



2010 Fellow Program Nomination Data Form

The IFMA Fellow program was established to recognize members dedicated to IFMA and the facility management profession. Nominees are active IFMA members who have contributed to the profession internationally, locally, and through their council(s) with sustained interest and involvement. Some of the activities and accomplishments of such a nominee, over an extended period of years, might include (but not be limited to) activities listed below.

- Exhibiting outstanding leadership and service to a chapter, council, committee, task force or IFMA's board of directors.
- Writing facility management related articles or books for trade, national, or international publications.
- Developing facility management related continuing education materials, promoting FM education, and/or serving as an instructor for FM related programs on a college or university level.
- Serving as a certified IFMA instructor or subject matter expert for education programs and courses.
- Initiating or assisting in the establishment of alliances or ongoing relationships between IFMA and other facility management-related professional organizations.
- Serving in leadership roles within other facility management-related associations.
- Furthering the expansion, recognition, and influence of the facility management profession through personal FM related achievements or recognition.

Fellowship creates an elite core of respected leaders who are expected to be called upon to act as advisors to and ambassadors for the Association. The successful nominee must possess the willingness, ability and character to perform these functions at a superior level. IFMA members selected for the program by the Jury of Fellows will be honored during the IFMA Awards of Excellence Banquet to be held in conjunction with World Workplace 2010, October 29, 2010 in Atlanta, Georgia, USA.

Nomination Procedure

The Nominator is to:

- Register nomination with IFMA staff Fellows liaison and verify that nominee meets membership tenure and other qualifications.
- Obtain official Nomination Data Form from IFMA staff liaison or Nominating Committee Chair.
- Ensure the nominee understands and agrees to the IFMA Fellow Statement of Responsibility.
- Complete the Nomination Data Form in full without modification to format except as specifically noted on the form. No other documentation (articles, awards, etc.) will be accepted with the nomination; and if submitted, may disqualify the nomination.
- Utilize assistance from assigned mentor from the IFMA Fellows Nominating Committee in preparing submittal.
- Verify with IFMA staff liaison that IFMA nominator and members writing letters of testimony meet requirements.
- Prepare transmittal cover letter including nominator's personal comments capturing the essence and overall justification for the nomination and the nominee's potential as an ambassador of the Association and profession into the future. Letters must be limited to one single page in both electronic and paper format with no smaller than 11 pt font.
- Include a photo with the submission (jpg or bmp format are preferred). Photo should be 300 dpi resolution and measure no less than 3 ½" x 5".
- Submit nomination package on this official Nomination Data Form and ensure receipt on or before June 30, 2010, 6:00 p.m. CDT to IFMA Headquarters. Electronic .doc (Microsoft Word) or .pdf media are accepted.



2010 Fellow Program Nomination Data Form

Please note that incomplete or late submissions will automatically be disqualified. Submissions become the property of IFMA and will not be returned.

The Fellow's program pledges that it will not discriminate on the basis of race, disability, color, creed, nationality, age, sex, or religious belief, in its membership selection or practices. Nominees will be judged on the information provided in this Nomination Data Form in the three primary areas of Professional Experience & Accomplishments; Association Involvement; and Enriching the Profession. Secondary but no less important is the overall contribution the nominee has made in the past combined with the potential of the nominee to be an ambassador of the Association and profession into the future.

Please submit all materials to: fellows@ifma.org

For further information, contact:

IFMA Fellows Liaison

1 East Greenway Plaza, Suite 1100
Houston, TX 77046-0194 USA
713-623-4362, telephone

IFMA FELLOW
Statement of Responsibility

Prior to acceptance of the award, the IFMA Fellow agrees to the following:

- Will demonstrate continued involvement in IFMA and facility management.
- Will always uphold and model the IFMA Code of Ethics.
- Will identify and develop potential IFMA leaders.
- Will advance IFMA and the facility management profession.
- Will be a constant supporter for IFMA.
- Will represent IFMA as called upon in formal situations.
- If requested, will act as an IFMA and facility management advisor.
- If requested, will act as an IFMA and facility management ambassador.
- If requested, will mentor existing IFMA leaders and staff.



Nominator

The Nominator must be an IFMA member in good standing. The Nominator may only submit one nomination per year. Self-nominations are not allowed. An individual may be nominated only once per year. The Nominator should review the IFMA Fellow Nomination Tips and actively engage with the mentor assigned from the IFMA Fellows Class of 2010 Nominating Committee.

