**HOW TO CREATE A COLUMBIA MEDAL NOMINATION**

This worksheet is designed to help you create a nomination for the Columbia Medal. The worksheet is for you alone and is not part of the final nomination package. We suggest that you carefully review the steps outlined here to get a sense of the details before beginning the process of nominating.

**STEP 1** – Know how often the award may be presented.

The Columbia Medal may be presented in even-numbered years.

**STEP 2** – Know the nomination deadline.

Complete nomination packages are due to the Honors and Awards program office no later than November 1st.

**STEP 3** – Whom to nominate? A prospective Columbia Medal nominee is an ASCE member – but not a Student Member – who has contributed to the advancement of aerospace engineering, sciences and technology in at least one of the following areas: teaching, research, design, development, planning, construction, management, or direct participation in space-borne missions and/or ground-support activities.

I have decided to nominate _____

□He/She is a member of ASCE

**STEP 4** – Download an Official Award Nomination Form from the Web and review the information, including the list of items that need to be included in the nomination package.

The nomination form is available at www.asce.org/awards and click on "Nomination Forms."

Official Award Nomination form downloaded and reviewed on _____*(insert date)*

**STEP 5-9 can be worked on simultaneously.**

**STEP 5** – Request that the nominee's CV or biography (short version preferred) be sent to you.

CV or biography received on_____*(insert date)*

**STEP 6** – You are the nominator, in which case you should write a nominator's cover letter that justifies your candidate's nomination.

Nominator's cover letter completed on_____*(insert date)*

**STEP 7** – Develop a list of people you will request letters of recommendation from. You will need a minimum of two letters. You should direct that the letters be sent to you. They can be addressed to you, as the official nominator.

Because receiving letters of recommendation can cause a delay in finalizing a nomination package, we suggest that you seek three letters and use the first two you receive. In requesting that a person write a letter on behalf of your candidate, please be sure to give him/her a deadline for reply.

Successful letters of recommendation are generally one-two pages in length and justify why a candidate should be selected. People who have first-hand knowledge of the candidate and who can include examples that support their justification are good resources.

I have identified_____*(insert date)* as the date on which I must receive letters of recommendation

I have requested letters of recommendation from the following people:

| **References *(insert name)*** | **Date Letter Was Received** |
|---|---|
| | |
| | |
| | |

**STEP 8** – Complete the Official Award Nomination form, which includes a citation (not to exceed 40 words in length). The citation is the short justification statement .

I have completed the Official Award Nomination form, including a citation (40 words or less), on _____*(insert date)*

**STEP 9** – Assemble the necessary elements of the package. It is especially appreciated if the documents can be presented in the following order:

1. Official nominator's cover letter
2. Official Award Nomination form, signed by the nominator
3. CV or biography (short form preferred)
4. Two-three letters of recommendation

I have organized the originals for the nomination package on_____*(insert date)*.

**STEP 10** – It is especially helpful if the nomination package is submitted electronically to awards@asce.org. If you prefer to mail your submission to the Honors and Awards program office, you may do so, in which case one original nomination package is needed. Regardless of whether the nomination is mailed or sent electronically, **nominations must be received by November 1**.

Mailed submissions must be addressed to:

Honors and Awards Program Office
ASCE
1801 Alexander Bell Drive
Reston, VA 20191-4400

I have submitted one original of the nomination package on _____*(insert date)*.

I have retained one photocopy of the nomination package for my records on _____*(insert date)*.

**STEP 11** – Upon receipt, the nomination package will be reviewed for completeness. If documents are found lacking, the nominator will be advised and the nomination will be held as pending until all documents have been received.

Should you have questions that have not been addressed in this guide, please contact Jane Moran Alspach, Senior Manager, Honors and Awards, at 1-800-548-2723 x 6382 or at jalspach@asce.org.