

**HOWARD E. ADKINS MEMORIAL INSTRUCTOR MEMBERSHIP AWARD
NOMINATION FORM – Complete and follow attached submission instructions**

***** Designate level of desired recognition: National-Adkins__ or
District-Educator__ or Section Educator__ ; More than
one level of recognition may be designated***

District Affiliation:	Section Affiliation:
Member Number:	Years of membership held in AWS:

Name of Nominee:
Home Address:
Home Telephone:

School Affiliation:	
School Address:	
School Telephone:	Email Address:
Present Position:	Years in Position:
Academic Background:	
Percentage of Time Devoted To Welding Instruction:	
Primary Subjects Taught:	
Other Subjects Taught:	
Special Meritorious Activities:	
Other Outstanding Accomplishments:	
American Welding Society Activities:	
Other Technical Society Activities:	
Publication Records:	
Technical Presentations:	

Any Other Pertinent Information Beneficial To The AWS Awards Selection Committee:

**** ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED ****

Forward completed nomination packet to either your District Director or to:

Wendy Sue Reeve
Managing Director, Foundation
and Administrative Services
American Welding Society
550 NW LeJeune Road
Miami, FL 33126

**** Submission deadline for nomination is August 1, one year prior to year of recognition i.e. submitted August 1, 2009 for 2010 recognition. ****

Instructions for completing the Howard E. Adkins Instructor Membership Award nomination form:

1. Type all information neatly or print in dark ink.
2. List the name of the Section sponsoring the nominee and note the District in which the Section is located. Provide the AWS Membership number along with years of AWS membership and the years in the current Section.
3. Nominee's name: Last name, first name and middle initial and then include home address, city, state, zip code and home phone number.
4. School's name: School affiliation and include the school's address, city, state, zip code and school phone number.
5. Current position: Provide title of present occupation including years in present position.
6. Academic background: Construct a complete background of all formal education including names of educational institutions, dates of diplomas or degrees and any other information which might demonstrate professional training.
7. List the approximate percent of time devoted to training in welding instruction.
8. Primary subjects taught: Present all major subjects or topics for which the nominee is responsible, and include sufficient detail to describe these instructional responsibilities.
9. Other subjects taught: List any other subjects which the nominee has volunteered or was required to teach.
10. Special meritorious activities: Show examples of unique educational, instructional or training activities for which the nominee is known or has been involved.
11. Other outstanding accomplishments; List those professional accomplishments which would be found outside the primary instructional responsibilities.
12. American Welding Society activities: Provide a summary of activities which the nominee has been involved on a local, District or National AWS level.
13. Other technical society activities: Show any membership in other technical societies and the responsibilities involved with that membership.
14. Publication record: Present the topics and names of publications, along with the dates of the publication for all documents authored or coauthored by the nominee.

15. Technical Presentations; List the subject, location and date of any presentation made outside the normal instructional responsibilities of the nominee.

16. Any other pertinent information beneficial to the AWS Awards Committee: Provide any additional material which would be beneficial to support the case of this nominee for consideration as the Howard E. Adkins Instructor Membership Awardee.

17. Include with the packet of supporting documents a current photograph of the nominee, if possible. This photograph will used for publicity purposes.

Howard E. Adkins Instructor Membership Award

Instructions for submitting a candidate:

1. General:

a) All letters and supporting documentation must be attached to the Nomination Form, and submitted as a package. Individual documents submitted after receipt of package or cut-off date will not be considered.

b) The Section shall forward the package of supporting documents of their Adkins nominee to their District Director for consideration.

c) Each District Director shall forward his/her District's Adkins nominee package of documents to the Chairman of the AWS Awards Committee and a copy to the AWS Awards Coordinator for consideration.

**NOTE: The following requested information is not mandatory but will assist in providing proper publicity for the recipient.

