



# IFMA Fellows Program Nomination Data **Sample** Form

**Nomination Year:** [Year of Nomination]

**Nominee (First Last)** [First Last ONLY]

The Fellows program pledges that it will not discriminate based on race, disability, color, creed, nationality, age, sex, sexual orientation, or religious belief, in its membership nomination, selection nor practices.

The Jury of Fellows will evaluate nominees only on the information provided in this Nomination Data Form in the 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. Incomplete or late submissions will automatically be disqualified. Submissions become the property of IFMA.

Please submit all materials to: [Fellows@ifma.org](mailto:Fellows@ifma.org)

For further information, contact: IFMA Fellows Liaison: +1-281-974-5612  
800 Gessner Rd, Suite 725, Houston, TX 77024-4257 USA

Deadline for Submittal: July 1 of the year of the nomination at **6:00 PM CDT (UTC/GMT -5)**


**About this Document:** This is a form document.

- Please review and adhere to the instructions in the Guidance to Nominators document about font styles (all entries should be Times New Roman 11 pt), Example, Nominators are encouraged to prepare the statements of 75, 100, or 350 words in another document in which spelling, grammar, and word count can be confirmed and then copy the text into the proper location on the form. Please use Times New Roman 11 pt.
- As noted in the Guidance to Nominators, not every row on every table needs to contain data in items 1, 3, 4, 5, 6, 7 and 8. Jurors do not consider blank rows in these sections against any nominee.
- The nomination package consists of 1) the transmittal cover letter by the nominator; 2) the completed Nomination Data Form; and 3) the three letters of testimony. Please merge all documents into one pdf file and submit one pdf document. If that is not possible, please submit all documents in final pdf format and the IFMA Fellows Staff Liaison will merge the documents into a single file for the presentation to the Jury of Fellows.

**Nominator:** *The Nominator must be an IFMA member in good standing and may only submit one nomination per year. Self-nominations are not allowed. The Nominator should review in detail the **IFMA Fellows Program – Guidance to Nominators** and actively engage with the mentor assigned from the IFMA Fellows Nominating Committee.*

Name	Enter text.
Designations	Enter text.
Title	Enter text.
Employer	Enter text.
Office & Mobile Telephone Numbers	Enter text.
Preferred Email Address	Enter text.
Signature <i>Insert signature Image (limit to 0.5" high)</i>	
Date of Submittal	Enter text.

**Nominee:** The Nominee must be a current Member (Professional, Associate, Retired or Lifetime) in good standing with a cumulative total of eight years of IFMA membership before the nomination due date of July 1 in the year of the nomination. Nominees may **not** currently serve as a voting member on the IFMA Board of Directors nor on the IFMA Foundation Board of Trustees nor have held any position other than non-voting Past Chair on these Boards for the two years immediately preceding the nomination due date of July 1 in the year of the nomination. Nominees may **not** currently be an employee of IFMA nor the IFMA Foundation for the two years immediately preceding the nomination due date of July 1 in the year of the nomination. Nominee may be nominated for two consecutive years. If not successful after two consecutive years, a three-year waiting period is required from the date of the last nomination.

Name	Enter text.
Designations	Enter text.
Title	Enter text.
Employer	Enter text.
Office & Mobile Telephone Numbers	Enter text.
Preferred Email Address	Enter text.
Signature <i>Insert signature Image (limit to 0.5" high)</i>	

The Nominee: By signing above, I testify:

- to the accuracy of the information provided herein;
- that I authored the Nominee Position Statement below;
- 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 Fellows Statement of Responsibility" as outlined below;
- and I hereby commit that I am capable and willing to fulfill those responsibilities.

IFMA Fellows agree to this **IFMA Fellows Statement of Responsibility:**

- 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.

**Nominee Position Statement:**

In 75 words or less per statement the Nominee is to complete the following three statements.

I am a nominee for IFMA Fellow because I have:

To me, becoming an IFMA Fellow means

As an IFMA Fellow, I will

**Degrees & Credentials:** Degrees: *List Degree, year, institution and location.*

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

**Credentials & Designations:** *List credential/designation, year, organization awarding the credential/designation and location.*

<u>Credential/Designation</u>	<u>Year</u>	<u>Institution</u>	<u>Location</u>
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location
Name of Cred/Desig.		Institution	Location

**Professional Experience & Accomplishments (20%)**

**1. Work History**

*List positions chronologically with the most recent position first. List from and to date, company and location, and title. Provide three major responsibilities and note the key leadership role for each responsibility.*

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		

Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		
From:	Enter text.	To:	Enter text.

Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		

Major Responsibility 2:	Enter text.
Major Responsibility 3:	Enter text.

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

From:	Enter text.	To:	Enter text.
Company & Location	Enter text.		
Title:	Enter text.		
Major Responsibility 1:	Enter text.		
Major Responsibility 2:	Enter text.		
Major Responsibility 3:	Enter text.		

