

<b>OVERVIEW</b>	<p>The Minerals Education Coalition SME Organization Recognition Award recognizes an SME group (Division, Local Section, Committee, etc.) effort which has demonstrated active involvement with the MEC's efforts either through development and use of educational materials with K-12 teachers and students or public outreach and awareness about mining and minerals.</p>																		
<b>TIMELINE</b>	<p>The MEC SME Organization Recognition 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;"><b>April 1</b></td> <td>Call for nominations</td> </tr> <tr> <td style="text-align: center;"><b>June 1</b></td> <td>Nomination deadline</td> </tr> <tr> <td style="text-align: center;"><b>June 30</b></td> <td>Committee chair provides qualified applications to members of committee</td> </tr> <tr> <td style="text-align: center;"><b>July 15</b></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;"><b>July 25</b></td> <td>Second round of voting complete (if needed)</td> </tr> <tr> <td style="text-align: center;"><b>August 1</b></td> <td>Recipient name and citation provided to awards coordinator</td> </tr> <tr> <td style="text-align: center;"><b>September 15</b></td> <td>Recipient is notified</td> </tr> <tr> <td style="text-align: center;"><b>SME Annual Conference &amp; Expo</b></td> <td>Award is presented</td> </tr> </tbody> </table>	Date	Task	<b>April 1</b>	Call for nominations	<b>June 1</b>	Nomination deadline	<b>June 30</b>	Committee chair provides qualified applications to members of committee	<b>July 15</b>	First round of voting complete; committee chair schedules conference call to discuss results (if needed)	<b>July 25</b>	Second round of voting complete (if needed)	<b>August 1</b>	Recipient name and citation provided to awards coordinator	<b>September 15</b>	Recipient is notified	<b>SME Annual Conference &amp; Expo</b>	Award is presented
Date	Task																		
<b>April 1</b>	Call for nominations																		
<b>June 1</b>	Nomination deadline																		
<b>June 30</b>	Committee chair provides qualified applications to members of committee																		
<b>July 15</b>	First round of voting complete; committee chair schedules conference call to discuss results (if needed)																		
<b>July 25</b>	Second round of voting complete (if needed)																		
<b>August 1</b>	Recipient name and citation provided to awards coordinator																		
<b>September 15</b>	Recipient is notified																		
<b>SME Annual Conference &amp; Expo</b>	Award is presented																		
<b>NOMINATIONS</b>	<p>Nominations for the MEC SME Organization Recognition Award should contain the following information:</p> <ol style="list-style-type: none"> <li>1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator.</li> <li>2. Up to five letters of support detailing the nominee's qualifications for the award (no longer than 2 pages each).</li> <li>3. List of MEC-mission-related programs and/or activities that the nominee has conducted.</li> <li>4. Appropriate award citation.</li> </ol> <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: <a href="http://smenet.org/awards-recognition">smenet.org/awards-recognition</a>.</p>																		
<b>ADMINISTRATION</b>	<p>The MEC SME Organization Recognition Award is administered by the SME Foundation Award Committee. The SME Foundation Award Committee consists of 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.</p>																		



# MINERALS EDUCATION COALITION SME ORGANIZATION RECOGNITION AWARD

## Guidelines and Procedures



<b>SELECTION OF RECIPIENTS</b>	<p>Recipients of the MEC SME Organization Recognition 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 SME Organization Recognition Award need not be presented in any given year if a suitable candidate is not agreed upon.</p>
<b>AWARD</b>	<p>The MEC SME Organization Recognition Award will be a framed certificate of recognition and a \$250 check to the group for the purpose of sustaining their involvement in minerals and mining education outreach.</p>
<b>PRESENTATION OF AWARD</b>	<p>The MEC SME Organization Recognition Award will be presented at the SME Foundation Gala Dinner, held in conjunction with the SME Annual Conference &amp; Expo. The recipient will receive one complimentary ticket to this event.</p>
<b>FUNDING</b>	<p>All necessary expenses incurred with regards to production and presentation of the MEC SME Organization Recognition Award shall be the financial responsibility of the Minerals Education Coalition.</p>
<b>AMENDMENTS</b>	<p>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.</p>
<b>QUESTIONS</b>	<p>Questions may be directed to: Awards Coordinator Email: <a href="mailto:awards@smenet.org">awards@smenet.org</a> or SME Member Services Department Phone: 303-948-4200</p>