



FELLOWS RECOGNITION

SUBMISSION RULES

QUALIFICATIONS

A Fellows applicant must be an IFDA Professional or Retired member who is recognized for service to the Association and to the community, and for contributions to education and service to our industry.

A minimum of 450 points representing all of the above areas is necessary to meet the eligibility requirements. Association points may be counted from the date the applicant has joined IFDA (NHFL) to the present, based upon completed office terms.

In order to apply the current year's service, the application must be submitted after January 1 of the following year.

FELLOWS APPLICATION PROCEDURE

1. Provide supporting documentation for each position held, for community and educational service outside the organization and for articles or publications. Copies of newsletters, chapter minutes, etc. are recommended. In the absence of such documentation use the "Point Verification Form."
2. Request a personal nomination cover letter from your chapter president to accompany the application.
3. Each chapter designates a chapter Fellows Chair who will help you by answering any questions which you might have. The completed application should be submitted to this person for review before being submitted to the National Fellows Chair. The application should be in duplicate with one copy retained by the applicant.
4. Submit the completed application with all documentation necessary to your Chapter Fellows Chair for submission to Association Headquarters before the deadline given for the present year. Fellows will always be honored and recognized at Conference in all years when Conference is held; therefore the application deadline may vary from year to year. All Fellows recipients will receive some form of National recognition in the year Fellows is earned, whether or not a national Conference is held in that year.
5. Duplicate copies will be sent to members of the Fellows Committee by the Executive Director.
6. Applicants will be notified at least six weeks in advance of the recognition ceremony as well as recognition at the next national Conference.

REVIEW PROCESS

1. The Fellows Committee shall consist of the Chair and two members who are Fellows, each of whom shall represent different chapters and who will serve a one-year term. One member of the Committee will be selected to serve the following year for continuity. No member may serve for more than two consecutive years.
2. Committee members will review the applications for accuracy and complete information. Applications from a committee member's home chapter will only be reviewed by Fellows Committee members from other chapters.
3. Applicants will be notified of the Committee's decision in writing. Those whose applications did not meet the requirements are urged to submit the application in the future. Those who are approved to Fellows status are encouraged to attend the Conference for the award recognition.

QUALIFICATIONS AND REQUIREMENTS

1. Candidates must have been a Professional or Retired members of IFDA and must have been a member for eight (8) full consecutive calendar years beginning January 1.
2. A candidate's dues for the current year must be paid prior to the submission of the application.
3. Total points must equal 450 or more. There must be a minimum of 350 Association points and a minimum of 100 points from civic, education or industry contributions.
4. Association points originate from Chapter, IFDA Educational Foundation and National service.
5. Civic, Education and/or Industry contributions must be volunteer leadership roles in business, educational, professional, and technical or community service. Do not include IFDA activities. Work must have been done on a voluntary basis only. If remuneration has been received for any work in this area, it will be considered ineligible for points.
6. Duplicate points cannot be taken. For example: A Vice President of Ways and Means cannot record points for that position and then submit points for chairing a fundraising event.
7. All nominations submitted must have full qualification data and thorough documentation. If documentation is not available, two IFDA Board members OR a chapter president who served during the time the applicant served in the position may sign the form.
8. Material which could be used for documentation would include copies of excerpts from chapter minutes, directory officer listings, printed programs or announcements, newsletters or certificates. Chapter attendance would be verified by receipts of registration OR by confirmation of the chapter president who served at the time of the conference/event OR by 2 chapter board members who served at the time of the event.
9. A presentation is made to each new Fellow in recognition of this honor. A new Fellow may begin to use the appellation FIFDA when officially notified of Fellow status. Upon retirement Fellows shall be subject to the same regulations as retired members of IFDA.
10. The Fellows appellation is a lifetime designation and as such the "Fellow" or "FIFDA" may be used with or without membership in the Association. Fellows are the only former members allowed to continue to use an IFDA appellation without membership