



2010 Selection Information

Lawrence W. Whelan PRSM Lifetime Achievement Award

The Awards Committee has prepared this document to assist those who are considering nominating an individual for the Lawrence W. Whelan PRSM Lifetime Achievement Award. Questions regarding the award, nomination or selection process may be directed to members of the committee or to Jennifer Pratt, Staff Liaison at

PRSM Association, [Jennifer Pratt](#) or 972.231.9810.

Please note the February 1, 2010 nomination deadline.

The Selection Process

The PRSM Awards Committee is charged with selecting nominees for The Lawrence W. Whelan PRSM Lifetime Achievement Award.

The Lawrence W. Whelan PRSM Lifetime Achievement Award recognizes extraordinary accomplishments by PRSM members. The Lawrence W. Whelan PRSM Lifetime Achievement Award recognizes people-living or deceased who have distinguished themselves by their contributions to the facility maintenance profession over a long career. The process for selecting this award is outlined below.

■ Recruitment /Applications

January 7. The Awards Committee announces that individuals are being sought for the 2009 Lawrence W. Whelan PRSM Lifetime Achievement Award. The committee encourages PRSM members to recognize colleagues for extraordinary accomplishments by PRSM members.

To this end, the committee is looking for individuals who have attained prominence in their professional careers and have made at least one significant or unique contribution to the PRSM Association during their tenure within the industry.

February 1. Nominations are due. Nominations may be made by any member of the PRSM Membership or any member of the PRSM Board of Directors. There is no limit on the number of nominations that can be submitted for consideration. Nominations will be considered for three consecutive years. If the nominator

chooses, he or she may re-nominate the candidate after the nomination has expired by submitting a new nomination packet.

■ Screening

February 2-12. The Awards Committee will review each nomination as it is received. The committee may contact people who are familiar with the nominee to verify information provided. The committee will also determine if outreach to additional people is necessary. Each nomination packet must include:

1. The completed nomination form
2. A resume or any biographical information available
3. At least three letters verifying how the nominee fulfills one or more of the criteria listed above. The letter(s) should include supporting evidence of the nominee's accomplishments.

The Awards Committee considers a broad range of viewpoints and experiences for the Retailer of the Year and Vendor of the Year nominees. Screening is based on criteria developed by the committee and such additional competency areas as:

- Character and positive industry reputation
- Considerable business acumen
- Demonstrated Leadership

■ Selection & Presentation

February 12. The Awards Committee selects the slate of nominees and presents to the PRSM Board for approval.

April 20. Awards are announced and presented at the PRSM2010! Awards Ceremony.

The Lawrence W. Whelan PRSM Lifetime Achievement Award _____

■ Recognition & Criterion

The Lawrence W. Whelan PRSM Lifetime Achievement Award recognizes extraordinary accomplishments by PRSM members. The Lawrence W. Whelan PRSM Lifetime Achievement Award recognizes people-living or deceased-who have distinguished themselves by their contributions to the facility maintenance profession over a long career.

Nominees for The Lawrence W. Whelan PRSM Lifetime Achievement Award should meet the following criteria:

- Attained prominence in their professional careers.
- Years of overall distinguished service. The award is for lifetime achievement rather than for a single contribution, no matter how monumental.
- Nominees should have a minimum of 20 years of distinguished service within retail facility maintenance and must be a current or a former PRSM Association member during this time frame.
- Nominees should have either served as a committee, board or task force volunteer/member/officer during their tenure as a PRSM member.
- Nominees may have made at least one significant or unique contribution to the PRSM Association during their tenure within the industry.
- Integrity, stature, and demonstrated ability that the PRSM membership will take pride in and be inspired by their accomplishments. Therefore, nominees will be expected to have demonstrated tangible and persistent contributions that are recognized by their peers as accomplishments in the retail facilities maintenance industry.

■ Nominations Process

Anyone who meets the criteria above may be nominated. Members may only nominate one person and a completed application must accompany the nomination. Nominators are responsible for ensuring that all necessary documentation is forwarded with the application.

Complete nomination packets should include:

1. The completed nomination form
2. A resume or any biographical information available
3. At least three letters verifying how the nominee fulfills one or more of the criteria listed above.
The letter(s) should include supporting evidence of the nominee's accomplishments.

■ Nature of the Award

No more than two Awards may be given in a calendar year by the PRSM Association Board. One award annually would be considered the norm. The Award will be announced to the chosen individual(s) at the PRSM National Conference. The Award recipient will receive a complimentary registration to the next PRSM National Conference.

Nomination Form

All nominations for the 2009 Awards must be received by **February 1, 2010**

only complete packets will be considered

Full name of nominee: _____

Phone, address, and email address of nominee: _____

(If nominee is deceased, please list name of closest living relative and his/her contact information):

Full name of nominator: _____

Phone, address and email address of nominator: _____

Reason for nomination (maximum of 500 words): _____

Signature of nominator: _____

Date: _____

Please attach at least **3 but no more than 5 letters** of support stating why the person listed above should receive The Lawrence W. Whelan PRSM Lifetime Achievement Award. Letters should address one or all of the areas of achievement specified in the attached description and show the nominee's ties to PRSM. Also, attach a resume or any biographical information available on the nominee and mail complete packet to:

PRSM Association
14850 Quorum Drive, Suite 120
Dallas, TX 75254
Fax: (972) 231-4081
Email: awards@prsm.com

For questions please call 972-231-9810

All nominations for the 2010 Awards must be received by **February 1, 2010**

2010 Awards Committee

Questions may be directed to any member of the committee.

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