Employer Letter(s):

a) Letters of Nomination must be prepared on company stationery

(letter-head) by nominee's current employer, supervisor, or a current client if self-employed.

b) The letter must describe specific instances of work experience which indicate superior teaching performance or a special contribution to the field of welding instruction.

c) The letter must be signed by the nominee's immediate supervisor, or an individual designated by him/her, and dated within twelve months of submission for consideration.

Peer Letter(s):

- a) Person(s) originating the letter supporting the nomination must have personal knowledge of the nominee's capabilities, character, and/or participation in specified activities to which he/she can attest.
- b) Person(s) originating the letter must sign and date the letter not longer than twelve months prior to submittal.
- c) More than one letter may be submitted however, only one letter per peer will be considered.

**DALTON E. HAMILTON MEMORIAL CWI OF THE YEAR AWARD
NOMINATION FORM – Complete and follow attached submission instructions**

**** Designate level of desired recognition: National-CWI__ or District-CWI__
or Section CWI__ ; More than one level of recognition may be designated**

District Affiliation:	Section Affiliation:
Member Number:	CWI Certification Number: Expiration:
Name of Nominee:	
Home Address:	
Home Telephone:	Email address:
Present Employment:	
Address:	
Telephone:	
Position/Title:	Service: From-To
Type of Business:	
Previous Employment:	
Address:	
Telephone:	
Position/Title:	Service: From-To
Type of Business:	
Section Offices Held:	
District/National Offices Held:	
Civic/Professional Participation:	
Publications/Presentations/lectures (place and date):	

I certify the foregoing is a true statement of the requested information, and hereby give permission for verification if required.

Signature _____ Date _____

**** ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED ****

Forward completed nomination packet to either your District Director or to:

Wendy Sue Reeve
Managing Director, Foundation
and Administrative Services
American Welding Society
550 NW LeJeune Road
Miami, FL 33126

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year of recognition i.e. submitted August 1, 2009 for 2010 recognition.

Selection of the Dalton E. Hamilton Memorial CWI of the Year Award

This award is sponsored by the American Welding Society in memory of Dalton E. Hamilton who contributed greatly to the success of the Society's Certified Welding programs. This award recognizes AWS members participating in the SCWI/CWI programs whose inspection, Society and civic activities have enhanced public awareness of the Society and the CWI program or have otherwise made an outstanding contribution to the science of welding inspection.

1. Responsibilities

1.1 All persons submitting nominations for this award shall prepare the nomination documentation as described in Section 6 of this procedure.

1.2 All District Directors and District Award Committees should follow the steps provided in Section 2.

1.3 The AWS Awards Coordinator shall forward all nominations to the Chairman of the Certification Committee as stated in Section 6.

1.4 The Chairman of the Certification Committee of AWS shall appoint a Section Committee in accordance with its Rules of Operation.

1.5 The Selection Committee shall proceed with its selection in accordance with Section 2.

2. Requirements and Recommendations

2.1 Nomination Sequence and Timeline - All submissions for the Dalton E. Hamilton CWI of the year award must be submitted to the District Director or the District Awards Committee, by a date selected by the District Director in each district. The District Director shall submit the District nominees for the National Level award, (Dalton E. Hamilton Certified Welding Inspector of the Year Award), to the AWS Awards Coordinator, by August 1 of that year. District and Section level winners shall be selected by the District Director and/or the District Awards Committee, and the names of the winners (for District and Section level awards) shall be forwarded to the AWS Awards Coordinator.

2.2 District Director Endorsements - The District Director shall attach a cover letter, typed on District letterhead, for each submission packet for the National Level Award, stating that the individual has been chosen as the National Level nominee from that District. The District Director, at his/her discretion, may endorse, or add comments about the merits of the nominees being endorsed. These comments may be considered by the selection committee. The lack of any letter from the District Director will be deemed by the selection committee to be a negative endorsement or adverse comment about the nominee.

2.3 Nominee Submissions - Submission without nominee's knowledge with the prior approval of the District Director, an individual may be nominated and submitted of the National Level of this award, without his/her direct knowledge. This may be done by a Section or District Committee or ad-hoc task group that has the authority from the Section Executive Committee, or the District Awards Committee, to do so.