Name:
Title:
Employer:
Address:

Office Telephone:
Mobile Telephone:
Home Telephone:
Email:
Alternate Email:

Signature: _____

- Note
- Nominator should update the header on this section (section two) of this document to add the nominee’s information
 - Nominator should ensure proper writing techniques throughout and if an abbreviation or acronym is utilized, it is properly defined at the first use.
 - Nominator should ensure that if an honor or award is noted herein, the appropriate background information about the award and the prestige of the award is included.

Nominee

Nominee must be a current Member, Associate, Retired or Lifetime member in good standing with a cumulative total of eight years of IFMA membership. Nominee cannot have served as a voting member on IFMA’s Board of Directors or IFMA Foundation Board of Trustees during the two years prior to the submission due date. Nominee may be nominated for two consecutive years. If nomination is not successful after two consecutive years, a three year waiting period is required from the date of the last nomination.

Name:
Designations:
Address:

Employer:
Current Position:
No. of Years:

Office Telephone:
Mobile Telephone:
Home Telephone:
Email:
Alternate Email:

Signature: _____

By signing above, I testify to the accuracy of the information provided herein, that I authored the Nominee Position Statement and that I declare that I understand the expectations of my role should the title of IFMA Fellow be bestowed upon me as outlined in the “IFMA Fellow Statement of Responsibility” and hereby commit that I am capable and willing to fulfill those responsibilities.



Degrees & Credentials

<u>Degrees</u>	<u>Year</u>	<u>Institution</u>	<u>Location</u>

<u>Credentials & Designations</u>	<u>Year</u>	<u>Organization Awarding Credential/Designation</u>	<u>Location</u>

Nominee Position Statements

In 75 words or less (as measured by MS Word's Word Count Tool) the Nominee is to complete the following three statements.

I am a candidate for IFMA Fellow because I have ...

To me, becoming an IFMA Fellow means....

As an IFMA Fellow, I will ...

Professional Experience & Accomplishments (20%)

1. Work History

List positions chronologically in the table below with the most recent position first. This category will be rated in two parts: work within the FM profession and, career advancement/leadership roles. Add a row to the table if necessary, follow the formatting as outlined.

From and To Date	Position Held & Responsibilities and Leadership Role	Company & Location
YYYY to present	Title: Major Responsibility 1: Major Responsibility 2: Major Responsibility 3: Leadership Role:	Company Name City, State
YYYY to present	Title: Major Responsibility 1: Major Responsibility 2: Major Responsibility 3: Leadership Role:	Company Name City, State
YYYY to present	Title: Major Responsibility 1: Major Responsibility 2: Major Responsibility 3: Leadership Role:	Company Name City, State
YYYY to present	Title: Major Responsibility 1: Major Responsibility 2: Major Responsibility 3: Leadership Role:	Company Name City, State
YYYY to present	Title: Major Responsibility 1: Major Responsibility 2: Major Responsibility 3: Leadership Role:	Company Name City, State

2. Significant facilities related WORK accomplishments and leadership

In 100 words or less (as measured by MS Word's Word Count Tool) describe the most significant work related accomplishment and impact thereof. This category will be rated in two parts: the significance of the overall accomplishments within the profession and the leadership role by the nominee for this accomplishment(s). This table may carry to the next page.



Association Involvement (25%)

3. IFMA Involvement

In the table(s) below in executive brief style, list the significant volunteer leadership positions held on the International, chapter or council level and other involvement with IFMA. Include all positions held and the nominee’s contribution while in that position. Include officer positions, chairing committees, participating in task forces, etc. Do not include publication, teaching or speaking activities in this item as you may capture that information in items 6, 7 and 8 respectively. You may add rows to the tables and they may carry to the next page.

Date Joined: _____
 Type: _____

Chapter Affiliation(s): _____
 Council Affiliation(s): _____

OVERVIEW STATEMENT– Provide a summary statement of no more than 50 words (MS Word Count) that defines the impact of this nominee’s IFMA involvement. The overview is not a substitution for completing the detail in the table below.

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<u>International</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution</u>

<u>Chapter(s)</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution</u>

<u>Council(s)</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution</u>

<u>Other IFMA Involvement</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution</u>



4. Other Association Involvement

In the table(s) below in executive brief style, list volunteer membership service and volunteer leadership roles in other facility management related professional societies or associations. You may add rows to the tables and they may carry to the next page. Do not delete empty tables.

