

# 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.
- Emerging Dietetic Leader
  - o One individual 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.
- Outstanding Dietetics Student Award
  - o One individual may be awarded per education category: DPD, CP, DI, DT, FEM
- Outstanding Dietetics Educator Award
  - o One individual may be awarded per education category: DPD, CP, DI, DT, FEM
- Outstanding Preceptor Award
  - o One individual may be awarded. Cannot self-nominate for this award

*NOTE: See individual criteria for each award on the PAND website for variations in application requirements*

## Procedure:

1. You may nominate yourself (except Outstanding Preceptor Award) or a colleague by emailing the Nomination Form to your District President for approval. Once approved the Nomination Form should be sent to your District Nominating Committee Member (*see PAND website to find the committee member for your district*). Multiple people from one district may be nominated in the same year.  
*\*NOTE: ALL Nomination Forms must be approved by your District President. This form will also be included in your application packet (except for educator and preceptor awards which district president will sign the data form per NDEP guidelines). Forms submitted without President Signature will not be eligible for scoring.*
2. The District Academy President and the District Nominating Committee Chair will either approve or disapprove the nomination; approval will be granted if the nominee is in good ethical standing with the Academy and have maintained Academy membership. If approved, the District Nominating Committee Chair will alert the nominee to go ahead with the application process.
3. After being notified of their nomination the nominee should complete their application to include Data Sheet, Nomination Criteria (if applicable), Nomination Sheet (if applicable), Letters of Recommendation, CV or resume and Professional Bio.
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, Janel Zeigler at [PANDNominatingChair@gmail.com](mailto:PANDNominatingChair@gmail.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. Please additionally be sure application is scanned in a readable, vertical format.*
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.
6. Once the scoring process is completed, the awardees will be notified via email 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. State Nominating Committee Chair is responsible for sending the names of the recipients of each award to the Academy.