

Guidelines for the SEA Committee

1. Nominations will be requested throughout the year at the meetings and online. ONE award will be given at the Spring Annual Symposium.
2. The SEA Committee Chairperson will verify that the nominee meets the nomination criteria.
3. A letter and criteria questionnaire will be sent to each nominator announcing that they have been nominated.
4. Once a Scoring Criteria Form has been completed for each nominee, the total score will be tallied for that candidate. The score will be verified.
5. The candidate with the highest score will receive the SEA award at the annual symposium. The SEA committee will notify the NCUS Central Office of the winner **one month** prior to the symposium so the plaque can be ordered.