

SDCA AWARD NOMINATING TIPS

Step 1: Call a Meeting

- Now hopefully you will get at least half a dozen members to come to this meeting. Remind members this is one of the “major perks” of being a member and maybe serve some food.

Step 2: Come with the needed information

- Bring everything they need to the meeting so that they feel empowered to participate. Make enough copies so everyone gets the handout.

The List

1. Sign up sheet that includes a spot for the members PHONE & EMAIL ADDRESS
2. A list of each award with details of the criteria for nomination (See Handout Page 2-3)
3. List of past award winners (This is on the Website under Conference > Awards:
<http://www.sdcounseling.org/awards.html>)
4. Sample Nomination Letter and Letters of Recommendation. (See Handout Page 5-6)
5. Assignment Sheet (This is just for the president as the organizer (See Handout Page 7-8)
6. Phone Book (Yep... the old fashioned yellow thing with lists of names and landline phone #s)

Step 3: Go through the awards list, ask the group for nominees, have some discussions (have a silent vote if necessary), and assign everyone their tasks.

*This is where the “Assignment Sheet” comes in; try to give people only 1-2 assignments and you will likely get a better completion rate.

*Provide any on the spot phone numbers or email addresses that you can. For example: If a school counselor is being nominated and someone is assigned to contact the Principal for a letter of recommendation: give that person the Principal’s email address or phone number.

*When considering who may write a Letter of Nomination, read the instruction but also think of people such as a counselors: Co-workers, Pastor, Staff, Supervisors, or People in the room.

Step 4: After the meeting, craft an email that lists each award and who was assigned that task and send to all who were assigned a task. Follow up with another email in a couple weeks to see how people are coming along. Offer helpful suggestions if needed.

SDCA AWARDS INFORMATION

MARVIN KEMP AWARD for Outstanding Service to the Counseling Profession

This is the TOP award determined by the SDCA Board. The following points should be considered:

1. Nominee must have contributed to the counseling profession and SDCA for an extended period of time—minimum of 10 years.
2. Nominee must be active in his/her community as a civic leader/volunteer.
3. Nominee must display continued professional growth.
4. Nominee must be a member of SDCA.

E. GORDON POLING ADMINISTRATOR AWARD

1. Nominee must demonstrate an understanding of the counseling profession and possess an unreserved support of it.
2. Nominee must be in some kind of supervisory position over counselors, counselor-interns, or students of counseling.
3. Nominee may or may not be a member of SDCA.

MARY W. LARK HUMANITARIAN AWARD

1. Nominee must be an SDCA member.
2. Nominee should have evidenced concern about human beings in special ways through caring behavior, documented and generally recognized by peers.
3. The award should typically, but not invariable, be for a comprehensive person concerned with all humans and their joint welfare as well as caring for another or others in a personal way.
4. The nominee selected will have been observed in unselfish involvement over a period of time in a cause of situation which benefits others, not self.
5. The nominee selected will have been effective in communicating their caring.
6. If the recipient is an ACA member, they will then be nominated for the ACA Wrenn award.

C. J. PETERSON AWARD

1. Nominee must have demonstrated a commitment to enhancing the career possibilities of his/her clients.
2. Nominee must have been in the profession at least 5 years.
3. Nominee must be a member of SDCA.

MAVIS BOOZE MENTORING AWARD

1. Nominee must demonstrate the willingness and ability to provide support and to share insights, expertise, resources, and enthusiasm with other counselors.
2. Nominee must demonstrate an understanding of the counseling profession and shown respect for it.
3. Nominee must be a member of SDCA.

COUNSELOR OF THE YEAR AWARD

1. Nominee must be a current member of his/her local SDCA chapter.
2. Nominee must be a counselor and a resident of his/her geographic location at least 5 years.
3. Nominee must have demonstrated contributions to his/her community.

SPECIAL CONTRIBUTIONS AWARD

1. Nominee must have made a significant contribution to the counseling profession.
2. Nominee must have demonstrated a genuine desire to help people.
3. Nominee may or may not be a member of SDCA

CHAPTER OF THE YEAR

Merits considered when choosing SDCA Chapter of the Year:

1. What goals were set for the year? To what extent was each goal achieved?
2. What did the chapter do that especially benefited members? (programs, offering of CEU's, social events, mentoring programs, networking opportunities, etc.)
3. What was done to benefit the larger public?
4. What was done to encourage attendance at meetings? What was the usual attendance?
5. How many meetings were held during the year?
6. Did the chapter have a newsletter or prepare any type of materials for use by members?
7. Did the chapter increase membership or carry out a membership recruitment campaign?

A written report and request for consideration of Chapter of the Year must be submitted to the SDCA President by each chapter by the deadline set

NOMINATION CRITERIA

1. All nominations must come from either areas of specialty or chapters. Individuals are encouraged to channel their nomination interests through their area of specialty or chapter committees.
2. Nominating materials should include three letters: one letter of nomination and two letters of recommendation. Resumes are not required, but the nominator should submit a comprehensive compilation of the nominee's accomplishments.
3. Nominees for Marvin Kemp, C.J. Peterson, Mary Lark and Counselor of the Year Awards **must** be current members of SDCA, unless the award is given posthumously. To verify a membership, contact SDCA at sdca.counseling@gmail.com

PLEASE: Make sure nominations packets are complete before emailing.

Send completed packets as one email with the letters as attachments to:

**SDCA President Elect or Designee
Via Email**

**Please write in the subject line:
SDCA AWARDS—(Name of Award)**

A completed packet would include:

- + Nomination form**
- + One letter of nomination from the chapter or area of specialty.**
- + Two letters of recommendation.**
- + You should have verified the person's SDCA membership if it is required for that award.**

Completed nomination packets must be received by (identified date) to be considered.

