



CERTIFICATE OF MERIT

This is the sixth highest PERSONAL award given by IFSEA.

This certificate is awarded to motivate an IFSEA member who has made significant contribution(s) to the success of a Branch's programs and IFSEA objectives that merit special recognition.

The purpose is to recognize contributions such as outstanding results of programs/events. Branch or other awards earned, chairing a conference, and/or many years of dedicated, faithful service to IFSEA.

A member may receive this award every three years.

Judging is conducted in a closed session by International Board of Directors at the Annual International Conference. Maximum of three (3) awarded per Branch annually.

This award is presented at the Annual International Conference Awards Luncheon.

INSTRUCTIONS

1) Nominations are to be submitted by the Branch President. If the nomination is for the Branch President, the immediate Past Branch President, Branch President-Elect/First Vice-President or Branch Board Member can submit the application.

2) Complete and sign Nomination Form

3) Complete Requirements: A minimum of 20 points are required.

1 point per year

- REQUIRED: IFSEA member in good standing for minimum of two (2) years.

1/2 point per meeting

- REQUIRED: Attended a minimum of twelve (12) Branch meetings in two (2) year period.

5 points

- At least one (1) IFSEA Certification – MCFE/CFE/CFM/CFA

1 point per year

- REQUIRED: Served at least one (1) year as a committee member at the Branch, and/or International level.

3 points per year per office

- Served as a Committee Chair at the Branch, Regional and/or International level.

3 points per year per office

- Served as IFSEA Branch, Regional and/or International Director.



5 points per year per office

- Served as elected branch officer.

2 points

- REQUIRED: One (1) letter of commendation must be from a Branch member that is NOT an elected Officer or Director. NOTE: No points for additional letters.

15 – 25 points

- REQUIRED: A Narrative (typed double-spaced or printed clearly) to prove the extent of participation in IFSEA programs, objectives and committees and/or other significant contributions. May be one (1) page long.

- 4) Submit completed Application Form and all necessary Documentation to the Registration Desk on the first day of the Annual International Conference.
- 5) Make a copy of the Application Form and all documents and bring to Conference as a reserve. Accidents do happen!

--Application Below--



CERTIFICATE OF MERIT

Official IFSEA Nomination Form

Must be typed or printed clearly. Attach to Narrative and any Documentation.

Name of Member: _____

Branch: _____ **Member Since:** _____

A minimum of 20 points is required – *All Checks are Mandatory

	SCORE	POINTS	TOTAL
✓ IFSEA Active Member – 1 year	_____	1 per year	
✓ IFSEA Branch Meetings Attended / 12 in 2 yrs	_____	½ per mtg	
✓ IFSEA Certification – MCFE/CFE/CFM/CFA	_____	5 points	
✓ IFSEA Committee Member for Branch, Regional and/or International	_____	1 per year	
□ IFSEA Committee Chair for Branch, Regional and/or International	_____	3 per year	
□ IFSEA Director for Branch, Regional and/or International	_____	3 per year per office	
□ IFSEA Elected Branch Officer	_____	5 per year/office	
□ Service as a Branch Committee Chair	_____	3 per year	
✓ Letter of Commendation – 1 letter	_____	2 points	
✓ Narrative – 1 page	_____	15-25 points	

GRAND TOTAL

DOCUMENTATION ATTACHED

- ✓ One (1) letter of commendation - Submitted by a member who is not an elected official
- ✓ Narrative (typed, double spaced or printed clearly) substantiating the extent of contributions or performances to association programs, objectives and committees or other significant contributions which merit special recognition. May be one (1) page long.

Signature of Branch President

Branch

Deadline: Submit completed Nomination Form and Documents to the Registration Desk on the first day of Annual International Conference.

Date _____