



*Awards of Excellence 2014*  
***The Emerging Professional Award***

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Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

**Nomination Process**

Nominating for an award is as easy as 1-2-3!

1. Review [helpful docs online](#).
2. Complete this nomination form and create supporting exhibit files.
3. Email this form and digital files for supporting exhibits to [awards@ifma.org](mailto:awards@ifma.org).

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept. 19 in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at [awards@ifma.org](mailto:awards@ifma.org), or by phone at 281-609-0990, if you have any questions.



**2013 NOMINATION FORM**

The Emerging Professional Member Award is presented to a Member or Associate member who has provided leadership to a chapter, council and/or the Association and/or other professional organizations. This person is advancing his or her career through projects at work and/or during an internship. This individual keeps current on changes in the facility management profession and actively networks with other IFMA members and peers. The judging panel will consist of one IFMA staff and four IFMA champions. Please complete the following information:

**Who are you?**

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Business address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal code: \_\_\_\_\_  
Country: \_\_\_\_\_

**Who are you nominating?**

Nominee(s) must be an IFMA member in good standing. Please list individual or team lead contact.

Nominee: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Company phone #: \_\_\_\_\_  
Current position: \_\_\_\_\_ Number of years in position: \_\_\_\_\_  
Business address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Mail code: \_\_\_\_\_  
Country: \_\_\_\_\_

**Summarize**

Summarize the basis for this nomination.

**Complete the Criteria Questions**

1. Describe how the nominee has contributed to his or her chapter and/or council. How long has the nominee been an IFMA member? Describe leadership and volunteer roles held and the nominee's length of membership at the time. (0-20 points)
2. Describe additional ways that the nominee has contributed to IFMA at the international/Headquarters level and/or to other professional societies or organizations. (0-20 points)



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3. Describe a project during his/her early career, while the nominee was pursuing his/her degree, or during an internship. What did it mean for the individual's career? If it occurred during an internship or at work, describe the impact it had on the company/organization. Describe the nominees' leadership role in this project. (0-20 points)
  
  
  
  
  
  
  
  
  
  
4. List and describe additional activities, volunteer efforts or acknowledgments that set the nominee apart. These can be speaking opportunities, awards or recognition, teaching, and articles or white papers published. (0-20 points)
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Please describe the nominee's professional intent detailing the nominee's short and long-term career goals in facility management or related field. Describe what the nominee plans to do in their FM career.(0-20 points)



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**Your Authorization:**

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Your Organization's Authorization:**

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exhibits:**

Please include a maximum of five additional file attachments to the submission email for exhibits. (0-15 points)

**Submit nomination:**

Email this form and additional exhibit files to [awards@ifma.org](mailto:awards@ifma.org).

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. *Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.*