



MINERALS EDUCATION COALITION SME ORGANIZATION RECOGNITION AWARD Guidelines & Procedures

Overview 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.

Timeline The MEC SME Organization Recognition Award typically adheres to the following timeline:

Due 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	Award is presented

Nominations Nominations for the MEC SME Organization Recognition Award should contain the following information:

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. List of MEC-mission-related programs and/or activities that the nominee has conducted.
4. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted through the SME online process at <http://www.smenet.org/awards-recognition/>.

Administration The MEC SME Organization Recognition Award is administered by the MEC Awards Sub-Committee under the direction of the Minerals Education Coalition Committee (MECC). The MEC Awards Sub-Committee consists of the Vice-Chair of the MECC (serving as Chair), the MEC Chair and MEC Past Chair, and other members of the MECC as designated by the MECC Chair.

Selection of Recipients	Recipients of the MEC SME Organization Recognition Award shall be selected by a majority vote by the MEC Awards Sub-Committee, subject to the approval of the Minerals Education Coalition, 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.
Award	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.
Presentation of the Award	The MEC SME Organization Recognition Award will be presented at SME's Annual Awards Banquet, held in conjunction with SME's Annual Meeting. In addition, the recipient will be recognized at the SME Foundation's Annual Dinner. The recipient will receive one complimentary ticket to each of these events.
Funding	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.
Amendments	These guidelines may be amended by the MEC Awards Sub-Committee, subject to the approval of the Minerals Education Coalition, 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, SME Member Services Department Phone: 303-948-4225 E-mail: awards@smenet.org