<u>Society/Organization</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution(s) as a Member/Participant</u>

<u>Society/Organization</u>	<u>Dates</u>	<u>Position</u>	<u>Contribution(s) as a Leader</u>

5. Special FM Recognition Received

List any significant awards or honors received from IFMA or other facility management related societies and associations. FM recognition by employers should be also included, if appropriate.

<u>Date</u>	<u>Awards/Honors/Recognition</u>	<u>Group</u>

SAMPLE

Enriching the Profession (25%)

6. Publications

In the table below, list the ten (10) most significant facilities related articles, books, research or instructional material written by the nominee. If co-authored, include name(s) of other author(s) below the title. White papers to support speaking engagements should not be included in this item but may be noted in items 7 and 8 as appropriate. Please note the items for which the nominee received compensation. Provide a summary overview statement of no more than 50 words (MS Word Count) that defines the impact of this nominee's written work. The overview is not a substitution for completing the detail in the table below.

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Title	Publisher	Publication Date

7. Teaching

In the table below, list the ten (10) most significant teaching activities related to the facility management profession including at universities, community colleges, courses or seminars (one-day or more if not collegiate curriculum) supporting a facility management related credential or employer sponsored training or leadership courses. Courses or seminars of less than a full day should not be included in this item but included in item 8. Include the IACET CEUs or college credits participants received by attending the course. Under the Course Title and in italics, include the title of supporting white papers the nominee wrote to enhance the education experience. Please note the items for which the nominee received compensation. Provide a summary overview statement of no more than 50 words (MS Word Count) that defines the impact of this nominee's teaching. The overview is not a substitution for completing the detail in the table below.

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<u>Course Title</u> <i>(Supporting White Paper Title As Appropriate)</i>	<u>University/College/Course/Other Group</u>	<u>Date(s) and Course Hours</u>	<u>CEUs or College Credits</u>



8. Public Speaking

In the table below, list the ten (10) most significant public speaking engagements related to the facility management profession including at universities, community colleges, professional conferences (including IFMA chapter and council meetings) and expositions, short courses or seminars (less than one-day) or at large employer gatherings. Courses or seminars of one or more full day of instructional time should not be included in this item but should appear in item 7. Include the IACET CEUs participants received by attending the session. Under the Session Title, in italics, include the title of supporting white papers the nominee wrote to enhance the learning experience. Please note the items for which the nominee received compensation. Provide a summary overview statement of no more than 50 words (MS Word Count) that defines the impact of this nominee’s public speaking. The overview is not a substitution for completing the detail in the table below.

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<u>Session Title</u>	<u>Audience (Association, Conference, Event, etc.)</u>	<u>Date(s) and Session Duration</u>	<u>CEUs</u>

SAMPLE

Overall Contribution (30%)

9. Statement of Major Contribution (Executive Summary)

In 350 words or less (as measured by MS Word's Word Count Tool) describe major contribution(s) made to IFMA and the profession of facility management by this nominee. This statement should not repeat the detailed information provided in previous items but should capture the overall essence of the nominee's past contribution in each of the three major categories (Professional Experience & Accomplishments; Association Involvement; and Enriching the Profession) AND describe the nominee's potential to uphold the IFMA Fellow Statement of Responsibility.

10. Letters of Testimony

Nominator must include three testimonial letters from Association leaders or other IFMA members in good standing familiar with the contributions of the nominee. The impact of these letters is significant to the jury's overall evaluation of the nomination. Nominator may not be one of the testimony writers. Testimony writers must be IFMA members in good standing. Letters must be limited to one single page in both electronic and paper format with no smaller than 11 pt font.

The writers of these letters are encouraged not to repeat information contained on this form but should cite specific evidence (and personal experiences) of the uniqueness and impact that the nominee, according to the writer's perspective, has contributed to IFMA and the profession of facility management and provide testimony to the nominee's potential to uphold the IFMA Fellow Statement of Responsibility.

Please list the individuals who are writing the letters and how they know the nominee.

<u>Name</u>	<u>Title & Organization</u>	<u>Relationship to Nominee</u>

*This page intentionally left blank – text for testimonial letters may be added here and on two more pages.
You may delete this text when you add your first letter.*

SAMPLE