SDCA Awards Nomination Form

Nominee:

Nominee's Address:

Chapter/Area of Specialty submitting nomination:

Award for which individual is being nominated:

Marvin Kemp Award for Outstanding Service to the Counseling Profession

E. Gordon Poling Administrator Award

Mary W. Lark Humanitarian Award

C.J. Peterson Award

Mavis Booze Mentoring Award

Counselor of the Year Award

Special Contributions Award

The completed packet includes the following: (please include all 4 documents in one email with the subject line: "20?? SDCA Awards" and send by email to [current SDCA President] via sdca.counseling@gmail.com Deadline for submission is April 1 (or other chosen date).

1. SDCA Awards Nomination form (this form)
2. Nominating letter from the chapter or area of specialty
3. Two letters of recommendation

SDCA SAMPLE LETTER OF NOMINATION

April 1, 2014

To: SDCA Award Committee

From: North Central Chapter

Re: Nomination of Marshall Mathers for Mary W. Lark Humanitarian Award

The North Central Chapter is pleased to nominate Professional School Counselor, Marshall Mathers, for the Mary W. Lark Humanitarian Award. We feel that Marshall is most deserving of this award for his outstanding record of providing compassionate counseling services, volunteer youth coaching, youth and adult mentoring, and many other volunteer activities in the community solely to better the lives of others. Marshall Mathers is an excellent candidate for this award because he is consistently caught caring for others with no expectation of compensation, return, or benefits to himself. Marshall is a member of SDCA.

Please accept Marshall Mathers as a candidate for the Mary W. Lark Humanitarian Award.

Respectfully,

SDCA SAMPLE LETTER OF RECOMMENDATION

January 3, 2018

Dear SDCA:

It is my pleasure to support the nomination of **Dr. Victor Frankenstein** for the Mavis Booze Mentoring Award of the South Dakota Counseling Association.

Dr. Frankenstein shows a special enthusiasm for the field of counseling that I find rare in counselors who have been around for many years. This passion for the work we do is refreshing and contagious.

Dr. Frankenstein has shown a rare eagerness to learn about all the diverse aspects of the counseling field, including offering his expertise to help with the challenges of some of the most devastating circumstances we as counselors can be exposed to. His work with chemical dependency, survivors of violence and sexual abuse, and his time spent helping in the mist of natural disasters such as Hurricane Katrina, shows his respect for the field and the significance of the work we do.

Besides his many contributions and accomplishments over the years, Dr. Frankenstein has figured out a way to fire up young new students and new professionals in the field. Dr. Frankenstein never misses an opportunity to share his insights and expertise with his present and future colleagues.

I whole-heartedly recommend Dr. Frankenstein for the Mazis Booze Mentoring Award of the South Dakota Counseling Association.

Respectfully,

SDCA SAMPLE LETTER OF RECOMMENDATION

January 3, 2018

Dear SDCA:

It is my pleasure to support the nomination of **Dr. Theodor Seuss** for the Special Contributions Award of the South Dakota Counseling Association.

I have known Dr. Seuss for over ten years and have been privileged to see first hand his work as a counselor, counselor-educator, advisory, and mentor. Dr. Seuss has offered his patient and encouraging teaching style across South Dakota since he began as an elementary school teacher in 1969. After receiving his Master's Degree in 1977, in what used to be called "Guidance and Counseling" Dr. Seuss was pivotal in laying the groundwork for the Counseling Center at Northern State University. Since then he has achieved a doctoral degree in the field and spent over a decade working as a counselor with the developmentally disabled and even longer helping turn hundreds of students into counselors at SDSU, Northern State University, and Moorhead State University in Minnesota where he was involved in all aspects of their CACREP accreditation process.

Dr. Seuss has served or been a chair on dozens of committees over his career-span that focused on improving the quality of counseling in areas such gerontology, special education, graduate education, counselor education, counselor credentialing, proficiency examinations, distance education, and advocacy for counselors just to name a few.

Since the early 1990's, Dr. Seuss has written or co-authored over a dozen publications and has provided reviews for 4 well-known textbooks utilized in counselor education programs across the country. Dr. Seuss has offered his knowledge and expertise by presenting at numerous local and national counseling conferences and is well-known nationally for his work in the counseling specialty areas of gerontology and providing mental health counseling services to the developmentally disabled. He has presented at the South Dakota Counseling Association Conference 21 times over a 13 year period.

In 2008, Dr. Seuss was appointed by Governor Rounds to the SD Board of Counselor Examiners for a two-year term. In 2009, he decided it was time to retire but was then re-appointed in 2010 and is still serving on the Board today. Dr. Theodor Seuss continues to provide supervision to graduates who are seeking licensure in this great field and this list of his contributions barely begins to describe his allegiance not just to the field of counseling but to the students in South Dakota who have chosen to make this their career and relied on Dr. Seuss's commitment to help expand the counseling network in South Dakota and his advocacy to the profession.

Dr. Seuss's dedication to the counseling field has expanded across decades in South Dakota and makes him an outstanding candidate for the Special Contributions Award.

Respectfully,

Marvin Kemp Award for Outstanding Service to the Counseling Profession

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

E. Gordon Poling Administrator Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

Mary W. Lark Humanitarian Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

C.J. Peterson Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

Mavis Booze Mentoring Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

Counselor of the Year Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

Special Contributions Award

Name of Candidate: _____

Nomination Form **AND** Nominating Letter: _____

Who will be asked to write a Letter of Recommendation?
(Name and Email/Phone #)

Person Responsible for
Securing the Letter

ADDITIONAL NOTES: