



The Role of the Nominee in the Fellow Petition Process

Overview

There are two ways that one can become a Fellow nominee:

1. You can approach another ASSP member and ask if they will serve as your petition coordinator. This individual may be a colleague or an ASSP associate from a chapter, region, practice specialty, common interest group, council or committee.
2. A colleague or ASSP associate might approach you to let you know they are interested in supporting you for the Fellow Honor. This individual may be interested in acting as your petition coordinator, but if not, you should work together to identify a qualified individual to act as the petition coordinator.

Initial Steps to Take with Your Petition Coordinator

1. Compile an updated resume and/or biographical statement of yourself, including your name, mailing address, email address, and phone number.
2. Once you begin working with your petition coordinator, you will need to seek out at least six ASSP members in good standing to act as Fellow references. Up to two more additional references may be non-ASSP members. Each individual will fill out a Fellow sponsor reference form on your behalf.
3. Once you have identified six Fellow sponsor references, schedule a meeting with them to discuss the Fellow petition plan and establish a schedule for deliverables.

What Is Involved in a Fellow Petition Plan?

- The nominee and the petition coordinator should schedule a meeting to review the nominee's professional history, service to ASSP and other OSH-related volunteer experiences.
 - Brainstorm what supporting documents might be available to serve as evidence of the nominee's achievements.
 - Decide how these materials will be obtained for the petition.
 - Determine who could serve as Fellow sponsor references.

What Should the Group Consider When Establishing a Schedule for Deliverables?

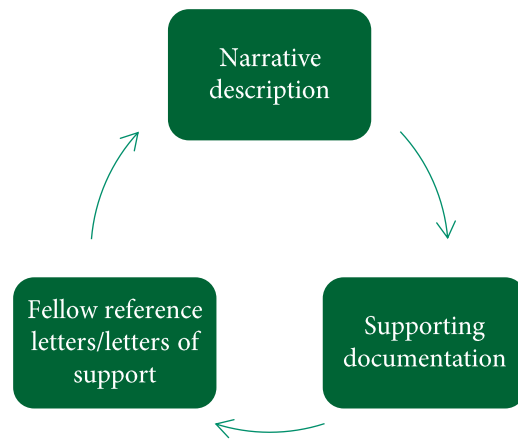
- For which criteria will the sponsors submit references? By which date should the sponsors submit required materials?
- Will any of the Fellow sponsors help obtain documents that support the nominee's documented achievements? If so, establish a deadline to produce these materials for the petition coordinator.

Writing, Compiling and Organizing the Fellow Petition

Your Fellow petition will require written narrative sections for each submitted criterion, supporting documentation and support from Fellow sponsor references, as well as additional letters of support from colleagues, supervisors, and professional associates where appropriate.

The petition coordinator is usually the primary author of the narrative sections, but this work can also be accomplished by dividing the writing between the petition coordinator and nominee.

Additionally, the nominee can help obtain relevant support documents and letters of support.



The Final Touches

Review Content

Once everyone involved in the petition process has submitted the materials for which they are responsible, the nominee and/or the petition coordinator should review the petition to make sure that all documented achievements have each only been included only under ONE criterion.

Go through the Fellow Petition Submission Checklist to ensure that all required materials have been compiled and included in the petition.

Organize Petition Materials

Petition materials must be organized according to the guidelines on the Fellow Petition Submission Checklist.