**2. Significant facilities related WORK accomplishments and leadership**

*In 100 words or less describe the most significant work-related accomplishment and its impact. 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).*

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**Association Involvement (30%)**

**3. IFMA Involvement:** List date joined, membership type, and names of chapter/councils/communities.

Date Joined:	Enter text.	Membership Type:	Choose an item.
Chapter Affiliation(s):	Enter text.		
Council Affiliation(s):	Enter text.		
Community Affiliation(s):	Enter text.		

**Overview Statement:** Provide a summary statement of no more than 100 words that defines the impact of this nominee's IFMA involvement. The overview is not a substitution for completing the details.

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List the significant volunteer leadership positions held on the global, chapter, council, or community 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.

**IFMA Involvement, Global:** List the dates, the activity, the position and the contribution.

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.

**IFMA Involvement, Chapter(s):** List the dates, the chapter, the position and the contribution.

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.

**IFMA Involvement, Council(s):** List the dates, the council, the position and the contribution.

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.

**IFMA Involvement, Community (ies):** *List the dates, the community, the position and the contribution.*

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.

**Other IFMA Involvement:** *List the dates, the event or organization, the position and the contribution.*

<u>Dates</u>	<u>Position &amp; Contribution</u>
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.
Year to Year	Enter text.

**4. Other Association Involvement**

*List significant volunteer service in other facility management related professional societies or associations. Provide all positions held and the nominee's contribution while in that position. **List the society/organization, dates and the position. Distinguish the contribution as a leader or member/participant.***



<u>Dates</u>	<u>Society/Organization</u>	<u>Position &amp; Contribution as a Leader</u>
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.

<u>Dates</u>	<u>Society/Organization</u>	<u>Contribution as a Member/Participant</u>
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.

**5. Special Facility Management Recognition Received**

List up to five significant awards or honors received from IFMA or other facility management related societies and associations. FM recognition by employers also should be included, if appropriate. **Provide the date; the award, honor, recognition; and the recognizing group.**

<u>Dates</u>	<u>Awards/Honors/Recognition</u>	<u>Awarding Entity</u>
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.
Year to Year	Enter text.	Enter text.

**Enriching the Profession (20%)**

## 6. Publications

**Overview Statement:** Provide a summary statement of no more than 100 words that defines the impact of this nominee's written work. The overview is not a substitution for completing the details.

List the ten (10) most significant facilities related articles, books, research or instructional material written by the nominee. **List the title, publisher and publication date. If co-authored, include name(s) of other author(s) after the title.** White papers to support speaking engagements should not be included in this item but may be noted in items 7 or 8 as appropriate.

<u>Date</u>	<u>Title</u>	<u>Publisher</u>
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

## 7. Teaching

**Overview Statement:** Provide a summary statement of no more than 100 words that defines the impact of this nominee's teaching. The overview is not a substitution for completing the details.

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. **List the course title, the university, college or group sponsoring the course, and the date(s) of the course.** Courses or seminars of less than a full day should be included in item 8. If applicable, after the Course Title and in italics, include the title of supporting white papers the nominee wrote to enhance the education experience.

<u>Date</u>	<u>Title</u>	<u>University/College/Sponsor</u>
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

<u>Date</u>	<u>Title</u>	<u>University/College/Sponsor</u>
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

### 8. Public Speaking

**Overview Statement:** Provide a summary statement of no more than 100 words that defines the impact of this nominee's public speaking. The overview is not a substitution for completing the details.

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 if applicable. Courses or seminars of one or more full day of instructional time should appear in item 7. **List the session title, the audience (association, conference, event etc.) and the date of the session.** If applicable, after the Session Title, in italics, include the title of supporting white papers the nominee wrote to enhance the learning experience.

<u>Date</u>	<u>Title</u>	<u>Audience/Association/Conference</u>
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

### Overall Contribution (30%)

#### 9. Statement of Major Contribution(s) (Executive Summary)

In 350 words or less 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 Fellows Statement of Responsibility.

#### 10. Letters of Testimony

Nominator **must** include in the transmittal package testimonial letters from three IFMA leaders who must be members in good standing who are familiar with the contributions of the nominee. The impact of these letters of testimony is significant to the jury's overall evaluation of the nomination. The nominator writes a cover letter,

thus may NOT write one of the three letters of testimony. Letters of Testimony should be addressed to the "IFMA Jury of Fellows" and **must** be limited to one single page in length with a minimum of 10-point 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 Fellows Statement of Responsibility.

Please list the individuals who are writing the letters, their title and organization and how they know the nominee.

<u>Name</u>	<u>Title &amp; Organization</u>	<u>Relationship to Nominee</u>
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.
Enter text.	Enter text.	Enter text.

Please insert photo of the nominee in the box below. Include as a jpg or png – do not send in pdf. Photo must be a minimum 300 dpi resolution and measure no less than 3 ½" wide x 5" high.

