



INSPIRING  
PLASTICS  
PROFESSIONALS

# **HONORED SERVICE MEMBER**

## APPLICATION

## FORM 1:

## SPE VOLUNTEER ACTIVITY OF CANDIDATE

Candidate Name \_\_\_\_\_

**HSM Candidate** - Complete the following chart in detail. List dates and positions held in service to SPE. List chronologically by category.

**Nominees must achieve a score of at least sixty (60) service points of volunteer to the Society to be considered for the award. Refer to Application Guidelines for a list of qualifying roles for each Category.**

If additional space is needed, please attach in the form of Microsoft Word (.doc) or Adobe Acrobat (.pdf) and email to [kschacht@4spe.org](mailto:kschacht@4spe.org).

### Chapter Level Service (Table 1)

Category	Name of Chapter	Position Description	From (mm/yy)	Through (mm/yy)	Points
<b>President, Chair, or equivalent title:</b> 4 points/ year					
<b>Officer/ Conference Chair:</b> 3 points/ year  (Councilor, Secretary, Treasurer, President-elect, Chapter/HQ conference chair, etc.)					

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Candidate Name \_\_\_\_\_

Category	Name of Group Chapter or Society Level Committee	Position Description	From (mm/yy)	Through (mm/yy)	Points
<b>Other Officers or Committee Positions:</b> 2 points / year (Chair of Membership, Education, Awards, etc.)					
<b>Member of Board:</b> 1 point/year for every year served not already counted above.					
<b>Committee Members and Other Activity:</b> 0.50 point/year (Member of Education Committee, etc., for service not already counted above.)					
<b>TOTAL POINTS of Chapter Level Activity</b>					

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Candidate Name \_\_\_\_\_

## Society Level Service (Table 2)

Category	Name of Group Chapter or Society Level Committee	Position Description	From (mm/yy)	Through (mm/yy)	Points
<b>SPE President:</b> 4 points/ year					
<b>Officer or Committee Chair:</b> 3 points/ year					
<b>SPE Director / Society Committee Vice-chair</b> 2 points/ year					
<b>Committee Member:</b> 1 point/year  (Foundation, Nominating, B&P, etc.)					
<b>Total Points of Society Level Activity</b>					
<b>Total Points of Chapter Level Activity from Page 3</b>					
<b>Total Points for Candidate</b>					

# STOP!

if the Total Points for the Candidate is less than sixty (60)

Proceed if 60 or above

## FORM 2:

### TOP FIVE ACHIEVEMENTS

Rank your five most important achievements as an SPE volunteer, #1 being the most important. Include a brief, but thorough, description of each. **Be sure to provide specific details regarding the results of those achievements. Do not simply list positions or titles held.**

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1. ACHIEVEMENT:

RESULTS OF ACHIEVEMENT:

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2. ACHIEVEMENT:

RESULTS OF ACHIEVEMENT:

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3. ACHIEVEMENT:

RESULTS OF ACHIEVEMENT:

4. ACHIEVEMENT:

RESULTS OF ACHIEVEMENT:



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5. ACHIEVEMENT:

RESULTS OF ACHIEVEMENT:

## FORM 3:

## NOMINATION FOR HONORED SERVICE MEMBER

Our candidate for Honored Service Member is:

Full Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Confirmed eligible by SPE HQ? Yes  No

Please indicate who will be the Process Champion:

Full Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Nominated by:

Name (print) \_\_\_\_\_

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

Acting As:

Chair, President, or Lead of \_\_\_\_\_ Chapter

Chair, SPE Honored Service Member Election Committee

## FORM 4: SPONSOR STATEMENT

Candidate Name: \_\_\_\_\_ Date \_\_\_\_\_

Provide a **description** of candidate's outstanding accomplishments. Stress the **value** of those accomplishments to the Chapter and/or Society. It is the Sponsor's job to make sure that the positive impact that the candidate had on the Society's mission while serving is evident as having happened because of the specific candidate's service. Sign the letter.

Sponsor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## SUBMISSION CHECKLIST

The following forms must be included in the information submitted to the Honored Service Member Election Committee:

- Form 1: SPE Volunteer Activity of Candidate
- Form 2: Nomination for Honored Service Member
- Form 3: Top Five Achievements
- Form 4: Sponsor Statement

All materials must be received electronically in a PC compatible format. They must be sent in the form of Microsoft Word (.doc) or Adobe Acrobat (.pdf). Deadline for the submission of a completed application - **October 1st.**

E-mail: Submit your application materials to [kschacht@4spe.org](mailto:kschacht@4spe.org).