



**The American Society of Safety Professionals  
Guide to the Chapter Safety Professional of the Year  
Petition**

**Issue Date: June 1, 2018**

# Table of Contents

## General Petition Information

SPY Factsheet .....	3
Judging Criteria.....	3
Award and Presentation.....	4

## Administrative Materials

Nominating Procedures.....	4
Endorsements.....	4
Nomination Form.....	5



## CHAPTER SAFETY PROFESSIONAL OF THE YEAR

**NOTE: Once the Chapter SPY becomes a Region SPY nominee – please look at the Region SPY criteria to ensure the petition packet meets the criteria for submittal. In addition, the Chapter Awards committee should consult the judging criteria for the Region SPY.**

### **FACT SHEET**

#### **I. PURPOSE & ELIGIBILITY**

The ASSP Chapter SPY award is an honor acknowledging the dedication and outstanding contributions of a member to a specific Chapter. To be eligible nominees must:

1. Be a Professional Member, Member or International Member in good standing of their Chapter and the Society.
2. Not have received this award within the past five (5) years.
3. Be engaged in full-time employment in the profession of protecting people, property and the environment.

Nominees are not eligible if they are currently serving as a member of the Board of Directors or the Chapter Awards Committee, or have been elected an ASSP fellow.

#### **II. JUDGING CRITERIA**

The nominee's most recent three (3) years of activities will be considered as a minimum. (note: the Region SPY requires 3 years and Society SPY requires 5 years. At the time of nomination for the Chapter SPY you may consider 3-5 years to make subsequent submittal at the region and/or society level more efficient.)

1. Demonstrated technical expertise in the broad field of safety and a thorough knowledge of the operational aspects of his/her safety employment.
2. Demonstrated outstanding contributions to the, Chapter or Section, activities, including committee or task force chair, officer, services to members, lecturer at seminars, etc.
3. Leadership in establishment, maintenance, and improvement of technical or Chapter programs in the organization nominee serves or elsewhere.
4. Other personal achievements related to safety and health.

5. Professional contributions to advance the safety profession, such as fostering professional development, public/community services, instructor at educational institutions, involvement in codes and legislation, articles written, work with allied groups, etc.
6. Awards and innovations, including citations, honors, plaques; or new procedures or systems developed.
7. Endorsements by superiors and verifications by associates, in the form of letters on appropriate stationery of the employer, Area Director, where applicable and Regional Vice President.

### III. AWARD AND PRESENTATION

The Chapter may choose to present the SPY statue or present some other recognition.

The recipient, if ordered by the Chapter, receives an engraved Bronze statue for presentation at a Chapter meeting. Order form is located on ASSP website in Leadership Resources or contact [chapterservices@assp.org](mailto:chapterservices@assp.org)

### NOMINATING PROCEDURES

Petitions must be submitted in writing by a Professional Member, Member or International Member in good standing of their Chapter to the current Chapter Award Committee. (Note: to be nominated for Region SPY after receipt of Chapter SPY it is suggested that nominations be received no later than February 1 to be considered that same year.) Individual members of the chapter and sections of the chapter may submit a nomination.

The nominee's entire submission should include the following items:

- The completed **nomination form** and/or **letter of endorsement** from the **nominating** member, chapter or section.
- A letter of endorsement from the nominee's immediate employment supervisor. These parts should be one page or less.
- A one to three-page resume of the nominee's professional background.
- A petition that lists in the order obtained the nominees achievements. Word processing guidelines for the petition include: 8 ½ x 11 paper size with type on one side only. (Note: for subsequent nomination to Region SPY this cannot exceed 9 pages.)
- Submit the petition according to guidelines established by the Chapter Awards Committee.

### IV. ENDORSEMENTS

Provide endorsements from the candidate's employer (must be candidate's immediate superior as verified by employer) and from those in the candidate's Chapter/Section if possible. For consultants, this factor can be a major or long-term recipient of candidate's services.



## CHAPTER SAFETY PROFESSIONAL OF THE YEAR

### NOMINATION FORM

(Please print or type)

(To be filled out by individual member, Chapter or Section submitting the name of a nominee for this award)

CANDIDATE'S NAME \_\_\_\_\_

TITLE \_\_\_\_\_

COMPANY/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ EMAIL \_\_\_\_\_

Briefly describe nominee's current or recent ASSP activities:

---

---

(As the sponsoring individual, Chapter or Section, I/We have reviewed the petition and believe all statements to be accurate, and a faithful reflection of the nominee's safety activities in the Society, for an employer and in the community).

**SPONSORING Individual, Chapter or Section** \_\_\_\_\_

(I the Nominee have reviewed the petition and believe all statements to be accurate, and a faithful reflection of the safety activities in the Society, for an employer and in the community)

**SIGNATURE OF NOMINEE** \_\_\_\_\_

IF A SPONSOR IS A SECTION, INDICATE SPONSOR REPRESENTATIVES

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE ( ) \_\_\_\_\_