

## ACOG Council of District Chairs Service Recognition Award

The Awards Selection Committee consists of the district chairs.

The procedures for the selection of the outstanding activity of a section, district or a collaborative activity are as follows:

1. Notice is sent to all section and district chairs reminding them of the need to submit, **prior to their districts' annual fall meetings**, their reports of the single most outstanding activity carried out by Fellows of the College in their section or district, including collaborative projects during the preceding twelve months, which they wish to have considered for the award.
2. Prior to the district's annual fall meetings, each section or district chair shall complete an accurate report of the activity of the section or district that is believed to be the most outstanding. This report shall be comprehensive, but concise. If an award is being sought for a collaborative project among sections or districts, only one report should be prepared. The report should be prepared by the designee of the collaborators and reviewed for accuracy by each District chair whose district or section(s) within the district are involved. In the case of a collaborative project involving more than one District, only that submission should be submitted by the District's involved.
3. Each district chair shall either review these reports personally or refer them to a committee for review. Selection of *the most outstanding* section or district or collaborative activity will be forwarded to the Department of District and Section Activities so the entries can be distributed to the council of District chairs.
4. Copies of each district's nomination, or collaborative projects, shall be prepared and distributed by the Department of District and Section Activities to all district chairs **before the February meeting** of the Executive Board.
5. The district chairs shall convene on the eve of the Executive Board Meeting in February, review the nominations, select the most outstanding entry, and prepare a report to Executive Board conveying the information about the competition and the selection made.
6. The winning award(s) will be asked to attend the College Advisory Council meeting at the next Annual Clinical Meeting (ACM) to accept the award and may be asked to make a short presentation of the project. One representative from each awarded project will be funded up to \$1000 for travel to the ACM.