

SPE Honored Service Member

Nomination Form

Complete all sections. Attach additional pages only where necessary. The nominator and nominee should work together to ensure that the submission is accurate, complete, and focused on SPE volunteer service and impact.

Section 1 — Nominator Information

Nominator name: _____

SPE member number: _____

SPE Chapter or affiliation: _____

Email: _____

Telephone: _____

Relationship to nominee: _____

Why are you nominating this member for HSM recognition? (Suggested maximum: 300 words)

Section 2 — Nominee Information

Nominee full name: _____

Preferred name: _____

SPE member number: _____

Company/organization: _____

Email: _____

Telephone: _____

Mailing address: _____

Has the nominee received the SPE President's Cup? ☐ Yes ☐ No ☐ Unknown

Has the nominee been a member in good standing for at least six years? ☐ Yes ☐ No ☐ To be verified by SPE

Is the nominee currently a member in good standing? ☐ Yes ☐ No ☐ To be verified by SPE

Section 3 — Required Chapter Board Endorsement

Endorsing SPE Section, Division, or Interest Group:

Authorized officer name: _____

Officer title: _____

Email: _____

Date of Board action: _____

The Board formally endorsed this nomination: ☐ Yes ☐ No

Certification: I certify that the Board identified above considered and approved sponsorship of this candidate for Honored Service Member recognition.

Authorized officer signature: _____ Date: _____

Section 4 — SPE Volunteer Service Record

List each qualifying role or activity. Do not count the same service twice. Separate, materially distinct concurrent roles may be listed. Use the point schedule below. Attach additional copies of the table if necessary.

Category	Value
A. Chief Volunteer Leadership	4 points/year
B. Officer or Senior Governance Service	3 points/year
C. Board or Committee Leadership	2 points/year
D. Committee and Program Service	1 point/year
E. One-Time Activity	0.5, 1, or 2 points/activity

SPE unit/program	Role or activity	From	Through	Category	Rate	Points

Nominee meets the 60-point eligibility threshold: ☐ Yes ☐ No ☐ To be determined by SPE staff

Section 5 —Most Significant SPE Volunteer Accomplishments

Describe three accomplishments that best demonstrate the impact of the nominee's SPE volunteer service. Focus on results rather than titles.

Accomplishment 1

A. Need, problem, or opportunity addressed:

B. Nominee's personal role and actions:

C. Results and benefits to SPE, its members, or its objectives:

D. Evidence supporting the results (data or credible qualitative evidence):

E. Breadth or reach of the impact:

F. Lasting value or continuing benefit:

Accomplishment 2

A. Need, problem, or opportunity addressed:

B. Nominee's personal role and actions:

C. Results and benefits to SPE, its members, or its objectives:

D. Evidence supporting the results (data or credible qualitative evidence):

E. Breadth or reach of the impact:

F. Lasting value or continuing benefit:

Accomplishment 3

A. Need, problem, or opportunity addressed:

B. Nominee's personal role and actions:

C. Results and benefits to SPE, its members, or its objectives:

D. Evidence supporting the results (data or credible qualitative evidence):

E. Breadth or reach of the impact:

F. Lasting value or continuing benefit:

Accomplishment 4

A. Need, problem, or opportunity addressed:

B. Nominee's personal role and actions:

C. Results and benefits to SPE, its members, or its objectives:

D. Evidence supporting the results (data or credible qualitative evidence):

E. Breadth or reach of the impact:

F. Lasting value or continuing benefit:

Accomplishment 5

A. Need, problem, or opportunity addressed:

B. Nominee's personal role and actions:

C. Results and benefits to SPE, its members, or its objectives:

D. Evidence supporting the results (data or credible qualitative evidence):

E. Breadth or reach of the impact:

F. Lasting value or continuing benefit:

Section 6 — Overall Case for HSM Recognition

Explain why the nominee's complete record of sustained SPE volunteer service and demonstrated impact rises to the level expected of an Honored Service Member. Suggested maximum: 750 words.

Section 7 — Optional Supporting Information

List or attach only materials that directly substantiate the nominee's SPE service or impact. Professional accomplishments unrelated to SPE should not be submitted as substitutes for SPE volunteer service.

Section 8 — Certifications

Nominator certification: I certify that I am an SPE member in good standing and that, to the best of my knowledge, this nomination is accurate and complete.

Nominator signature: _____ Date: _____

Nominee certification: I certify that the service history and accomplishment information provided in this nomination are accurate and complete to the best of my knowledge. I authorize SPE to verify membership and volunteer service records relevant to this nomination.

Nominee signature: _____ Date: _____

Section 9 — SPE Staff Use Only

Review Item	Status / Notes
Current member in good standing	
At least six years in good standing	
President's Cup status verified	
Chapter Board endorsement received	
Service-point classifications reviewed	
Service-point total verified	
Candidate earned at least 60 points	
Nomination complete	
Advanced to Election Committee	

Verified service-point total: _____

Staff reviewer: _____ Date: _____