

SERVICE OFFICER AWARD PROGRAM

This is to provide information and guidance on NARFE's Service Officer Award Program. The award program is about recognizing all of NARFE's chapter service officers and rewarding those individuals who have demonstrated exceptional dedication and assistance to fellow members, chapters and the larger organization.

Eligibility Requirements

1. Any currently active chapter service officer-**except prior National Service Officer of the Year winners-** can be nominated. Federation service officers are not eligible unless they also serve as a chapter service officer.
2. Only the Chapter President, or an individual temporarily serving as Chapter President in cases where the position of President is vacant, can nominate his or her chapter's service officer for the award.

What to include in your written nomination.

Written nominations can be as short or as long as needed, but they should give enough information about the nominee for the selection committee to make a fair assessment of the individual.

Provide a short background on the individual being nominated, such as how long the individual has been a NARFE member and how long they have been a service officer.

Include other official chapter positions the individual has occupied in the past or currently.

Make sure to include specific information on the individual's achievements while serving as a service officer. For instance if there is a record on the number of individuals the nominee has helped make sure to provide it. Also write specifically **about a significant instance(s)** where the nominee did something to help a member that resulted in a good outcome. If the nominee serves despite their own physical limitations or while having to tend ill family members, include that information.

Mention manuals or guides written or kept updated and used by the chapter, federation or by another NARFE group. (It is not necessary to include copies of the materials). Include any training the nominee has done for chapter members.

Nomination Procedures

Chapter Level: After the Chapter President has written the nomination he/she will **forward** the nomination to their Federation President.

At the Federation Level: The Federation President will review all nominations received and select one to be the Chapter Service Officer of the Year for his/her Federation. The Federation President will then forward the winning service officer's original nomination write-up to their Regional Vice President.

At the Regional Level: After receipt of all nomination from their Federation Presidents the RVP will select one to be the Chapter Service Officer of the Year for that Region. The RVP will then forward to David Snell at NARFE, the list of all Federation winners for his/her region and the name and original nomination write-up of the service officer selected as the Regional winner.

At the National Level: A selection committee at NARFE headquarters will review the nominations of the Regional winners and select one to be the National Service Office of the Year.

NOTE: *Each year, approximately November, correspondence from NARFE's National Office will be send rules to the Chapter and Federation Presidents requesting nominees. Chapter Presidents please submit your nomination to the Federation President before December 31st.*