

Alpha Eta Society Award Policy and Procedures

Policy: Achievements since induction into Alpha Eta will be recognized for **Leadership, Scholarship, and Service** and may be presented annually to members of the Nu Sigma Upsilon Chapter of the Alpha Eta Society.

Procedures:

1. Awards committee will announce the opening of nominations through a blast email to Alpha Eta membership in December preceding the award year directing members to the nomination form on the Alpha Eta web-site
2. Awards committee will review and assess all nominations. Nomination period is from January 1st to January 31st.
 - a. Applications will be reviewed during February
 - b. In March, the awards committee will present the final slate of nominees who meet the award criteria to the Executive Committee.
3. The assessment and review process will ensure that:
 - key criteria have been met
 - nominee will not receive an award in more than one category
 - valid achievements for consideration are new achievements since induction into Alpha Eta
 - nominees will not receive more than one award in the same category over a 5-year period
4. The Executive Committee will select final awardees by April 1st
5. President of Alpha Eta will announce the winners to membership and extend invitation to awardees to attend the NSU CHCS Annual Awards Ceremony during which their accomplishment will be acknowledged.

Nominations:

1. Any Alpha Eta member can nominate another member for an award
2. Members of the Executive Council and Awards Committee are ineligible during their term of service.
3. A member can self-nominate
4. A nominee must have been a member of the Chapter in good standing for a minimum of one year
5. Nominations must be for new achievements if nominee has received an award in previous year(s)
6. Nominations will open each January and close by end of January
7. Final awardees will be selected by April 1st

Award Presentations:

1. Awardees will be invited to attend and receive acknowledgement at the NSU CHCS Annual Awards Ceremony.
2. An individual can only receive one award in each of the three categories (leadership, scholarship, service) per 5-year period
3. An individual will be eligible for one award per year

Award:

1. Award recipients will receive an individual award plaque and a \$500 monetary award.
2. Award recipients names will be added to a permanent plaque displayed in the College of Health Care Sciences in Davie, Florida
3. Announcements will be submitted to:
 - Perspectives
 - Shark Bytes
 - Alpha Eta NSU chapter web page
 - Alpha Eta National newsletter
 - Social media
 - Other