



**2017 Official Nomination Application for the Frank C. Balfour Award**

Name of Nominee

Address

City State/Province Zip/Postal Code

Phone E-mail

Region Chapter # Of years as an IRWA Member

SR/WA # or Candidate #

Nominee's Review & Concurrence of Accuracy of Data Included in the nomination form

Signature

Date

Individual Nominating Member for Frank C. Balfour Award

Signature

Date

**Instructions for completing the nomination form for Frank C. Balfour Award**

The Chapter President, Chapter Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will complete the Nomination form and ask the Nominee to review the form content for accuracy and completeness before signing.

The Nominee's Chapter President and the Nominee's Region Chair will each prepare a general letter relative to the nomination. If the Chapter President is also the Nominee, another Chapter Officer will prepare the letter. If the current Region Chair is the nominee, a former Region Chair from the same region will prepare the letter. A third letter may also be submitted on behalf of the Nominee by a person of the nominee's choice who is familiar with the Nominee and his or her professional and or community volunteer work.

The Chapter President, Chapter Nominations & Awards Committee Chair, or other designated or appointed Chapter representative will forward this application, along with all supporting material via e-mail to randallkopfer@gmail.com by February 1, 2018 to be eligible for this award.

Please ensure you receive an acknowledgement e-mail receipt within 48 hours of submitting your application.

Activities for the consecutive five-year period ending December 31 of the preceding year are to be noted.

Please provide concise information in order for the INEC to properly review the nomination.

If you have any questions, please contact INEC Chair, Vice-Chair, or your INEC Regional Representative.

**Section I**  
**Chapter Offices & Committees**

Please describe the activities you performed in service to you IRWA Chapter in each of the past 5 years. Include Chapter Offices held, or Committees you have served, etc.

**Section II**  
**Educational Courses and Activities**

Please list the IRWA Courses you have completed in each of the past 5 years, by course name and course number

Please list the courses you have Coordinated or Instructed within the past 5 years, by Course Name and Number.

Please list and describe any other relevant courses or seminars you have attended in the past 5 years by date, name and course number along with the sponsoring organization or post secondary institution.  
(i.e. Right of Way related course sponsored by other professional associations for credit or attendance at an institute of higher learning. If applicable please include the name of the University or College, the number of units earned for the courses and the date the course was completed. Please list any other related courses or seminars instructed in each of the past 5 years; (i.e. "hot topics seminar" or courses). Include the name of the course or seminar, the hours of credit for each, sponsoring organization for the course or seminar and the date and location of the Presentation.

**Section III**  
**Regional and International Participation**

Please describe and discuss your participation in Regional activities including IRWA Educational Conferences, Region Forums or other Region Participation during each of the past 5 years. Provide an explanation regarding what activities you participated in at the Region level;

(i.e. If you were a presenter/speaker, moderator, etc. at any IRWA Education Conference include the session title or brief description of the session; include the date of the conference and describe what you contributed to the presentation. Also describe experience you may have had as a Voting Region Director, and or any experience you may have had with IRWA "Young Leaders" program etc. Regarding Region Forums, describe what you contributed at each of the forums you attended.)

**Section IV**  
**Contributions to the Right of Way Profession**

Please describe the Professional Awards you have received in each of the past 5 years related to the Right of Way Profession. Include in your description the date of the award, what you did to receive the award and the name of the organization that presented it to you.

Please describe any Articles you have written that have been published with the past 5 years (online or in print) on a Right of Way related topic and the name of the publication or site on which the article was posted.

If you have donated your time to the IRWA at the International, Regional or Chapter level, please describe what you donated, when and what prompted the donation. (i.e. Instructing an IRWA course for free, a reduced fee or volunteering your time for other chapter or region activities, paying all or some your own transportation and registration fees to attend a Forum or Conference without reimbursement etc.)

List any special projects related to the IRWA and or the Right of Way Profession that you have worked on during the past 5 years or and special contributions you have made that have not been described above. Describe the project(s) and how it/they contributed to the IRWA or members of the IRWA or to the ROW Profession. Include the date of each project or contribution.

**Section V**  
Prior Activities

Please list and describe your significant IRWA and Professional Activities prior to the last 5 years. Include the dates of the activities and any pertinent information about them as the relate to the IRWA, your service to the IRWA or the Right of Way Profession.

**Section VI**  
Community or other Volunteer Service

Please describe any activities or projects you may have been involved in at your community level which demonstrate how you "give back" to your community. Include any pertinent information including the dates of the activity or project and the sponsoring organization if applicable.

**Section VII**  
IRWA Professional Designations and Certifications

Please list you IRWA Professional Designations and Certifications. Include the name of the designation or Certification and the date your received each of them.