



Distinguished Service Award Guidelines

Deadline Posted on AAFCS Website

The Distinguished Service Award (DSA) was established in 1979 as a living tribute to members of the American Association of Family & Consumer Sciences (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.

Applying for the Distinguished Service Award

- The applicant is a current dues-paying member of AAFCS with continuous membership for 20 years or more.
- Applicant is a current family and consumer sciences professional, or actively employed in a family and consumer sciences-related profession, or retired.
- Applicant 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 through service to allied organizations and in the community.
- An individual member may be nominated for the DSA by any group of AAFCS members.
- Application materials may be prepared by the applicant or the nominating individual/group.
- A fundraising campaign will be conducted in conjunction with the DSA Award Program, with a goal of \$10,000 per awardee; the fundraising efforts will be led by a campaign coordinator identified in the application.
- Applicants can submit to only one AAFCS award per annual review cycle.
- Members of the AAFCS Board of Directors and Awards Committee are not eligible to apply during their terms of office. AAFCS staff are not eligible to apply during their periods of employment with the Association.
- All award materials must be submitted in English.
- All policies, procedures, and guidelines must be followed for the award application to be considered for juried review.

Submitting the Application

The application must be submitted using the official application form and in the order below as one PDF document. Please be aware of the page requirements for each section. Please include page numbers and headings. The online application will require submission of a color headshot photo of applicant that will be used in marketing and promotional materials. Please keep a copy of all materials submitted to AAFCS. Questions should be forwarded to awards@aafts.org.

Section 1: General Information

Applicant Information

- ☐ First and Last Name (include AAFCS Credentials, if applicable)
- ☐ Phonetic Pronunciation of Name
- ☐ Current Title/Position
- ☐ AAFCS Member Number
- ☐ Number of Years of AAFCS Membership
- ☐ Contact Information (Email, Phone Number, Mailing Address)
- ☐ 150 Word Biography in 3rd Person

Nominator Information

- ☐ Name(s), Affiliate Leadership Role
- ☐ State Affiliate or Group
- ☐ Contact Information (Email, Phone Number)

Campaign Coordinator Information and Commitment

- ☐ Name(s), Affiliate Leadership Role
- ☐ State Affiliate or Group
- ☐ Contact Information (Email, Phone Number)

Section 2: Applicant's Current Curriculum Vita or Resumé (Maximum of 10 pages)

Section 3: Achievements and Contributions (Maximum of 2 pages in 12-point font)

Overview of the applicant's significant professional achievements and contributions to the Family and Consumer Sciences profession

Section 4: Personal Essays (Maximum of 3 pages in 12-point font)

- ☐ Address the applicant's national and/or international reputation related to the Family and Consumer Sciences Profession
- ☐ Address the applicant's AAFCS leadership contributions at the affiliate and/or local level
- ☐ Address the applicant's service to related FCS organizations

Section 5: Impact Statements (Maximum of 4 pages in 12-point font)

- ☐ Impact statements on four topics:
 1. Involvement/support with students and/or new professionals (i.e. – FCCLA, college student unit, community student involvement, supervisory roles for new professionals such as student teaching or mentoring) and advisory positions
 2. Curriculum and textbook development (to include textbook review, and/or state curriculum development or review/revision), professional research and development, and publications (i.e. – journal entries/articles, newspaper columns, media, creation of webinar/s, etc.)
 3. Funding support to obtain, maximize, and sustain financial resources (i.e. grant-writing, fundraising, etc.)
 4. Professional networking/communications

Section 6: Three Letters of Support (Each Letter Limited to Maximum of One Page)

Evaluating the Distinguished Service Award Application

- Individuals who are nominated for an award and those who nominate or write a letter of recommendation for a current nominee cannot serve as jurors for this award.
- Jurors cannot review applications from family members, their current students, students at their own institution, or nominees who share the same employer. Jurors are responsible for identifying any applicants that include a potential conflict of interest and recusing themselves from the review process.
- An individual who has been nominated and/or applied for an award, grant, fellowship, or scholarship shall not serve as a juror for any award, grant, fellowship, or scholarship during the period in which his or her own application is being reviewed.
- Jurors selected by the AAFCS Awards Committee review the application and assign points using the Evaluation Criteria.
- A positive vote by five of the seven-member panel is required for approval of a DSA nomination.

Awarding the Distinguished Service Award

- No more than three awards shall be made in a given year without special action by the DSA Juror Panel.
- The Awards Committee reserves the right not to award a grant, award, fellowship, or scholarship if jurors do not find a worthy applicant.
- The names of the approved DSA nominees will be presented by the Awards Committee to the AAFCS Board of Directors for final endorsement.
- The recipient(s) will be contacted by the AAFCS President.
- The DSA recipient and campaign coordinator will receive official notification from AAFCS via email or postal mail.
- 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 April 15, who will then seek approval from the BOD.

Recognizing the Distinguished Service Award Recipient(s)

- The Distinguished Service Award recipient(s) are recognized at the AAFCS Annual Conference.
- The Distinguished Service Award recipient(s) will receive complimentary registration for the annual conference and must be in attendance.

Coordinating the DSA Honorary Fund Campaign

The DSA Campaign Coordinator is identified in the DSA application. The Coordinator is critical to the successful completion of the DSA recognition and will work with the AAFCS staff liaison for Awards. Campaign Coordinators will receive an email following the announcement of the DSA recipient with specific information and deadlines. Responsibilities of the Coordinator include:

- ☐ Actively leading fundraising efforts and monitor progress of fund development
- ☐ Distribute the campaign appeal letter to potential donors for financial support of the DSA Honorary Fund. A sample appeal letter will be provided by AAFCS. Reimbursement may be available to defray some of the expenses incurred with the letter distribution.
- ☐ Review personalized DSA citations included on the award

- ☐ Provide photographs/images for use in the awards recognition

Failure to follow the guidelines will result in ineligibility of the nominee for the award.

Evaluation Criteria

The following criteria correspond with the Distinguished Service Award guidelines. They provide clarification, ease in preparing the nomination materials, and consistency in evaluation.

Evaluation Criteria	Points Possible
Nominee Shows an Exemplary Level of Professional Commitment to FCS as a Profession	/ 5
Nominee has a National and/or International Reputation as a Member of AAFCS and the FCS Profession	/ 20
Leadership Contributions to AAFCS at the National and/or International Levels	/ 15
Leadership Contributions to AAFCS at the Affiliate and District Levels	/ 10
Professional Record of Service to Allied Organizations that Support the Mission of FCS	/ 10
Community Service	/ 10
Impact Statements Related to Professional Contributions: The nominee shall provide evidence of relevant and timely impact related to making lives better and developing FCS and public relations connections toward strengthening individuals, families, and communities. Impact statements on the following shall be provided. • Involvement/support with students and/or new professionals and advisory positions • Curriculum and textbook development, professional research and development, and Publications • Funding support to obtain, maximize, and sustain financial resources • Professional networking/communications	/ 5 / 5 / 5 / 5
Presentation of Nomination Materials: All required nomination materials are clearly and concisely written and free of errors.	/ 5
Certification: As of the due date of the application, the applicant holds <u>one or more</u> AAFCS credential(s): (CFCS, CFCS-HDFS, CFCS-HNFS, CFCS-Retired, CPFFE, CNWE)	/ 5
Total	/ 100