

Guidelines for the Distinguished Chapter Service Award

Purpose

The Society for Technical Communication has long recognized the importance of the hard work and commitment of its members.

The Distinguished Chapter Service Award (DCSA) is designed to recognize exemplary effort, energy, and dedication to a chapter and its activities. The program was inaugurated in 1988, with the first awards given in 1989. The DCSA is the highest level of recognition that a member can receive for service to a geographic community, and is a “lifetime achievement award” for chapter service.

Eligibility

Who is Eligible

All chapter members, with the following exceptions:

Who is Ineligible

- Chapter President
- Chapter Vice President
- Members who have already received the DCSA from that chapter
- Members who are on the STC Board of Directors

Community leaders can confirm years of STC membership and Senior Member status on your community member reports on www.stc.org > Member Center > Community Reports.

Other Criteria

Chapters also occasionally wish to recognize former chapter members who relocate and therefore relinquish their chapter membership. Such former chapter members are also eligible, provided they are still active STC members.

Chapters should not submit a nomination for an STC member who was never a member of its chapter.

Updated 09/30/2020

If a member was already awarded a DCSA from one chapter, they are still eligible to be awarded a DCSA from a different chapter if they are a member of the second chapter.

The DCSA award is not intended for student members. They are recognized with the Distinguished Service Award for Students (DSAS). Please see those guidelines for more information.

Duration and Variety of Service

Because the scope of chapter service is broad, the award criteria are not rigid, but chapters are encouraged to consider at least two basic criteria: consistency of service over time and variety of service. For example, an individual who has long served the chapter by holding various chapter offices, by acting as the webmaster, by running the competition, or any combination of the above, could be nominated.

Recommendation Process Details

Each chapter may make at least one recommendation each year. The chart below outlines how many nominees a chapter may recommend, based on their number of members as of 31 August. Contact the STC Office to find out your chapter count as of that date if it is not known.

| COMMUNITY SIZE AS OF JUNE 30 | NUMBER OF NOMINEES |
|-------------------------------------|---------------------------|
| 40 MEMBERS OR FEWER | 1 |
| 41-150 MEMBERS | 2 |
| 151+ MEMBERS | 3 |

A member may be nominated for the Distinguished Chapter Service Award in the same year that they are nominated for Associate Fellow.

Nominating Procedure

Submit recommendation forms to the Distinguished Community Service Awards Committee via web form by the due date. The due date and web application are posted on the DCSA webpage: <https://www.stc.org/membership/recognition/stc-awards/distinguished-community-service-awards/>.

In making the recommendations, the chapter administrative council should specify clearly in a short paragraph why the individual is being recommended and send a citation with each recommendation.

Each citation should be brief and meaningful to the recipient. Listed here are some sample citations. Chapter leaders making nominations should compose an individual citation for each recommendation.

- *For outstanding contributions to the competitions of the _____ chapter.*
- *For sustained contributions to the _____ chapter—for your wisdom, experience, and sound advice.*
- *In recognition of your exemplary efforts to revitalize the _____ chapter and of your continuing contributions to chapter activities.*
- *For your unfailing willingness to initiate and wholeheartedly support innovative and successful _____ chapter activities.*
- *For outstanding leadership of the _____ chapter—for inspiration, enthusiasm, creativity, and dedication.*
- *For your exceptional leadership as _____ chapter president and your encouragement and support as a mentor in our profession.*
- *For leadership in establishing the _____ chapter and for continuing selfless contributions to the chapter.*

The DCA Committee prepares a summary of names, citations, and recommendation materials, which are submitted for approval to the STC Board of Directors.

Announcement Procedure

The announcement and presentation of awards are left to the chapter's discretion. Many chapters want this award announcement to be a surprise. It is suggested that the award be made at a special chapter meeting or event.

After Board approval, the DCA Committee will notify the chapter representative who submitted the application. Within a month after notification, the STC office will email a personalized PDF certificate to that chapter representative. This PDF should be printed out on high quality paper, then framed or made into a plaque, and presented to the recipient. After presentation, the PDF can be emailed to the recipient for use on their website, blog, etc. Attribution should be given to STC on any external site posted. This green initiative has been requested by members who prefer to publicize their award online. It also gives the chapter flexibility in presentation.

DCSA recipients are recognized as a group at the Annual Summit during the Leadership Day activities, and individually on large posters displayed prominently at the venue. All award recipients are also listed in an issue of *Intercom* and the "STC Notebook" blog.

Other Chapter-Level Awards

Because the Distinguished Chapter Service Award is a “lifetime achievement award” for chapter service, chapter leaders are encouraged to develop other awards to recognize members who have provided leadership and contribute to the chapter at a high level. For example:

- Coordinating a local conference
- Continuous service and dedication to the chapter
- Overcoming an obstacle
- Creating a new chapter program
- Mentoring

The Community Affairs Committee (CAC) and other chapter leaders are a great source for more information about creating a chapter level awards program.