2.3.1 When a person is submitted for this award without his/her knowledge, the requirement for the individual to sign the award application is waived. In this instance, the leader of the ad-hoc task group will sign the award submission, and attest that the information is true to the best of his/her knowledge, by including the statement I certify that I have conducted an extensive review of this nomination, and to the best of my knowledge this application contains no incorrect or untrue statements, or exaggerations. Furthermore, I certify that to the best of my knowledge the nominee has no direct knowledge that his action is being taken on his behalf. This statement shall be placed on the cover sheet to the unsigned application.

2.3.2 All the other requirements, and line items on the application form of the award submission must still be addressed and completed.

2.3.3 It is incumbent on such an Ad-Hoc Task Group to compile a credible and worthy submission packet which adequately describes the attributes that make their candidate worthy of this award. No extra consideration or dispensation will be given to a candidate because the nomination is submitted by a third party, or because it was impossible or too difficult to obtain such information without alerting the nominee.

2.4 Recommendation/Support Letters - Letters of recommendation shall be included with the nomination packet. All letters in support of a nomination shall describe specific instances of work experience that indicate meritorious activity, superior performance or special contribution to the field of welding inspection.

2.4.1 All endorsement letters supporting the nomination shall be dated within twelve months of submission for consideration except for self-employed nominees who are self employed and are providing letters according to 6.4.4 below.

2.4.2 A letter of recommendation shall be included from the candidate's supervisor, but in special situations may be from another party such as an employer or contract manager. The letter shall be from a management type of person, directly involved with the work of the nominee. The letter shall be on official letterhead for the company involved.

2.4.3 A letter of recommendation shall also be included from the candidate's peer inspector. The letter shall be from an AWS Certified Welding Inspector directly involved with the work of the nominee. The letter should be on official letterhead of the company involved.

2.4.4 When an individual who is self-employed is applying for, or is being submitted for this award, the requirement for the supervisor letter and a peer letter is waived. Instead of

a supervisor or peer letter, the submission shall contain other letters describing the nominee's functions and meritorious accomplishments. These letters shall be obtained from individuals, who have first hand intimate knowledge or anecdotal knowledge, of the nominee's activities.

The persons submitting the letters shall come from one or more of the following:

- a customer, contractor, government agency, owner, and engineering firm involved in the inspection.
- an associate involved in quality control or acceptance inspection.
- a regulatory agency or third party surveillance company who can describe in detail the nominee's activities.
- a law firm, or attorney involved with the inspection activity.
- other persons that can present credible evidence of meritorious activities.

3. Nomination Package

3.1 Copies of supporting documentation shall be clear and legible.

3.2 Color copies are desirable, but the lack of color copies will not detract from the proper consideration of the candidate for the award.

3.3 The information listed in these rules as required to be submitted with the application, is the minimum documentation required. Additional supporting documentation is usually helpful, and may be considered by the selection committee. Such additional information is not mandatory for consideration or selection.

3.4 Copies of diplomas, certificates, awards, certifications, and letters of appreciation may also be included whenever appropriate.

4. Three Year Activity

Nominations shall be valid for three years. At the end of the third year following the initial submission, the nomination packets of those who have not been selected shall be considered invalid. This does not preclude a nominee from being submitted anew every, or resubmitted at the end of the three year period, if otherwise eligible.

5. Other activities of merit

5.1 Civic and professional participation, may include such diverse things as, participation in AWS or other technical/professional societies, public service activity, youth service organizations, community volunteer work, social service activities, neighborhood watch, hospital volunteering, veterans groups, charitable work groups, and other groups not enumerated. Political party activity and political volunteer work is specially excluded.

5.2 Publications/presentation/lectures may include such diverse activities as speaking at a Section Meeting, technical presentations or articles reviewed by appropriate peer groups, articles written for a Section newsletter, lectures in a University or other educational institution, training lectures other than at educational institutions, articles published in major periodicals or industry publications, and even presentations not related to the welding field. Bibliographic publication listings may be attached, but the body of publications themselves should not be attached.

