**SHAPE America SOUTHERN DISTRICT Awards Timelines**

**General Guidelines Apply to All Awards (except as noted below)**

1. All materials, submissions, citations, etc. will be submitted to the Award Coordinator **by e-mail.**
2. Nominations must be submitted to the Award Coordinator by no later than **September 15, using the standard *Award Nomination Form***
3. Nominators and Nominees must be members of SHAPE America Southern District (SD) (**EXCEPTION**: Nominees for the Partin Service Award cannot be members)
4. A member may receive any Southern District award only once.
5. ***Nominee Information Forms*** must be submitted to the Award Coordinator **by the nominee**, by no later than **October 15**
6. Committee Chairs must submit the names of award recipients to the Award Coordinator by no later than **December 1**.
7. Self-nominations will NOT be accepted (nominations from a State Association are NOT considered as ‘self-nominations’)
8. Persons serving on awards selection committees, may not serve on said committee if they have accepted a nomination for the awards decided by that committee.
9. Names of nominees who do not receive the award, will not be ‘held over’ for consideration the following year; each year a new slate of nominees will be considered
10. Committee Chairs must submit the names of award recipients to the Award Coordinator by no later than **December 1**.
11. All award recipients will receive an appropriate emblem of recognition, with the DLD Medal recipient receiving the Dunaway Medal and Lapel Pin.

Last updated

July 2019