

Guidelines, Instructions, Procedures, etc.

Nominations are due November 15 (or before) (email time stamped)
Complete dossiers are due December 1 (or before) (email time stamped).

FLAG members are encouraged to nominate worthy candidates. The President-Elect coordinates the entire awards process, so contact that person if you have any questions after reading the information below. To make a nomination (and/or complete an application), follow these steps.

- Approach a qualified candidate and ask if you can nominate her/him. Direct the potential nominee to the FLAG website (here) for information on the process and requirements.
 - Self-nominations are acceptable.
 - FLAG Board members may nominate and be nominated.
 - Awards may be given to the same person more than once. Time limit between awards: five years.
 - Nominees/Applicants, instructions on main website page.
- A complete application dossier consists of and must include all items listed on the respective awards info page. All documents together comprise the nomination information for any of the awards.
 - Submitting an application implies permission for FLAG to use the included image and other photos (e.g. taken at the luncheon) in its publications.
 - Retain a copy of anything you submit for your records.
 - Application dossiers become the property of FLAG.
- **Application materials must be submitted electronically. Only documents in electronic format will be accepted; please do not mail paper.**
 - Nominators, nominees, candidates, applicants, and letter writers/authors are asked to (complete and) submit all their documents online/via email to the respective Awards Coordinator (=President-Elect).
 - Reference letters can be in plain text email format or an attachment (e.g. an electronic [scanned] letterhead letter/stationery; this is perfectly acceptable). Please use PDF or DOC format for attachments.
 - Authors of letters will be contacted (by email or phone) to confirm authorship and authenticity.

- Candidates will receive email confirmation of arrival/receipt of their documents. (Contact the Awards Coordinator if you do not hear anything within a reasonable period of time.)
- Materials will be forwarded/circulated to the Awards Committee electronically/via email.
- The Awards Committee consists of the President-Elect and the FLAG Board and/or previous year's winners. In case of conflicts other members may be asked to serve.
- FLAG reserves the right NOT to award an honor if warranted.
- Awards will be presented at the annual conference. Winners are requested to attend the luncheon where they will receive the actual award.

Please note: **FLAG does not sell personal info.**