6. Award Level

The application shall designate the level of award for which the nominee is to be considered.

7. Self-nomination

Individuals may submit their own names in nomination. However, all nominations submitted by an individual, must go through the District Director, the Section Executive Committee, or the Section Awards Committee for further consideration. Nominations submitted directly to the Certification Committee, or to the AWS Awards Coordinator, without going through the Sections or Districts, except for those covered by 6.10 below may be rejected without comment by the selection committee.

8. Section and District Affiliation

Nominations for individuals who are not part of a Section structure, (such as unaffiliated overseas members) may be submitted for further consideration, and will be considered on a case by case basis. Such nominations will not be considered, if in the opinion of the selection committee, there is no compelling reason that the person could not belong to and participate in a Section.

9. Required Records

All records associated with this award shall be kept for a period of five years.

10. References

Certification Committee Rules of Operation.

**AWS PRIVATE SECTOR INSTRUCTOR MEMBERSHIP AWARD
NOMINATION FORM – Complete and follow attached submission instructions**

**** Designate level of desired recognition: National-Private Sector __ or District-Private Sector __ or Section Private Sector __ ; More than one level of recognition may be designated**

District Affiliation:	Section Affiliation:
Member number:	Years of membership held in AWS:

Name of Nominee:
Home Address:
Home Telephone:

Institution Affiliation:	
Institution Address:	
Institution Telephone:	Email Address:
Present Position:	Years in Position:
Academic Background:	
Percentage of Time Devoted To Welding Instruction:	
Primary Subjects Taught:	
Other Subjects Taught:	
Special Meritorious Activities:	
Other Outstanding Accomplishments:	
American Welding Society Activities:	
Other Technical Society Activities:	
Publication Records:	
Technical Presentations:	

Any Other Pertinent Information Beneficial To The AWS Awards Selection Committee:

**** ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED ****

Forward completed nomination packet to either your District Director or to:

Wendy Sue Reeve
Managing Director, Foundation
and Administrative Services
American Welding Society
550 NW LeJeune Road
Miami, FL 33126

**** Submission deadline for nomination is August 1, one year prior to year of recognition i.e. submitted August 1, 2009 for 2010 recognition. ****

Instructions for completing the Private Sector Instructor Award nomination form:

1. Type all information neatly or print in dark ink.
2. List the name of the Section sponsoring the nominee and note the District in which the Section is located. Provide the AWS Membership number along with years of AWS membership and the years in the current Section.
3. Nominee's name: Last name, first name and middle initial and then include home address, city, state, zip code and home phone number.
4. Institution affiliation and including the address, city, state, zip code and telephone number.
5. Current position: Provide title of present occupation including years in present position.
6. Academic background: Construct a complete background of all formal education including names of educational institutions, dates of diplomas or degrees and any other information which might demonstrate professional training.
7. List the approximate percent of time devoted to training in welding instruction.
8. Primary subjects taught: Present all major subjects or topics for which the nominee is responsible, and include sufficient detail to describe these instructional responsibilities.
9. Other subjects taught: List any other subjects which the nominee has volunteered or was required to teach.
10. Special meritorious activities: Show examples of unique educational, instructional or training activities for which the nominee is known or has been involved.
11. Other outstanding accomplishments; List those professional accomplishments which would be found outside the primary instructional responsibilities.
12. American Welding Society activities: Provide a summary of activities which the nominee has been involved on a local, District or National AWS level.
13. Other technical society activities: Show any membership in other technical societies and the responsibilities involved with that membership.
14. Publication record: Present the topics and names of publications, along with the dates of the publication for all documents authored or coauthored by the nominee.
15. Technical Presentations; List the subject, location and date of any presentation made

outside the normal instructional responsibilities of the nominee.

16. Any other pertinent information beneficial to the AWS Awards Committee: Provide any additional material which would be beneficial to support the case of this nominee for consideration as the Howard E. Adkins Instructor Membership Awardee.

