**Spotlight Award**

***Deadline: February 28.*** *Please complete this form and email it (along with any applicable supporting documentation) to* [*awards@archivists.org*](mailto:awards@archivists.org) *with the subject line* ***Spotlight Award****.* Attachments should not exceed 5MB. [*Click here*](file:///C:\governance\handbook\section12-spotlight) *for complete details on this award.*

**Person to Receive Award:**

Address:

City/State/Zip/Country:

Phone:

Email:

**Person Making the Nomination:**

Address:

City/State/Zip/Country

Phone:

Email:

**Has the nominee been informed of this nomination?** Yes\_\_\_ No\_\_\_

**Please answer the following questions about the nominee (use as much space as needed).**

1. How does the nominee meet the criteria of the award? (*Participating in special projects; exhibiting tireless committee or advocacy work; responding effectively to an unforeseen or pressing need or emergency; contributing innovative or creative ideas to the profession; performing extraordinary volunteerism; quietly but effectively promoting the profession.)*
2. What are the outstanding characteristics of the nominee?

**Supporting Documentation.** For any supporting documentation you wish to provide,   
indicate below what it is and how it is being transmitted.

|  |  |  |
| --- | --- | --- |
| **Supporting Document** | **Sent via Email** | **Sent via Snail Mail** |
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*See top of form for how to send materials via email.*

*Mailed materials* ***must be postmarked by February 28*** *and should be sent to:*

Spotlight Award Committee

Society of American Archivists

17 North State Street, Suite 1425

Chicago, IL 60602-4061