



# **Crystal Eagle Leadership Award**

*Criteria and documentation requirements  
for nominations  
Application Deadline is April 1*

## **Purpose**

The Crystal Eagle Leadership Award, 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 health care engineering and facilities management.

To nominate a fellow ASHE member for this award you must be a current ASHE member in good standing at the time of application.

## **Eligibility Criteria**

***Individuals nominated for this award, must meet the following criteria:***

1. Be a current Professional, Associate, Retired or Life member of ASHE.
2. Must hold membership 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 a Senior (SASHE) **OR** Fellow (FASHE) member of ASHE.
5. Meet at least **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 the ASHE Health Care Facilities Innovation Conference (HFIC)
- Complimentary registration to attend the ASHE Health Care Facilities Innovation Conference (HFIC) *(includes a per diem for expenses)*
- Life time ASHE membership
- Formal press release provided after the HFIC
- Recognition in ASHE communications during and after the HFIC

## **Selection process**

- Nominations will be evaluated by the ASHE Awards and Recognition Task force
- Decisions made by the taskforce are final pending approval by the ASHE Executive Committee

- An incomplete nomination will be deemed ineligible by ASHE

### **Preparing the Nomination Packet**

Part of the award application process involves the preparation of a Nomination Packet that will be reviewed by the task force. The Nomination Packet should include all required documentation that supports the answers and/or examples you provide on the online application. Included in this document is specific information on how to prepare the nomination packet.

### **Completing the online application**

- To submit a nomination for the Crystal Eagle Leadership Award, you must [apply online](#).
- The preparer of the application must be an ASHE member in good standing at the time of application.
- Prior to submitting the online application please review the instructions for preparing the Nomination Packet, which will be required at the time of application.
- Allow 30-45 minutes of uninterrupted time to complete the entire online application process. You will not be able to save changes and come back later.
- When instructed, upload the PDF file (nomination packet) and jpeg 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 the 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 **April 1, 2024**.

### **Notification of award**

The award winner and the preparer will be notified by **May 1, 2024**. Other preparers and award nominees will be notified by May 15, 2024.

### **Questions**

All questions regarding criteria, eligibility, or the application process must be in writing. Please send your questions to Erin Horng at [ehorng@aha.org](mailto:ehorng@aha.org).

#### **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 – Criteria and 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	Suggested documentation to support application
<b>Membership</b>  <i>Candidate must be either a Professional, Associate, Retired, or Life member of ASHE</i>  <i>Candidate must meet both requirements of Membership</i>	<ul style="list-style-type: none"> <li>• Candidate must be a current member in good standing with ASHE with ten (10) years or more of membership at the time of application.</li> <li>• 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.</li> </ul>	<b>Include verification for each of the following:</b> <ul style="list-style-type: none"> <li>• <b>ASHE Membership</b> Written confirmation from ASHE verifying current standing and ten (10) years of membership eligibility.</li> <li>• <b>ASHE Affiliate Chapter Membership</b> Must include an official letter from your local chapter confirming current standing <b>and</b> years of continuous membership.</li> </ul>
<b>Professional Accomplishments</b>  <i>All certifications, designations and licensures must be current at the time of application.</i>	<ul style="list-style-type: none"> <li>• Candidate must be one of the following at the time of application: <ul style="list-style-type: none"> <li>○ ASHE Fellow (FASHE)</li> <li>○ ASHE Senior (SASHE)</li> </ul> </li> <li>• Candidate must meet <b>one (1)</b> of the following criteria: <ul style="list-style-type: none"> <li>▪ Certified Health care Facility Manager (CHFM)</li> <li>▪ Certified Health care Constructor (CHC)</li> <li>▪ Past member of the ASHE Board</li> <li>▪ Past chair of an ASHE committee and/or task force</li> </ul> </li> </ul>	<b>Include verification and supporting documentation for each of the following:</b> <ul style="list-style-type: none"> <li>• Proof of SASHE or FASHE OR an official letter from ASHE verifying SASHE or FASHE status.</li> <li>• Documentation to support you meet the requirement: <ul style="list-style-type: none"> <li>▪ Letters of verification from certifying organization.</li> <li>▪ Copies of valid certificates, licensures that indicate expiration date.</li> <li>▪ Written confirmation from ASHE listing leadership and/or committee service, dates and position(s) held.</li> </ul> </li> </ul>
<b>Career/Experience</b>	Include a professional resume of the nominee.	
<b>Letters of Recommendations</b>  <i>Three (3) letters of recommendation must be signed and included as part of the original application.</i> <i>NOTE: You may submit up to six (6) recommendation letters</i>	Include <b>three (3) letters of recommendation</b> written by any of the following: <ul style="list-style-type: none"> <li>• Supervisor, CEO, administrator, etc., of nominee</li> <li>• Current ASHE local chapter president</li> <li>• Professional colleague of nominee (does not need to be an ASHE member)</li> <li>• Current ASHE member</li> </ul>	<b>Recommendation letters must address ALL of the following:</b> <ul style="list-style-type: none"> <li>• Significant contributions to support and advance ASHE or the profession/field.</li> <li>• Outstanding leadership qualities to motivate and support others within ASHE, local chapter and/or industry.</li> <li>• Special recognition, accomplishments, and/or service that demonstrate the candidate's commitment and dedication to the field/profession, local chapter, or ASHE.</li> </ul>
<b>Written Narrative</b>  <i>Narrative must be a minimum of 200 words</i>	As the preparer of this application you are required to submit a written narrative about the nominee. Your written narrative must be dated and include your signature.	<b>Narrative must address each of the following:</b> <ul style="list-style-type: none"> <li>• Reasons for nominating this individual for the award.</li> <li>• Key examples of their contributions to ASHE and its mission.</li> <li>• Specific examples of how the individual exemplifies the spirit of the award.</li> </ul>
<b>Candidate's Photo</b>	Include a high-resolution, color photo of candidate (head-shot) in jpeg file format. <b>***Photo must be sent at the time of application***</b>	

## **Crystal Eagle Leadership Award Nomination Packet**

### **Instructions on preparing the Nomination Packet**

Part of the Crystal Eagle Leadership award process involves the preparation of a Nomination Packet. It includes all of the required documentation that supports the answers and examples you provide on the online application.

The nomination packet, must be ready to submit via electronic file at the time of application. Therefore, you must prepare/compile the packet prior to completing the online application. It cannot be submitted separately.

Using the guidelines outlined in the criteria form, gather all the required documentation. Please refer to the Crystal Eagle Award criteria to ensure you have the appropriate documentation and that your examples meet the criteria. You can download a copy of the Crystal Eagle Award criteria from the ASHE website at [https://www.ashe.org/awards/crystal\\_eagle](https://www.ashe.org/awards/crystal_eagle).

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. Below is more detailed information on how to prepare the Nomination Packet.

### **Compiling the nomination packet**

#### **1) Cover page**

- a) Candidate's full name and contact information
- b) Your name and contact information

#### **2) Supporting documentation**

- I) ASHE Membership
- II) ASHE Affiliate Chapter membership
- II) Professional accomplishments
- III) Career experience/resume
- IV) Three (3) letters of recommendation
- V) Written narrative (written by the individual submitting this application)

#### **3) Professional Photo** – color headshot saved as a high-resolution JPG file.

Once you have compiled the above-mentioned documentation, it should be scanned as one (1) PDF file. Then at the time of application you will be required to submit the PDF file (nomination packet) and the JPG file (the professional photo), as part of the application process. Missing documents will be deemed ineligible for review by ASHE.

For questions contact Erin Horng (ehorng@aha.org).

**Deadline to apply is April 1, 2024**