

Pennsylvania Academy of Nutrition and Dietetics Award Application Instructions

Awards:

- Outstanding Dietitian of the Year
 - o Must have received Keystone Award to apply. One recipient may be awarded.
- Keystone Award
 - o One or two recipients may be awarded.
- Recognized Young Dietitian of the Year
 - o One individual may be awarded from each district.
- Recognized Dietetic Technician of the Year
 - o One individual may be awarded from each district.
- Emerging Dietetic Leader
 - o One individual may be awarded.
- Outstanding Dietetics Educator Award
 - o One individual may be awarded per education category: DPD, CP, DI, DT.
- Outstanding Dietetics Student Award
 - o One individual may be awarded per education category: DPD, CP, DI, DT.
- Outstanding Preceptor Award
 - o One individual may be awarded.

***NOTE: ALL AWARDS APPLICATIONS OR NOMINATION/DATA SHEETS MUST BE SIGNED BY DISTRICT PRESIDENT.** Submissions without District President signatures will not be eligible for scoring.

**** NOTE: See individual Nomination/Data sheet of each award on the PAND website for variations in application requirements.**

Procedure:

1. You may nominate yourself (except Outstanding Preceptor Award) or a friend by emailing or calling your District Academy President and/or District Nominating Committee Chair about the nomination. Multiple people from one district may be nominated in the same year.
2. The District Academy President and the District Nominating Committee Chair will either approve or disapprove the nomination; approval will be granted if you are in good ethical standing with the Academy and have maintained Academy membership. If approved, the District Academy President and/or the District Nominating Committee Chair will then tell you to go ahead with the application process. **The district president should sign the awards application or nomination sheets prior to submission.**
3. The application is to include the data sheet, your signature on the data sheet, your CV (or resume), and 3 letters of recommendation outlining award qualifications and other award qualifications as specified on data sheet. Please limit applications to page number specified on data sheets.
4. Pennsylvania Academy of Nutrition and Dietetics encourages all award applicants to email their application by the deadline for that particular award. The award applicant is to scan the completed award packet **INTO ONE PDF FILE** and email it directly to the State Nominating Committee Chair, Alexei Boylan at alexeirm@hotmail.com
**NOTE: To create a document as one PDF file, you can simply print all your documents and then scan them to your computer as a new file, saved in PDF format. If you are unable to scan and email your completed award packet, please contact your District Academy President or District Nominating Committee Chair for assistance.*
5. The State Nominating Committee Chair will email and distribute the award packet to the State Nominating Committee members for scoring and will CC the Pennsylvania Academy of Nutrition and Dietetics President and Management Services.
* Please note that the scoring process takes into consideration evidence of district membership and involvement.
6. Once the scoring process is completed, you will be notified via email about receipt of the award and information about the presentation of the award at the upcoming Annual Meeting and Exhibition (AME). Emails will also be sent to each applicant who did not receive the award.
7. Award applicants DO NOT need to submit anything to the Academy of Nutrition and Dietetics. The Awards Chair of the AME is responsible for sending the data sheets listing the names of the recipients of each award to the Academy.