



HOW TO CREATE A FRIEDMAN YOUNG ENGINEER AWARD NOMINATION

This worksheet is designed to help you create a nomination for the Edmund Friedman Young Engineer Award for Professional Development. 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 Edmund Friedman Young Engineer Award for Professional Development may be presented annually.

STEP 2 – Know the nomination deadline.

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

STEP 3 – Whom to nominate? A prospective Friedman Young Engineer nominee is a member of ASCE, who is 35 years of age or younger on February 1 of the year nominated, demonstrates service to their community and the profession, and has not yet won the Friedman Young Engineer Award.

I have decided to nominate _____
He/She is a member of ASCE _____
Is 35 years of age or younger on February 1 _____
Has not won the Friedman Young Engineer Award in the past _____

STEP 4 – Download a Friedman Young Engineer Nomination form and 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.”

Friedman Young Engineer Nomination form downloaded and reviewed on ____
_____ (*insert date*)

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

STEP 5-10 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 2-3 letters. You should direct that the letters be sent to you. They can either be addressed to you, as the official nominator, or to the Friedman Yng Eng Selection Committee; it does not matter.

Because receiving letters of recommendation can cause a delay in finalizing a nomination package, we suggest you seek 3-4 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 (<i>insert name</i>)	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 that will appear on the award certificate. Following is an example of a successful citation:

“For professional achievement in service to the advancement of the profession, evidence of technical competence, high character and integrity, and contributions to public service outside your career.”

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

STEP 9 – Complete the Friedman Young Engineer Nomination form. You will find the materials you have assembled for the package helpful in completing this task. Please note that item 8 of the form requires the signed endorsement of the Section or Branch President.

I have obtained my Section or Branch President’s signed endorsement on _____ (*insert date*)

I have completed the Friedman Young Engineer Nomination form on _____ (*insert date*)

STEP 10 – 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. Friedman Young Engineer Nomination form
4. CV or biography (short form preferred)
5. Two-three letters of recommendation

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

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

STEP 11 – The completed nomination package must be submitted on CD through the Section or Branch Secretary. Nomination must be postmarked by **February 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*).

STEP 12 – 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.