



Henning Award Nomination Guidelines

- ❖ No previous Henning Award recipient will be eligible for nomination.
- ❖ Nominations must be made by the Board of Directors of a Society. Only one nomination will be accepted from each Society.
- ❖ The nomination form must be completed by the Society sponsoring the nomination and submitted to the committee chair by the date specified. Nominations postmarked after deadline will not be considered.
- ❖ The nomination form must be signed by at least two members of the nominating Society Board of Directors. Signature by all the Board of Directors is preferred.
- ❖ The nominee's name, Society or home state must not be included in the narrative.
- ❖ The narrative must not exceed four single-spaced pages using a font no larger than size 11.
- ❖ The nomination should be written clearly and concisely. Short "bullet" statements of accomplishments, supported by specific but brief descriptive comments, are preferred. Avoid long, flowery descriptions.