



Crystal Eagle Leadership Award

Criteria for nominations

Application Deadline is March 29, 2019

Purpose

The Crystal Eagle, ASHE's most prestigious award, recognizes an outstanding individual for their generous and long-standing service to ASHE and their contributions to advance the field of healthcare engineering and facilities management.

To nominate a colleague for the Crystal Eagle Award, you must be a current member in good standing at the time of application.

Eligibility

Individuals nominated for this award, must meet the following requirements:

1. Be a current Professional, Associate, Retired or Life member of ASHE.
2. Must be a current member for ten (10) years or more at the time of application.
3. Be a current member of an ASHE affiliate chapter for two (2) years or more.
(Exceptions may be made for individuals where no chapter exists.)
4. Be an ASHE Senior (SASHE) or ASHE Fellow (FASHE) member.
5. Meet **one (1)** of the following criteria:
 - *Certified Healthcare Facility Manager (CHFM)*
 - *Certified Healthcare Constructor (CHC)*
 - *Past member of the ASHE Board of Directors*
 - *Past ASHE committee/task force chairman*

Award recipients receive

- A commemorative award presented at 56th ASHE Annual Conference in July.
- Life time ASHE membership.
- Formal press release and recognition in ASHE communications.
- Complimentary registration to attend the 56th ASHE Annual Conference, in July.

Selection process

- Nominations will be evaluated by a select committee of ASHE volunteer leaders.
- Decisions made by the committee are final pending approval by the ASHE Executive Committee.
- An incomplete nomination will be deemed ineligible by the Review Committee.

Preparing the Nomination Packet

Part of the award application process involves the preparation of a Nomination Packet that will be reviewed by a committee. The Nomination Packet should include all the required documentation that validates the answers/statements you provide on the online application.

To ensure a thorough review of the Nomination Packet, be sure your supporting documentation is compiled and organized as indicated below, for easy reference and verification:

- 1) Cover page** (*to include the following*):
 - a) Candidate's full name and their contact information
 - b) Your name and contact information
- 2) Required documentation** (*organize the information in order listed below*):
 - a) ASHE membership
 - b) ASHE Chapter membership
 - c) Professional accomplishments
 - d) Career experience/Resume
 - e) Letters of recommendation (3)
 - f) Written narrative (written by the individual submitting the nomination application)
- 3) Professional photo/headshot** (*color, high-resolution in JPG file format*)

Once you have compiled your documentation, it should be scanned as one (1) PDF file. You will be required to submit the PDF file of your Nomination Packet and the JPEG file of your professional photo, as part of the application process.

NOTE: Individual documents sent separately will not be accepted. Applications submitted without a Nomination packet and/or missing documents will be considered ineligible for review.

Completing the online application

- To submit a nomination for the Crystal Eagle Award, you must apply online at www.ashe.org.
- The preparer of the application must be an ASHE member in good standing at the time of application.
- Allow 30-45 minutes of uninterrupted time to complete the entire online application process
- When instructed, upload the PDF file (nomination packet) and JPG file (photo)
- Sign and date the application. Be sure to include your contact information and the correct contact information of the nominee.
- Once submitted you will receive an e-mail notification confirming receipt of application.
- The preparer of application is responsible for the accuracy and completeness of the application at the time of submission.
- All documentation becomes the property of ASHE and will not be returned.

Deadline to complete online application

Applications must be received by 11:59 p.m. CST, **March 29, 2019**.

Notification of award

The individual who submitted the nomination and the nominee will be notified by e-mail or phone no later than, **June 7, 2019**. Other award applicants will be notified via e-mail by June 17, 2019.

Questions

Contact Charmaine Osborne at cosborne@aha.org with questions regarding the criteria, eligibility, or the application process.

Disclaimer

ASHE reserves the right to revise/modify the application process, eligibility requirements, criteria or any other rules associated with this award program without prior notice.

Crystal Eagle Award – Required Documentation

Nominations submitted must include the following documentation to verify/support your submission. Please review the information listed below, missing information will deem your submission ineligible.

Criteria	Requirements	Required documentation to support your submission
<p>Membership</p> <p><i>Candidate must be either a Professional, Associate, Retired, or Life member of ASHE</i></p> <p><i>Candidate must meet both requirements of Membership</i></p>	<ul style="list-style-type: none"> • Candidate must be a current member in good standing with ASHE with ten (10) years of membership at the time of application. • Candidate must be a current member in good standing with an ASHE affiliate chapter with two (2) years or more of continuous membership at the time of application. 	<p>Include verification for each of the following:</p> <ul style="list-style-type: none"> • <u>ASHE Membership</u> Written confirmation from ASHE verifying current standing and ten (10) years of membership eligibility. • <u>ASHE Affiliate Chapter Membership</u> Must include an official letter from your local chapter confirming current standing and years of continuous membership.
<p>Professional Accomplishments</p> <p><i>All certifications, designations and licensures must be current at the time of application.</i></p>	<ul style="list-style-type: none"> • Candidate must be one of the following at the time of application: <ul style="list-style-type: none"> ○ ASHE Senior (SASHE) ○ ASHE Fellow (FASHE) • Candidate must meet one (1) of the following criteria: <ul style="list-style-type: none"> ○ Certified Healthcare Facility Manager (CHFM) ○ Certified Healthcare Constructor (CHC) ○ Past member of the ASHE Board of Directors ○ Past ASHE committee/task force chairman 	<p>Include verification and supporting documentation for each of the following:</p> <ul style="list-style-type: none"> • Written confirmation from ASHE verifying SASHE or FASHE status. • Documentation to support you meet the requirement <ul style="list-style-type: none"> ○ Letters of verification from certifying organization. ○ Copies of valid certificates, licensures that indicate expiration date. ○ Written confirmation from ASHE listing leadership/committee service, dates and position(s) held.
<p>Career/Experience</p>	<p>Include a professional resume of the nominee.</p>	
<p>Letters of Recommendations</p> <p><i>Three (3) recommendation letters must be signed and included as part of the original application.</i></p>	<p>Include three (3) letters of recommendation written by any of the following:</p> <ul style="list-style-type: none"> • Supervisor, CEO, administrator, etc., of nominee • Current ASHE local chapter president • Professional colleague of nominee (does not need to be an ASHE member) • Current ASHE member 	<p>Recommendation letters must address all of the following:</p> <ul style="list-style-type: none"> • Significant contributions to support and advance ASHE or the profession/field. • Outstanding leadership qualities to motivate and support others within ASHE, local chapter and/or industry. • Special recognition, accomplishments, and/or service that demonstrate the candidate's commitment and dedication to the field/profession, local chapter, or ASHE.
<p>Written Narrative</p> <p><i>Narrative must be at least 200 words</i></p>	<p>Include a written narrative about the nominee. Author of the narrative must include their name, signature, and contact information.</p>	<p>Narrative must address each of the following:</p> <ul style="list-style-type: none"> • Reasons for nominating this individual for the award. • Key examples of their contributions to ASHE and its mission. • Specific examples of how the individual exemplifies the spirit of the award.
<p>Candidate's Photo</p>	<p>Include a high-resolution, color photo of candidate (head-shot) in jpeg file format.</p> <p>***Photo must be sent at the time of application***</p>	

