

**The Delta Kappa Gamma Society International**  
**Epsilon State Organization**  
**Achievement Award Nomination Guidelines**  
**Deadline: January 15, 2020**

Epsilon State Standing Rules IX. Epsilon State Achievement Award

- A. This award, patterned after the International Achievement Award, is made only to active members of The Delta Kappa Gamma Society International who are outstanding educational leaders and not merely to those performing routine duties. Evidence of service to Delta Kappa Gamma is a major factor in the selection.
- B. Nominations for the Epsilon State Achievement Award are made to the Epsilon State Achievement Award Committee. This committee is composed of one representative from each district of the state appointed by the president of each biennium. This committee is responsible for the consideration and selection of the award winner. Announcement of the recipient and the presentation of the award will be made at the Epsilon State Convention.
- C. Criteria of Eligibility
1. A nominee shall have been a member of The Delta Kappa Gamma Society International for at least seven (7) years.
  2. A nominee shall have rendered outstanding service and contributed to the advancement, growth, and development of Epsilon State of The Delta Kappa Gamma Society International and to education in the state of Louisiana.
  3. A nominee shall have held office in The Delta Kappa Gamma Society International, preferably having held offices on the chapter and state levels.
  4. No state officer or paid staff member shall be eligible during their term of office.
  5. A member may not receive the award a second time.

**Guidelines for Submission submit via email a completed nomination form to [donnispoe@yahoo.com](mailto:donnispoe@yahoo.com)**

**Due Date : January 15, 2020**

**How to Obtain a Nomination Form**

1. Forms/instructions may be obtained from the state website ([epsilonstatedkg.wordpress.com](http://epsilonstatedkg.wordpress.com)).

**Who Makes the Nomination**

1. Any chapter may submit via email a **completed nomination form** to [donnispoe@yahoo.com](mailto:donnispoe@yahoo.com) the 2017-2019 Achievement Award Chairman.
2. The nominee must be an Epsilon State active member from any chapter who meets the eligibility requirements.
3. The nomination must be endorsed by a vote of the membership of the submitting chapter at a regular chapter meeting.

**Completing & Submitting the Form**

1. Follow the instructions carefully as listed on the instruction sheet attached to the form and the AA guidelines.
2. Nominations can **ONLY be submitted on the official nomination form**. No attachments.
3. **Completed forms** must be received via email ([donnispoe@yahoo.com](mailto:donnispoe@yahoo.com)) no later than **JANUARY 15<sup>th</sup>** of the year of the award

**Selection Process**

1. The Epsilon State Achievement Award Committee selects the recipient from the nominations submitted based on the information provided on the nomination form.
2. If the committee cannot determine a recipient, the Executive Board will be asked to vote. The recipient to be determined by preferential or four-fifths ballot.
3. Effective 2013-2014, a nomination form may be re-submitted at any time if the chapter's nominee was not the award recipient for the year of submission.