.

Members of the AAFCS Board of Directors, the AAFCS Awards and Recognition Committee, and the DSA Juror Panel are not eligible to be nominated for the DSA during their terms of office.

2. Nomination Procedures

An individual member may be nominated for the DSA by any group of AAFCS members. In order to have a member considered for the 2020 Distinguished Service Award, nominators are to submit a complete nomination by **Friday, September 25, 2020.**

a. Nomination Packet Materials

A **complete** nomination packet with the required materials listed below must be ***received*** at AAFCS Headquarters by **Friday September 25** for the nominee to be considered for receiving the award in 2020. The nomination materials must be sent via PDF to AAFCS via email to the attention of "DSA Juror Panel" at awards@aafcs.org. Only PDF files will be accepted. Nominations will be confirmed by return email within one week of receipt. **It is the nominator's responsibility to verify the nomination packet has been received.**

- Nomination Packet Cover Sheet Checklist *(see page 4)*
- A letter of nomination from any group of AAFCS members
- List of nominee's AAFCS activities (evidence of sustained AAFCS leadership at state and national levels)

- Statement of nominee's significant professional achievements and contributions to the family and consumer sciences profession
- Three letters of support for the nomination
- Current vita or resume of the nominee
- Contact information for the volunteer DSA campaign/fundraising coordinator
- A statement of the DSA Coordinator's commitment to fundraise on behalf of the nominee and an agreement to complete the fundraising appeal (with assistance from AAFCS staff)
- A one-third page abstract identifying the nominee's qualifications for the award; abstract should be pre-approved by nominee and suitable for publication in AAFCS' print and online materials.

Reminder: The complete nomination packet with all required materials must be received by AAFCS **no later than September 25** for the nomination packet to be considered for selection. Incomplete and/or late nominations will not be reviewed.

b. Approval of Nominations

- All complete DSA nominations are reviewed by the AAFCS DSA Juror Panel *(see page 3 for composition)*. If a fall conference call is not held, an e-mail ballot of panel members will be conducted.
- A positive vote by five of the seven-member panel is required for approval of a DSA nomination.
- No more than three awards shall be made in a given year without special action by the DSA Juror Panel. In any given year there may be no awards.
- The names of the approved DSA nominees will be presented by the DSA Juror Panel to the AAFCS BOD Chief Executive Officer (CEO) for final endorsement. The AAFCS President will contact each DSA recipient and respective DSA Campaign Coordinator by telephone and by email. The BOD Chief Executive Officer will promptly notify the DSA Juror Panel of the endorsement of the BOD. Within one week of this notification, the DSA Juror Panel will communicate by telephone, followed by email, with the nomination packet coordinator if a nomination is not approved. Reasons for non-approval will be cited. There is no appeal process, but nominations which are not approved may be resubmitted in subsequent years.

c. Financial Support of the DSA Honorary Fund

- By **November 15**, the selected DSA recipient provides to AAFCS Headquarters via email a high-resolution **color** photograph, preferably 3" x 4", to be used in fundraising materials.
- By **November 30**, the nominating group, through the DSA Campaign Coordinator, provides a list of names of potential donors to be contacted for financial support of the DSA Honorary Fund. The expenses for up to 350 letters of solicitation will be borne by the Association and additional mailings will be paid for by the nominating group.
- An announcement of the named DSA recipient(s) will be sent to the following by AAFCS staff: AAFCS BOD, Past Presidents, and former DSAs. All AAFCS members will be encouraged to contribute to the DSA Honorary Fund through an advertisement in the *Journal of Family & Consumer Sciences* and in other AAFCS print and online materials. Expenses for these mailings and advertisements will be paid by the Association.
- The nominating group will agree to participate actively in the fundraising effort, led by the DSA Campaign Coordinator.
- The deadline for contributions is **April 30** (the end of the AAFCS Fiscal Year), for the donors to be recognized in printed materials. *Contributions will be accepted after April 30 but may not be included in printed recognition materials until the following year.*
- In addition to solicitation of the AAFCS membership, corporate sponsorship of the DSA Recognition program may be obtained, coordinated by AAFCS staff. Suggestions of prospective sponsors by the DSA Campaign coordinator(s) are welcome.
- A total of 10% of the DSA Honorary Fund may be allocated toward specific AAFCS initiative(s). If the DSA recipient wants to choose a specific fund, a written request should be made to the AAFCS staff DSA liaison by November 15, who will then seek approval from the BOD.

