

## Council of District Chairs Service Recognition Award

The Awards Selection Committee consists of the district chairs.

The procedures for the selection of the outstanding activity of a section, district or a collaborative activity are as follows:

1. Notice is sent to all section and district chairs reminding them of the need to submit, **prior to their districts' annual fall meetings**, their reports of the single most outstanding activity carried out by Fellows of the College in their section or district, including collaborative projects during the preceding twelve months, which they wish to have considered for the award.
2. Prior to the district's annual fall meetings, each section or district chair shall complete an accurate report of the activity of the section or district that is believed to be the most outstanding. This report shall be comprehensive, but concise. If an award is being sought for a collaborative project among sections or districts, only one report should be prepared. The report should be prepared by the designee of the collaborators and reviewed for accuracy by each District chair whose district or section(s) within the district are involved. In the case of a collaborative project involving more than one District, only that submission should be submitted by the District's involved.
3. Each district chair shall either review these reports personally or refer them to a committee for review. Selection of *the most outstanding* section or district or collaborative activity will be forwarded to the Department of District and Section Activities no later than November 30, so the entries can be distributed to the council of District chairs before their February meeting.
4. Copies of each district's nomination, or collaborative projects, shall be prepared and distributed by the Department of District and Section Activities to all district chairs **before the February meeting** of the Executive Board.
5. The district chairs shall discuss and vote during the February CDC meeting to select the most outstanding entry, and prepare a report to Executive Board conveying the information about the competition and the selection made.
6. The Department of District and Section Activities will budget \$10,000 each year for the winning award(s). The CDC will determine the number of winning districts or sections, and how the funds will be distributed. One representative from the winning district(s)/section(s) will be asked to attend the Congress Advisory Council (CAC) meeting at the next Annual Clinical Meeting (ACM), to be recognized at the Awards portion of the program and" may be asked" to make a short presentation of the project. One representative from each awarded project can be funded to the ACM (up to \$1,000) from the monetary award distributed to their district/section.