17. Include with the packet of supporting documents a current photograph of the nominee, if possible. This photograph will be used for publicity purposes.

Private Sector Instructor Membership Award

Instructions for submitting a candidate:

1. General:

a) All letters and supporting documentation must be attached to the Nomination Form, and submitted as a package. Individual documents submitted after receipt of package or cut-off date will not be considered.

b) The Section shall forward the package of supporting documents of their Private Sector nominee to their District Director for consideration.

c) Each District Director shall forward his/her District's Private Sector nominee package of documents to the Chairman of the AWS Awards Committee and a copy to the AWS Awards Coordinator for consideration.

****NOTE: The following requested information is not mandatory but will assist in providing proper publicity for the recipient.**

Employer Letter(s):

a) Letters of Nomination must be prepared on company stationery (letter-head) by nominee's current employer, supervisor, or a current client if self-employed.

b) The letter must describe specific instances of work experience which indicate superior teaching performance or a special contribution to the field of welding instruction.

c) The letter must be signed by the nominee's immediate supervisor, or an individual designated by him/her, and dated within twelve months of submission for consideration.

Peer Letter(s):

a) Person(s) originating the letter supporting the nomination must have personal knowledge of the nominee's capabilities, character, and/or participation in specified

activities to which he/she can attest.

b) Person(s) originating the letter must sign and date the letter not longer than twelve months prior to submittal.

c) More than one letter may be submitted however, only one letter per peer will be considered.

DISTRICT/SECTION MERITORIOUS AWARD NOMINATION FORM

Designate level of desired recognition: ___District or ___Section

District Affiliation:	Section Affiliation:
Member Number:	

Name of Nominee:	
Home Address:	
Home Telephone:	Email address:

Business Affiliation:	
Address:	
Telephone:	
Position/Title:	
Type of Business:	
Years in AWS:	Section Offices Held:
Civic/Professional Participation:	
Special Meritorious Activities:	
Outstanding Accomplishments:	
Other Pertinent Information:	

Signature _____

Date _____

**** ADDITIONAL SUPPORT DOCUMENTATION MAY BE ATTACHED ****

For approval, forward completed nomination packet to either your District Director or to:

Wendy Sue Reeve
Managing Director, Foundation
and Administrative Services
American Welding Society
550 NW LeJeune Road
Miami, FL 33126

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year of recognition i.e. submitted August 1, 2009 for 2010 recognition.

Instructions for completing the District/Section Meritorious nomination form:

1. Type all information neatly or print in black ink.
2. List the name of the Section sponsoring the nominee and note the District in which the Section is located.
3. Nominee's name: Last name, first name and middle initial and then include home address, city, state, zip code, and home phone number.
4. Business's name: Business affiliation and include the business's address, city, state, zip code and business phone number.
5. Current position: Provide title of present occupation including years in present position.
6. Provide the AWS membership number along with years of AWS membership and the years in the current Section.
7. Academic background: Construct a complete background of all formal education including names of educational institutions, dates of diplomas or degrees and any other information which might demonstrate professional training.
8. Special meritorious activities: Show examples of unique industrial, supervisory, or training activities for which the nominee is known or has been involved.
9. Other outstanding accomplishments: List those professional accomplishments, which would be found outside the primary responsibilities.
10. American Welding Society Activities: Provide a summary of all activities, which the nominee has been involved on a local, District, or National AWS level.
11. Other technical society activities: Show any membership in other technical societies and the responsibilities involved with that membership.
12. Publication record: Present the topics and names of publications, along with the dates of the publication for all documents authored or co-authored by the nominee.
13. Technical presentations: List the subject, location, and date of any presentation made outside the normal responsibilities of the nominee.
14. Any other pertinent information beneficial to the AWS Awards Committee: Provide any additional material, which would be beneficial to support the case of this nominee for consideration as the District Meritorious Awardee.
15. Include with the packet of supporting documents for the District Meritorious Award a current photograph of the nominee, if possible.