

National ESA Awards Committee

ESA Recognition Award in Entomology

Entomological Foundation Award for Excellence in Integrated Pest Management

ESA Distinguished Achievement Award in Extension

ESA Distinguished Achievement Award in Teaching

ESA Distinguished Achievement Award in Regulatory Entomology

Entomological Foundation Recognition Award in Urban Entomology

1. Call for Nominations will be posted on the Branch website and announced by the Secretary-Treasurer to the membership through email by September 15.
2. The Awards page of the website shall:
 - a. Include descriptions of each award and set a deadline of December 1 for receiving completed nomination packets.
 - b. Provide nomination submission guidelines and a contact for the appropriate Award committee chair.
3. Set "cut-off" date for receiving completed nomination packets at December 1.
4. The Secretary-Treasurer will send email reminders to the membership prior to the December 1 deadline.
5. The committee shall:
 - a. not accept incomplete packets.
 - b. not assemble packets for the person nominating the potential award winner. That responsibility rests with the person making the nomination.
 - c. Consider extending the deadline if there are not sufficient nominations, but the Secretary-Treasurer shall notify the membership of the extension.
6. The Committee chair will:
 - a. Send nomination packets and ballot to each member of the Awards Committee no later than February 1. Request response by February 18. Sample ballot is attached.
 - b. Tabulate committee responses and send names of winners in each award category by February 21 to NCB Secretary-Treasurer for preparation of certificates or plaques and annual meeting recognition arrangements.
 - c. Send results to all persons who had sent in packets.
7. Announce and recognize the nominees for the ESA Awards at the annual meeting of the NCB and forward packets to the ESA headquarters by July 1.
8. Work with vice-Chair of the committee to maintain continuity. The vice-Chair will assume the chair position after the NCB meeting. The President-Elect will appoint the vice-Chair.
9. ESA Award winners, including any NCB winners, will be recognized at the Annual Meeting of the ESA.

10. A final report summarizing committee activities should be forwarded to the Secretary-Treasurer and NCB President before the annual meeting. The final report should also include any suggestions for changes or updating of the committee procedures or guidelines.