

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

Guidelines and 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 requirements for the Industrial Minerals & Aggregates Division A. Frank Alsobrook Distinguished Service Award are as follows:

1. The recipient must not be a previous recipient of the Alsobrook 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 the Industrial Minerals & Aggregates Division
 - d. have significantly contributed to the workings of SME and the Industrial Minerals & Aggregates Division
 - e. have outstanding reputation for professionalism and accomplishments

TIMELINE

The Industrial Minerals & Aggregates Division A. Frank Alsobrook Distinguished Service Award typically adheres to the following timeline:

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 Industrial Minerals & Aggregates Division A. Frank Alsobrook Distinguished Service Award require 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. Required: One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page). 3. Not required: Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each). 4. Nominee's biography (2 page maximum). 5. Nominee's CV/resume (abbreviated version – 3 page maximum). 6. List of papers/publications (abbreviated version – 3 page maximum). 7. 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>
ADMINISTRATION	<p>The Alsobrook Award is administered by the SME 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.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the Alsobrook Award shall be selected by a majority vote by the Award Committee, 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.</p>
AWARD	<p>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.</p>
PRESENTATION OF AWARD	<p>The Alsobrook Award will be presented at IM&AD's Annual Luncheon, held in conjunction with the SME Annual Conference & Expo.</p>
FUNDING	<p>All expenses incurred with respect to the Alsobrook Award shall be the financial responsibility of the Industrial Minerals & Aggregates Division.</p>



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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 Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200