The DSA Campaign Coordinator and the AAFCS staff member assigned to Development have clearly defined responsibilities in relation to DSA campaigns. Responsibilities and a detailed timeline for the DSA Campaign Coordinator and the AAFCS staff member assigned to Development are available by contacting awards@aafcs.org.

Distinguished Service Award (DSA) Juror Panel

Team Description: A seven-member team, plus one staff liaison, will be established as the DSA Juror Panel, with the purpose of evaluating the annual Distinguished Service Award Nominations and sharing results with the board of directors.

The team will be comprised of members representing these groups: Awards & Recognition Committee, previous DSA Recipients, and Members-at-Large. The panel leader will be from the Awards & Recognition Committee.

- Business will be conducted via email and phone and is typically concentrated in August - October of the calendar year. Schedule may vary dependent upon deadline for nomination in given year
- The panel terms will be staggered so there is continuity of two to three voting members each year.
- Applications will be accepted on a rolling basis.
- Applicants are asked to submit a list of AAFCS affiliate and national activities and responsibilities.
- Those with previous award selection and/or fundraising experience are especially encouraged to apply. Applications will be reviewed, and committee members selected by the staff liaison and the Awards and Recognition Committee.

Composition

Group Represented	**Seven Voting Members**
Awards & Recognition Committee	At least one and up to three
Previous Distinguished Service Award Recipients	Up to two
Members at-large	Up to three
Staff Liaison	1 (non-voting)

AAFCS Distinguished Service Award Nomination Packet Cover Sheet Checklist

Nomination Packet Preparer: _____
Email address: _____
Phone number: _____
Date Submitted (due September 25; incomplete and/or late nominations will not be reviewed.): _____

Complete DSA nominations must include all the following documents:

□ **Nomination Packet Cover Sheet Checklist**
□ **A letter of nomination from any group of AAFCS members**
□ **List of nominee's AAFCS activities (evidence of sustained AAFCS leadership at state and national levels)**
□ **Statement of nominee's significant professional achievements and contributions to the family and consumer sciences profession**
□ **Three letters of support for the nomination**
□ **Current vita or resume of the nominee**
□ **Contact information for the volunteer DSA campaign/fundraising coordinator**
□ **A statement of the DSA Coordinator's commitment to fundraise on behalf of the nominee and an agreement to complete the fundraising appeal (with assistance of AAFCS staff)**
□ **A one-third page abstract identifying the nominee's qualifications for the award; abstract should be pre-approved by nominee and suitable for publication in AAFCS' print and online materials.**

The nominee is:
□ **a current dues-paying member of AAFCS with continuous membership for 20 years or more;**
□ **actively employed in a family and consumer sciences-related profession; or a current family and consumer sciences professional in home and community; or retired.**

*The nomination packet will support that the nominee has evidence of:
□ **gaining and retaining a national and/or international reputation for outstanding achievements in family and consumer sciences;**
□ **a professional record showing sustained commitment to AAFCS and the family and consumer sciences profession;**
□ **significant contributions to the AAFCS organization at affiliate and national/international levels; and**
□ **professional contributions to strengthening individuals, families and communities.**

*Please note that an Evaluation Rubric is included in the DSA Guidelines **as a tool** for those preparing nominations for evaluation, and those evaluating nominations for selection. It is not required as part of the nomination.*

American Association of Family & Consumer Sciences (AAFCS) Evaluation Rubric: Distinguished Service Award

Distinguished Service Award (DSA) Program Policy: The DSA was established by the American Home Economics Foundation in 1979 as a living tribute to members of AHEA (now AAFCS); it is the highest award given by AAFCS, recognizing superior achievements in family and consumer sciences, outstanding contributions to the family and consumer sciences profession, and sustained AAFCS leadership at both state and national levels. A fundraising campaign will be conducted in conjunction with the DSA Award Program, with a goal of $10,000 per honoree.

