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| **Procedure:** | **P.C. Shields – Member Recognition Award**  |
| **Number:** | SOP-403  |
| **Authority:** | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees  |
| **Reference:** | SSCA By-Laws Section 14: Committees |
| **Effective Date:** | July 19, 2006  |
| **Revises Previous Date:** | January 30, 1999 |

Establishment of Award: Each year, Southern States Correctional Association (SSCA) shall recognize one of its regular members to receive the SSCA P.C. Shields – Member Recognition Award.

The purpose of the Award is to recognize a member who has made significant contributions to Southern States Correctional Association, furthering its professional purpose, philosophy and recognition as a professional association.

Selection Committee: The President shall appoint a committee of five (5) regular members and name one as Chair to receive nominations, select the recipient and make arrangements for the recipient to attend the Annual Summer Training Conference and be present at the Awards Banquet, and one as Vice-Chair. The committee chair shall not be eligible for this award.

Selection Process: Nomination requirements are:

1. Forms for nomination shall be made available at the Mid-Winter Training Conference.

2. The nomination form shall be printed in the Southern Concourse and shall appear in Fall and Winter editions.

3. Nominations may be made by any member in good standing.

4. Nominations shall mailed to the Committee Chair by April 1st of each year.

Nominee Guidelines:

1. The applicant must have been an active member in good standing for minimum of five (5) years.

2. The applicant cannot be on the current Executive Board.

3. The applicant cannot be a Past-President.

4. The applicant cannot be a past recipient of the David H. Williams Excellence of Service Award.

Award Benefit: The committee chair shall be responsible for obtaining the award for presentation at the Awards Banquet.

1. Be recognized as honoree at the Awards Banquet during the Annual Summer Training Conference

2. Plaque or other type of award

3. Transportation

4. Registration

5. Hotel (3 nights)

6. Meals not covered in registration

**SOUTHERN STATES CORRECTIONAL ASSOCIATION**

**P.C. SHIELDS MEMBER RECOGNITION**

**CALL FOR NOMINEES**

The P.C. Shields Member Recognition Award was named in honor of SSCA’s oldest and most loyal member. The award was established to recognize annually, at the Annual Summer Training Conference, a member who has made significant contributions to the Southern States Correctional Association, furthering its professional purpose, philosophy and recognition as a professional association.

A committee receives nominations and selects the recipient. Any member in good standing may submit a nomination. Completed applications must be received by April 1. Applications received after this date will not be considered.

 The Award recipient will be recognized at the Annual Summer Training Conference Awards Banquet in July. In addition, the recipient will receive transportation to the conference, conference registration, hotel room for three nights, and any meals during the conference not covered by the conference registration.

 The nomination letter should include the nominee’s name, state, and your reasons for nominating the individual. Please be as specific as possible with your comments, which should address the contributions your nominee has made to SSCA. Our Association has many members who are worthy of this recognition. Please take the time to nominate a deserving member.

 Criteria:

1. Nominee must have been an active member in good standing for a minimum of five years;

2. Nominee must not be on the current Executive Board;

3. Nominee must not be a Past President; and

4. Nominee must not be a past recipient of the David H. Williams Excellence of Service Award.

**NOMINEE State**

 *Please print name as it should appear on Award*

The above member should receive the P.C. Shields Membership Recognition Award for the reasons stated on the attached sheet.

Nominator’s Name Telephone #

 Address:

Nominator’s Signature Date