



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 and concurrence of accuracy of data Included in the nomination form

Signature

Date

Individual nominating member for Frank C. Balfour Professional of the Year Award

Signature

Date

Instructions for completing the nomination form for the Frank C. Balfour Professional of the Year Award

The individual nominating a member for the Frank C. Balfour Professional of the Year Award 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 may each prepare a general letter relative to the nomination. A 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/her professional and or community volunteer work.

The individual nominating a member for the Frank C. Balfour Professional of the Year Award will forward this application, along with all supporting material via e-mail to irwainecchair@gmail.com by February 1 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 your IRWA chapter in the past year. Include chapter offices held, committees you have served, etc.

Section II
Educational Courses and Activities

Please list the IRWA courses you have completed in the past year, by course name and course number.

Please list the courses you have coordinated or instructed within the past year, by course name and number.

Please list and describe any other relevant courses or seminars you have attended in the past year 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 the past year. 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 the past year 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 in the past year (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.

[Empty response box for articles published in the past year]

If you have donated your time to the IRWA in the past year 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.)

[Empty response box for time donated to IRWA in the past year]

List any special projects related to the IRWA and/or the right of way profession that you have worked on during the past year and/or 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 right of way 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 year and up to five years. Include the dates of the activities and any pertinent information about them as they 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 in the last year 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 your IRWA professional designations and certifications. Include the date you received each of them.