

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: C-7 Page: 1 of 2 Effective Date: 03/93 Revision Date: 10/98, 5/02, 10/07, 10/10, 2/15 Review Date: 10/99, 2/02, 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Distinguished Service Award	
Review Responsibility: Awards Committee Chair	

Policy Statement:

SGNA recognizes within the SGNA community those who have demonstrated outstanding contributions to the Society.

Focus:

SGNA Members

Purpose:

To outline the process for submission of nominees for the Distinguished Service Award recipient.

Procedure:

1. The guidelines and criteria for consideration and submission of nominations are defined in the Awards Application.
 - 1.1 The SGNA Awards Committee Chair will review and update the criteria annually.
 - 1.2 SGNA Headquarters will prepare and distribute the Awards Brochure.
2. Solicitation of the nominees for the award will be promoted in the following:
 - 2.1 SGNA eScop- a minimum of two issues.
 - 2.2 Important Dates and Deadlines – a minimum of two issues
 - 2.3 SGNA Regional Presidents Memo- a minimum of one issue.
3. Nominations for Distinguished Service Award will be due by November 30.
 - 3.1 Applications from the nominee must be submitted to SGNA Headquarters by December 31.
4. The Awards Committee will select the award recipient prior to the Winter Board meeting.
 - 4.1 Nominees will be judged utilizing a standardized scoring form.
5. Active members of the Board of Directors or Awards Committee are not eligible for the award.

5. The Awards Committee Chair will announce the award recipient at the Winter Board Meeting in the form of an Information Report.
 - 5.1 The recipient will be sent a congratulatory letter from the Awards Committee Chair and the President. The nominator of the award recipient will be notified of the nominee's honor.
 - 5.2 All candidates whose names were submitted will be sent a congratulatory letter from the Awards Committee Chair.
6. SGNA Headquarters will prepare the award which includes:
 - 6.1 A plaque inscribed with recipient's name and date.
 - 6.2 Waived tuition (does not include optional sessions), airfare and three day hotel reimbursement for the Annual Course at which the award is given. The winner may have the option of the Annual Course tuition or equivalent optional course fees.
 - 6.3 Recognition in *SGNA News*.
 - 6.4 A silver colored medallion inscribed with recipient's name and date.
7. This award will be presented at the Annual Course.