

Guidelines for the Distinguished Service Award for Students

Purpose

The Society for Technical Communication has long recognized the importance of the hard work and commitment of its student members. The Distinguished Service Award for Students (DSAS) recognizes exemplary dedication by student members to a chapter and its activities. It is a “lifetime achievement award” for student chapter service. The program was inaugurated in 2005.

Eligibility

Who is Eligible

Only members with student membership status during the entire period for which the award is given are eligible for the DSAS. The Society defines student membership status as taking two courses per term. A student may only receive this award once.

SIGs, student, and geographic chapters may nominate outstanding student members for the DSAS.

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 and variety of service.

Nominating Procedure

Each chapter may make one recommendation for DSAS each year. Submit recommendation forms to the Distinguished Community Service Awards Committee via email by the due date.

The due date is typically 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. Those making the recommendations should compose an individual citation for each recommendation.

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

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.

DSAS 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 Service Award for Students 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. The Community Advocacy Committee and other chapter leaders are a great source for more information about creating a Student Chapter level awards program.