



MINERALS EDUCATION COALITION

C. DALE AND KATHLEEN B. ELIFRITS MEC LEADERSHIP AWARD

Guidelines and Procedures



OVERVIEW	<p>The C. Dale and Kathleen B. Elifrits MEC Leadership Award honors an individual SME member who has provided leadership to advance the mission of the MEC and has been involved in the delivery of its programs and/or activities.</p>																		
TIMELINE	<p>The C. Dale and Kathleen B. Elifrits MEC Leadership Award typically adheres to the following timeline:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">Date</th> <th style="background-color: #0070C0; color: white;">Task</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">April 1</td> <td>Call for nominations</td> </tr> <tr> <td style="text-align: center;">June 1</td> <td>Nomination deadline</td> </tr> <tr> <td style="text-align: center;">June 30</td> <td>Committee chair provides qualified applications to members of committee</td> </tr> <tr> <td style="text-align: center;">July 15</td> <td>First round of voting complete; committee chair schedules conference call to discuss results (if needed)</td> </tr> <tr> <td style="text-align: center;">July 25</td> <td>Second round of voting complete (if needed)</td> </tr> <tr> <td style="text-align: center;">August 1</td> <td>Recipient name and citation provided to awards coordinator</td> </tr> <tr> <td style="text-align: center;">September 15</td> <td>Recipient is notified</td> </tr> <tr> <td style="text-align: center;">SME Annual Conference & Expo</td> <td>Award is presented</td> </tr> </tbody> </table>	Date	Task	April 1	Call for nominations	June 1	Nomination deadline	June 30	Committee chair provides qualified applications to members of committee	July 15	First round of voting complete; committee chair schedules conference call to discuss results (if needed)	July 25	Second round of voting complete (if needed)	August 1	Recipient name and citation provided to awards coordinator	September 15	Recipient is notified	SME Annual Conference & Expo	Award is presented
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NOMINATIONS	<p>Nominations for the C. Dale and Kathleen B. Elifrits MEC Leadership Award should contain the following information:</p> <ol style="list-style-type: none"> 1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator. 2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each). 3. Nominee's biography (2 page maximum). 4. Nominee's CV/resume (abbreviated version – 3 page maximum). 5. List of MEC-mission-related programs and/or activities in which the nominee has participated. 6. Appropriate award citation. <p>All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: smenet.org/awards-recognition</p>																		



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ADMINISTRATION	The C. Dale and Kathleen B. Elifrits MEC Leadership Award is administered by the SME Foundation Award Committee. The SME Foundation Award Committee consists seven volunteer members, including the SME Foundation President-Elect as Committee Chair, two SME Foundation Trustees, the MEC Chair, MEC Past Chair, MEC Vice Chair and a representative from a previous Miners Give Back Award Winning section.
SELECTION OF RECIPIENTS	Recipients of the C. Dale and Kathleen B. Elifrits MEC Leadership Award shall be selected by a majority vote by the SME Foundation Award Committee, subject to the approval of the Minerals Education Coalition Committee, SME Foundation Trustees, and SME Board of Directors. The MEC Leadership Award need not be presented in any given year if a suitable candidate is not agreed upon.
AWARD	The C. Dale and Kathleen B. Elifrits MEC Leadership Award will be a custom Prazen bronze engraved plaque with a raised MEC logo and a \$750 stipend. The awardee may decide to accept the stipend or donate it to their charity of choice engaged in MEC-type education and outreach related to minerals and mining. If they do choose to accept the funds for themselves, SME will be required to file an IRS Form 1099 for them at the end of the year (\$600 is the federal limit at this time which requires us to send a 1099).
PRESENTATION OF AWARD	The C. Dale and Kathleen B. Elifrits MEC Leadership Award will be presented at the SME Foundation Gala Dinner, held in conjunction with the SME Annual Conference & Expo. The recipient will receive one complimentary ticket to this event.
FUNDING	All necessary expenses incurred with regards to production and presentation of the C. Dale and Kathleen B. Elifrits MEC Leadership Award shall be the financial responsibility of the Minerals Education Coalition.
AMENDMENTS	These guidelines may be amended by the SME Foundation Award Committee, subject to the approval of the Minerals Education Coalition Committee, SME Foundation Trustees, and SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.
QUESTIONS	Questions may be directed to: Awards Coordinator Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200