



## 2009 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 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. An IFMA Fellow is expected to be called upon as both an Ambassador for, and Advisor to the Association. The successful nominee must possess the willingness, ability and character to perform these functions at a superior level.

- 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 in professional development 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 can be called upon to act as advisors to and ambassadors for the Association. IFMA members selected for the program by the Jury of Fellows will be honored during the IFMA Awards Banquet to be held in conjunction with World Workplace 2009, October 9, 2009 in Orlando, Florida, USA.

### Procedure

- Complete the Nomination Data Form in full without modification to format except as otherwise noted on the form. All nominations and supporting documentation must be submitted on this official Nomination Data Form and must be received by June 30, 2009, 5pm central time to the address below. Electronic .doc or .pdf media are accepted.
- Include a photo with the submission (.jpg or .bmp are preferred)
- 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 return all materials to:

IFMA  
Attention: Fellows Program  
C/o Linda Beverly, CAE, Vice President, Administration  
East Greenway Plaza, Suite 1100  
Houston, TX 77046-0194 USA

You may also submit electronically to [Linda.Beverly@ifma.org](mailto:Linda.Beverly@ifma.org)



**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. Nominator must ensure that only one nomination is being submitted for this nominee - an individual may be nominated only once per year.*

**Name:**  
**Employer:**  
**Address:**

**Telephone:**  
**Email:**

**Signature:** \_\_\_\_\_

**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 on IFMA’s Board of Directors or IFMA Foundation Board of Trustees in the past two years. An exception to this guideline may be granted by the Association’s Board of Directors upon recommendation by the Jury, in a situation where in the services of a past leader have been solicited by the Association for the betterment of the Association.)*

**Name:**  
**Designations:**  
**Address:**

**Employer:**  
**Current Position:**  
**No. of Years:**

**Telephone:**  
**Fax:**

**Email:**

*(Note – you should update the header on section two of this document to add the nominee’s information.)*

**Education**

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

**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. 50% of the scoring will be based on the overall percentage of work within the FM profession (per competencies) and 50% of the scoring will be based on career advancement and 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. 50% of the scoring will be based on the significance of the overall accomplishments within the profession (per competencies) and 50% of the scoring will be based on the leadership role of 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, local 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:** \_\_\_\_\_  
**Council Affiliation:** \_\_\_\_\_

**OVERVIEW STATEMENT**– (If you desire, you may write a summary statement of no more than 50 words (MS Word Count) that defines the impact of this nominee's IFMA involvement. Said overview is not a substitution for completing the detail in the tables below).

Overview Statement: \_\_\_\_\_

<u>International</u>	<u>Dates</u>	<u>Position &amp; Contribution</u>

<u>Chapter</u>	<u>Dates</u>	<u>Position &amp; Contribution</u>

<u>Council</u>	<u>Dates</u>	<u>Position &amp; Contribution</u>

<u>Other IFMA Involvement</u>	<u>Dates</u>	<u>Position &amp; Contribution</u>



**4. Other Association Involvement**

*In the table(s) below in executive brief style, list volunteer membership service and 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.*

<u>Society/Organization</u>	<u>Dates</u>	<u>Position &amp; Contribution as a Member/Participant</u>

<u>Society/Organization</u>	<u>Dates</u>	<u>Position &amp; Contribution 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. Recognition by employers should be included, if appropriate, in Item 2 - Significant facilities related work accomplishments and leadership.*

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

SAMPLE FORM



**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.

**OVERVIEW STATEMENT**– (If you desire, you may write a summary statement of no more than 50 words(MS Word Count) that defines the impact of this nominee’s written work. Said overview is not a substitution for completing the detail in the table below).

Overview Statement: \_\_\_\_\_ .

Title	Publisher	Publication Date

**7. Teaching**

In the table below, list the ten (10) most recent 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, in italics, include the title of supporting white papers, text or other written collateral the nominee wrote to enhance the education experience. Please note the items for which the nominee received compensation.

**OVERVIEW STATEMENT**– (If you desire, you may write a summary statement of no more than 50 words(MS Word Count) that defines the impact of this nominee’s teaching. Said overview is not a substitution for completing the detail in the table below).

Overview Statement: \_\_\_\_\_ .

<b>Course Title</b> (Supporting Written Collateral As Appropriate)	<b>University/College/Credential/Other Group</b>	<b>Date(s) and Course Hours</b>	<b>CEUs or College Credits</b>



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**8. Public Speaking**

*In the table below, list the ten (10) most recent public speaking engagements related to the facility management profession including at universities, community colleges, professional conferences 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 category but 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, text or other written collateral the nominee wrote to enhance the learning experience. Please note the items for which the nominee received compensation.*

**OVERVIEW STATEMENT**– (If you desire, you may write a summary statement of no more than 50 words (MS Word Count) that defines the impact of this nominee’s public speaking. Said overview is not a substitution for completing the detail in the table below).

Overview Statement: \_\_\_\_\_ .

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



**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. The first 75 words or less must capture the essence and overall justification for the nomination. You may describe in the last 75 words the nominee's potential as an ambassador of the Association and profession into the future. This statement should not repeat the detailed information provided in previous items.*

**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. Please confirm active membership by checking the online IFMA Member directory. Nominator may not be one of the testimony writers. Letters must be limited to one single page in both electronic and paper format with no smaller than 11 pt font. Each letter should not repeat information contained on this form but should cite specific evidence of the uniqueness and impact of at least one of the contributions of the candidate, preferably one letter per the primary areas of: Professional Experience & Accomplishments; Association Involvement; and Enriching the Profession. Please list the individuals who are writing the letters and how they know the nominee.*

<b><u>Name</u></b>	<b><u>Title &amp; Organization</u></b>	<b><u>Relationship to Nominee</u></b>

*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 FORM**