

FORTY UNDER 40[®] PROGRAM

2023 APPLICATION DETAILS & PROCESS

WHO SHOULD APPLY

Individuals who:

- Are currently employed at a 501(c)(3), 501(c)(4) or 501(c)(6), or association management* company.
- Have 3+ years of employment at a 501(c)(3), 501(c)(4) or 501(c)(6), or association management* company.
- Plan to continue in roles that aid the future of the association and nonprofit community.
- Exhibit characteristics that demonstrate continued success and leadership skills.
- Under the age of 40 as of November 30, 2023.

WHAT YOU NEED TO APPLY

- A current resume
- Two letters of recommendation on organization/company letterhead. Letters should include individuals who can support your application for the award. Recommendations can come from anyone; they don't need to be from the same organization/company.
- A copy of a valid ID (for age verification).
- Application fee of \$49 (only for non-members).

Previous recipients of a Forty Under 40 are not eligible to apply.
Previous applicants are encouraged to reapply.

APPLICATION QUESTIONS

- Describe how you became interested in associations/nonprofits and who/what has influenced you along the way. (150–200 words)
- Provide at least one example of how you have contributed to your current company or organization's growth, innovation, or profitability over the past 12 months. (150–200 words)
- Explain any professional accomplishments that you feel are relevant to your application for this award. Consider including contributions to the industry through thought leadership and/or volunteering as well as list any honors or awards you have received. (150–200 words)
- What personal, non-work-related achievement have you accomplished? (150–200 words)
- (Optional) Include any additional information or unique circumstances you feel will enhance your application. (150–200 words)

Reach out to awards@associationforum.org with any questions.

*An association management company specializes in providing a host of management services for association clients. Services include professional staff, administrative support, technology, and equipment an association needs to operate efficiently. An association management company typically manages several associations from one company location, providing a wide range of benefits.



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5 TIPS FOR A SUCCESSFUL APPLICATION

1

CAREFULLY ANALYZE AWARD CRITERIA

The Forty Under 40 application process is rigorous. Carefully analyze and reflect on the criteria and questions for more impactful responses.

RECOMMENDATION LETTERS

Make sure your recommendation letters address specific award criteria and explicitly describe accomplishments relevant to the award.

2

3

SHOWCASE COMMITMENT TO THE PROFESSION

Take the time to provide a comprehensive overview of your commitment to the association profession and highlight the unique accomplishments, leadership roles, and impact.

SUPPORT WITH EVIDENCE

Don't forget supporting evidence in the application and recommendation letters and position it to educate and inform the committee members about the impact of personal contributions.

4

5

IF AT FIRST YOU DON'T SUCCEED, RESUBMIT!

The Forty Under 40 program is competitive and the association community is overflowing with ambitious young leaders. If you have applied in the past, but have not been selected, you are encouraged to reapply and include new accomplishments.

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