



# 2019 Regional Leader Award

## Application for nomination

*Deadline for nomination March 1, 2019*

### **Purpose**

ASHE promotes the Regional Leader Award program as an opportunity to recognize future leaders within the field of healthcare engineering and facilities management community. The award recognizes one individual from each of the ten regions for their demonstrated leadership skills, exemplary commitment to their local chapter or community, or to the healthcare profession.

### **Eligibility**

*Candidates must meet **ALL** of the following requirements:*

- Be a current member in good standing with either ASHE national or an affiliate ASHE chapter.
- Must have two (2) years of continuous membership at the time of application.
- Be actively employed by or in a healthcare facility.
- Demonstrate exemplary leadership skills and a commitment to the field of healthcare.

#### **The following individuals are ineligible**

- Any previous recipients of ASHE individual awards (including Regional Leader)
- Current ASHE committee members
- Current and past ASHE board members
- Life/retired members
- ASHE members who have achieved Senior or Fellow status

### **Recipients receive**

*Award recipients will receive the following:*

- Commemorative plaque, presented during the ASHE Annual Conference.
- Complimentary registration to attend the ASHE Annual Conference (*includes per diem to offset expenses*).
- One (1) year of ASHE membership.
- Invitation to attend ASHE Leadership Institute (*includes per diem for first year to offset expenses*).
- Formal press release and recognition in ASHE communications after the award presentation.

### **Review process**

- Applications will be reviewed and evaluated by the ASHE Awards Task Force.
- An incomplete application will be deemed ineligible by the task force. Individuals whose application is deemed ineligible can resubmit the following year.
- Decisions made by the task force are subject to the approval of the ASHE Executive Committee.

### **Notification of award**

- Award recipients will be notified by e-mail or phone no later than **June 7, 2019**.
- Other applicants will be notified by e-mail no later than **June 17, 2019**.

### **Questions**

Contact Charmaine Osborne at [cosborne@aha.org](mailto:cosborne@aha.org).

## **Preparing the application**

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

1. **Application** (*be sure the application is signed and dated*)
2. **Membership** (*include letter to verify candidate's membership status*)
3. **Professional Resume** (*include a copy of the candidate's resume*)
4. **Recommendation Letters** (*letters must be signed and dated*)
5. **Candidate's written narrative** (*written and signed by the candidate*)

\*\*\*The above documentation should be scanned into to one (1) PDF file document\*\*\*

6. **Professional photo/headshot** (*color, high-resolution in JPG file format*)

## **IMPORTANT – NEW PROCESS FOR SUBMITTING APPLICATIONS**

**Submitting an application** *Applications can be submitted by e-mail or online.*

### **For all applications**

- *Your application will consist of one (1) PDF file (documentation) one (1) JPG file (photo). Separate Word, PDF, etc., files will not be accepted.*
- Preparer of the application is responsible for the accuracy and completeness of the application at the time of submission.

### **Email Application**

- Applications should be sent to Charmaine Osborne at [cosborne@aha.org](mailto:cosborne@aha.org)
- Write **Regional Leader Award (Region #) -Candidate Name** in the subject line
- All submissions will receive an e-mail notification within 5-10 business days confirming receipt of your application.
- Your email should include two (2) separate files:
  - **One (1) PDF file document** – should include all documentation scanned into one PDF file document. Separate pdf, word, etc. files will not be accepted.
  - **One (1) JPG file** – color photo of award candidate

### **Online Application**

- Applications for Regional Leader Award can be completed online at [www.ashe.org](http://www.ashe.org).
- Allow 30-45 minutes of uninterrupted time to complete the entire online application process. You will not be able to save your work and come back to it later.
- You will be asked to upload two (2) separate files
  - 1) One (1) PDF file (documentation)
  - 2) One (1) JPG file (photo)
- Once you complete and submit the application you will receive an e-mail notification to confirm receipt of application.

#### **Disclaimer**

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

## Regional Leader – Criteria Worksheet

**Applications must include the following documentation. All documentation must be included as part of the application, any missing information will deem the application/nomination ineligible.**

Criteria	Requirements	Documentation to support application
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Candidate must be a current member in good standing with ASHE or an ASHE affiliate chapter.</li> <li>• Must have two (2) years of continuous membership at the time of application</li> </ul>	Include at least <b>one (1)</b> of the following to verify active membership: <ul style="list-style-type: none"> <li><b>A. <u>National ASHE Membership</u></b> Include an official letter from ASHE confirming years of membership.</li> <li><b>B. <u>ASHE Local Chapter Membership</u></b> Include an official letter from the local chapter confirming years of membership.</li> </ul>
<b>Professional Experience</b>	Candidate must be actively employed in or by a healthcare facility.	Include a copy of the candidate’s professional resume to confirm employment.
<b>Letters of Recommendations</b>	Candidate must be have the support of their local chapter, peers, colleagues and/or immediate supervisor.	Include <b>two (2)</b> letters of recommendation from any of the following individuals: <ul style="list-style-type: none"> <li>• Immediate supervisor/CEO</li> <li>• Local Chapter President/Officer</li> <li>• Fellow ASHE member</li> </ul> Recommendation letters must address the following: <ul style="list-style-type: none"> <li>• Reason for the nomination</li> <li>• Leadership qualities</li> <li>• Contribution on projects, committees, etc.</li> </ul>
<b>Written Narrative</b>  <i><b>NOTE:</b></i> <i><b>Narrative must be at least 200 words</b></i>	Candidate must write a personal narrative <b><u>in their own words.</u></b>	Written narrative ( <b>no less than 200 words</b> ) that address the following: <ul style="list-style-type: none"> <li>• Contribution to ASHE national</li> <li>• Contribution to state/local chapter</li> <li>• Contribution to the field/profession</li> <li>• Leadership qualities</li> <li>• Ability to work with others</li> <li>• Professional goals</li> <li>• Career achievements, awards, etc.</li> <li>• Community involvement</li> </ul>
<b>Candidate’s Photo</b>	Must include an electronic high-resolution, color photo of candidate (head-shot) in jpeg file format	<b>***Photo must be sent at the time of application***</b>

## Checklist for submitting the application

- Start the process early. Review the criteria. Reach out to individuals who will be a part of the application process and coordinate dates and deadlines.
- Obtain official letter from National ASHE or ASHE Local Chapter to confirm membership.
- Gather all the documentation that is required to complete the application.
- Compile and organize documentation in order according to Criteria Worksheet.
- Scan all documents and save as one (1) PDF file.
- Take professional photo (headshot) and save as JPG file.
- Send your application by email to Charmaine Osborne at [cosborne@aha.org](mailto:cosborne@aha.org)
  - Write **Regional Leader Award (Region #) -Candidate Name** in the subject line
  - Submit two (2) files 1) PDF (documentation) and 2) JPG (photo)
  - No additional files will be accepted
- Go online to [www.ashe.org](http://www.ashe.org) to complete your application.
  - Schedule 30-45 minutes of uninterrupted time to complete the online application in its entirety. You will not be able to save your work and go back later to complete the application.
  - Have your two (2) electronic files available and ready to upload at the time of application (PDF-documentation) and (JPEG-photo)
  - Be sure you have documentation to support the answers/statements provided on the application.
  - When instructed upload the required documentation (PDF file and JPEG file)
- Deadline for all applications (email or online) is March 1, 2019
- Got questions? Send an email to [cosborne@aha.org](mailto:cosborne@aha.org)