



SPY PETITION CHECKLIST

For the Petition Coordinator

A list of all information required in a petition is provided below. All forms and materials must be completed in the Submittable platform.

All forms referenced for the ASSP Safety Professional of the Year Award can be found [online](#).

Petitions may be submitted by individual members, Chapters, Regions, Common Interest Groups, Practice Specialties, or Councils. Individual members may not nominate themselves.

Petition Coordinator Responsibilities:

- Must be an ASSP member familiar with the nominee's body of work.
- Is responsible for adding collaborators to the online submission portal to collect and compile all material required for a successful petition.
- Must submit the completed petition on behalf of the nominee via the online submission portal.
- The Nominator may serve as the petition coordinator.

Collaborate with the Nominator and Nominee to upload:

- Completed [nomination form](#)
 - Includes contact information for Nominee, Nominator, and Petition Coordinator
 - Identification of which Endorsements will be submitted
 - Resume/summary of professional background
 - Nominees who are consultants will be asked to provide additional information about their company/organization
 - Nominee's personal statement (written or video) from nominee on their view of the practice of safety, stewardship and nominee's future vision.
 - Select **one** format (no need to submit both):
 - Statement may be submitted on [Nominee Written Statement Form](#). 500 words or less.
 - Short video (2 minutes or less). [Tips for recording your SPY Nominee Personal Statement](#) can be found online.

Once the Nomination Form is completed, additional forms will be assigned and collaborators can be invited to complete the petition information. Please allow three (3) business days for ASSP Awards staff to assign the additional forms.

Collaborate with Nominee, Nominator, and additional endorsers to upload:

- Employer Endorsement form, which should be completed by nominee's immediate supervisor/manager/supporter, and includes
 - Letter of endorsement
 - A written description of the nominee's job/position on organization's letterhead





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- An organizational chart or statement showing or describing the endorsing superior's exact position in relation to the nominee.
- Nominees who are consultants will receive the Client Endorsement Form, and should use representative assignments and projects in place of jobs and job descriptions.
- Other endorsement letters from region, practice specialty, common interest group or chapter as appropriate.
- The Nominee Achievement Form, outlining achievements from the last five (5) years
 - Provide specific facts and statistics directly related to the content included in the petition.
 - Included dates for activities and results.
 - Structure petition category responses in the following manner:
 - Activity: Achievement, activities relevant to achievements, metrics.
 - Results of the achievements.
 - **All activities must be within the past five years.**
 - Review and organize the final petition so that each accomplishment is documented only once and under one criterion only.

Submission instructions

- Submit via the ASSP SPY Nomination Form on the online submission portal by November 1st.
- Once all forms have been completed, submit all materials via the online submission portal
- Contact awards@assp.org with any questions

