



GUIDELINES FOR THE AMERICAN PEANUT RESEARCH & EDUCATION SOCIETY'S

**COYT T. WILSON DISTINGUISHED SERVICE AWARD**

The Coyt T. Wilson Distinguished Service Award will recognize an individual who has contributed two or more years of distinguished service to the American Peanut Research and Education Society. It will be given annually in honor of Dr. Coyt T. Wilson who contributed freely of his time and service to this organization in its formative years. He was a leader and advisor until his retirement in 1976.

**Eligibility of Nominators**

Nominations may be made by an active member of the Society, except members of the Award Committee and the Board of Directors. However, the nomination must be endorsed by a member of the Board of Directors. A nominator may make only one nomination each year and a member of the Board of Directors may endorse only one nomination each year.

**Eligibility of Nominees**

Nominees must be active members of the Society and must have been active for at least five years. The nominee must have given of their time freely and contributed distinguished service for two or more years to the Society in the area of committee appointments, officer duties, editorial boards, or special assignments. Members of the Award Committee are ineligible for nomination.

**Nomination Procedures**

**Deadline**

The deadline date for receipt of the nominations is listed in the Call for Nominations on the APRES website ([www.apresinc.com](http://www.apresinc.com)).

**Preparation**

Careful preparation of the nomination based on the candidate's service to the Society is critical. The nominee may assist in order to assure the accuracy of the information needed. The documentation should be brief and devoid of repetition. Electronic copy or Six (6) hard copies of the nomination packet, plus a headshot photograph of the nominee should be sent to the committee chair.

**Format**

TITLE:

Entitle the document "Nomination of (*Enter Nominee Name*) for the Coyt T. Wilson Distinguished Service Award presented by the American Peanut Research and Education Society".



**NOMINEE:**

Include the name, mail address (with zip code) and telephone number (with area code).

**NOMINATOR AND ENDORSER:**

Include the typewritten names, signatures, mail addresses (with zip codes) and telephone numbers (with area codes).

**SERVICE AREA:**

Designate area as Committee Appointments, Officer Duties, Editorial Boards, or Special Assignments. (List in chronological order by year of appointment.)

**Qualifications of Nominees**

Personal Achievements and Recognition:

- Education and degrees received: Give field, date and institution
- Membership in professional organization
- Honors and awards
- Employment: Give years, locations and organizations

Service to the Society:

- Number of years membership in APRES
- Number of APRES annual meetings attended
- List all appointed or elected positions held
- Basis for nomination
- Significance of service including changes, which took place in the Society as a result of this work and date it occurred.

Supporting letters:

Two supporting letters should be included with the nomination. These letters should be from Society members who worked with the nominee in the service rendered to the Society or is familiar with this service. The letters are solicited by and are addressed to the nominator. Members of the Award Committee and the nominator are not eligible to write supporting letters.

**Re-consideration of Nominations**

Unsuccessful nominations will be reconsidered the following year and nominators will be contacted and given the opportunity to provide a letter that updates the nomination. After the second year unsuccessful nominations will be reconsidered only following submission of a new, complete nomination package.

**Award and Presentation**

The award shall consist of a \$1,000 cash award and a bronze and wood plaque both provided by the Society and presented at the annual meeting.



**Administrative Note**

The BOD votes on the nomination of the award recipient prior to the July Board meeting. The recipient is notified by letter prior to the meeting to give them time to bring family to the meeting.

Amended July 2015