

INDUSTRIAL MINERALS & AGGREGATES DIVISION
A. FRANK ALSOBROOK DISTINGUISHED SERVICE AWARD
Guidelines & Procedures

Overview and Eligibility

The Industrial Minerals & Aggregates Division A. Frank Alsobrook Distinguished Service Award (Alsobrook Award) was established in 1995 and recognizes members who have significantly contributed to the workings of SME and the Industrial Minerals & Aggregates Division and have an outstanding reputation for professionalism and accomplishments. In 2004 the Division changed the name of the award to A. Frank Alsobrook Distinguished Service Award in memory of A. Frank Alsobrook.

Eligibility criteria for the Alsobrook Award include the following:

1. The recipient must not be a previous recipient of the Hardinge Award.
2. The recipient must be an active member of SME.
3. The recipient must be living and able to accept the award in person.
4. The recipient would preferably
 - a. have served the Industrial Minerals & Aggregates Division in an exemplary manner
 - b. have served on SME committees or Boards
 - c. have participated in SME technical programming by chairing sessions or authoring papers of relevance to Industrial Minerals & Aggregates Division
 - d. have significantly contributed to the workings of SME and Industrial Minerals & Aggregates Division
 - e. have outstanding reputation for professionalism and accomplishments

Timeline

The Alsobrook 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 Meeting | Award is presented |

Nominations

Nominations for the Alsobrook 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. Nominee's biography (2 page maximum).
4. Nominee's CV/resume (abbreviated version – 3 page maximum).
5. List of papers/publications (abbreviated version – 3 page maximum).

6. Appropriate award citation.

All nominations submitted will be considered active nominations for a period of three years, as long as the nominee continues to meet all eligibility criteria as listed above. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here:

<http://www.smenet.org/awards/>

Administration The Alsobrook Award is administered by SME's Industrial Minerals & Aggregates Division (IM&AD) Executive Committee. The Alsobrook Award Committee consists of a Committee Chair, the Division Chair, and three members-at-large to be appointed by the IM&AD Nominating Committee.

Selection of Recipients Recipients of the Alsobrook Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the IM&AD Executive Committee and the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

Award The Alsobrook Award is a suitable plaque or certificate engraved or embossed with the name of the award as well as the name of the recipient and the citation of the particular achievement for which the award is being conferred.

Presentation of Award The Alsobrook Award will be presented at IM&AD's Annual Luncheon, held in conjunction with SME's Annual Meeting.

Funding All expenses incurred in respect of the Alsobrook Award shall be the financial responsibility of the Industrial Minerals & Aggregates Division.

Amendments These guidelines may be amended by the Alsobrook Award Committee, subject to approval by the IM&AD Executive Committee 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: 303-948-4208
E-mail: awards@smenet.org