CRITERIA FOR NOMINATION

- Current dues-paying member of AAFCS and continuous membership for 20 years or more.
- Actively employed in a family and consumer sciences related profession; or a current family and consumer sciences professional in home and community; or retired.

The nominee has evidence of:	21-25 points	16-20 points	11-15 points	0-10 points
Gaining and retaining a national and/or international reputation for outstanding achievements in Family and Consumer Sciences Examples may include: 1) Attended and led or presented sessions in national and/or international meetings 2) Published in national journals, books, textbooks, bulletins, or other documented works i.e. research findings, curriculum writings, or other informative articles 3) Recognized at the national or international level by members for service to AAFCS and the profession 4) Juried/Non-Juried and invited presentations 5) Received special honors of a singular nature	The nominee has strong and varied evidence of gaining and retaining a national and/or international reputation for outstanding achievements in Family & Consumer Sciences.	The nominee has good evidence of gaining and retaining a national and/or international reputation for outstanding achievements in Family & Consumer Sciences.	The nominee has some evidence of gaining and retaining a national and/or international reputation for outstanding achievements in Family & Consumer Sciences.	The nominee has limited/weak evidence of gaining and retaining a national and/or international reputation for outstanding achievements in Family & Consumer Sciences.
A professional record of sustained commitment to and engagement with AAFCS and the Family and Consumer Sciences profession Examples may include: 1) Evidence shown by number of years, nature of (officer, committee, other leadership involvement) with AAFCS and FCS allied groups at the local, affiliate and national/international levels	The nominee has strong and varied evidence of a professional record showing sustained commitment to and engagement with AAFCS and the Family and Consumer Sciences profession.	The nominee has good evidence of a professional record showing sustained commitment to and engagement with AAFCS and the Family and Consumer Sciences profession.	The nominee has some evidence of a professional record showing sustained commitment to and engagement with AAFCS and the Family and Consumer Sciences profession.	The nominee has limited/weak evidence of a professional record showing sustained commitment to and engagement with AAFCS and the Family and Consumer Sciences profession.

The nominee has evidence of:	21-25 points	16-20 points	11-15 points	0-10 points
Significant contributions to the AAFCS organization at affiliate and national/international levels Examples may include: 1) Exemplary contributions to AAFCS on special task forces, in leadership positions, and other supporting works	The nominee has strong and varied evidence of significant contributions to AAFCS organization at state, national and/or international levels.	The nominee has good evidence of significant contributions to AAFCS organization at state, national and/or international levels.	The nominee has some evidence of significant contributions to AAFCS organization at state, national and/or international levels.	The nominee has limited/weak evidence of significant contributions to AAFCS organization at state, national and/or international levels.
Professional contributions to strengthening individuals, families and communities Examples may include: 1) Worked in the field for 20 years or more to positively impact individuals, families and communities 2) Programs developed and conducted, grants awarded, or development or participation in any medium (print, film, television, etc.) serving individuals, families, and communities 3) Participated in curriculum and textbook development, textbook review committees, state curriculum review and revision, advisory boards, internships, and networking with community leaders.	The nominee has strong and varied evidence of professional contributions to strengthening individuals, families and communities.	The nominee has good evidence of professional contributions to strengthening individuals, families and communities.	The nominee has some evidence of professional contributions to strengthening individuals, families and communities.	The nominee has limited/weak evidence of professional contributions to strengthening individuals, families and communities.

Scoring:

1) This rubric is a tool to aid those preparing nomination packets, and those evaluating nominations for selection of the Distinguished Service Award Nominees. Please note it is a tool and not the final mechanism by which DSA recipients are selected.
2) A positive vote by five of the seven-person DSA Selection Team is required for selection of a DSA nominee.