PSA HONORS
INSTRUCTIONS AND PROPOSAL FORM

DEADLING FOR SUBMISSION – December 1 2012

INSTRUCTIONS FOR PROPOSERS

Essential Instructions

- Use these instructions and proposal form to determine if your Candidate is fully qualified.
- Weigh carefully the responsibility you are assuming, not only to the Society, but to the Candidate as well.
- Note that both PSA and non-PSA photographic service and activities are considered.
- Follow these instructions completely with no changes.
- Allow only one signature to appear on each part of the Proposal Form. A couple acting as a single endorsement will result in disqualification of the proposal.

General Instructions

- Complete the Honors Proposal Form online (interactive PDF), download the Honors Proposal Form (Word document), or request the form and instructions from PSA Headquarters.
- Read all instructions before starting.
- Distribute the applicable parts of the Proposal Form to two Endorsers. Make certain that each Endorser, as well as you as the Proposer, each write a narrative statement about the candidate in the space provided in the respective forms
- Prepare your Proposal statement and the Candidate's Record. Use the format given on the following pages without altering it. Answer all questions. Use **N/A** for those categories that do not apply. The Proposer is free to share the list of categories with the Candidate and obtain all possible information from the Candidate. **Do NOT simply copy a list received from the candidate-** ***as Proposer, the responsibility is yours to make sure the record is in good, organized and readable order.***
- Make certain you receive the narrative statements from the Endorsers in time to include them with the proposal.
- Email or mail the completed form together with the signed parts of the Honors Proposal Form as one email or mail in one package to PSA Headquarters early enough to arrive before the December 1 deadline. If e-mailing the proposal, use "Honors proposal for [Candidate's Name]" in the subject line. Failure to do this may result in the proposal being inadvertently overlooked by HQ staff and delay delivery to the Honors Committee. A delivery delay may result in the proposal being held until the following year.

PSA HONORS CRITERIA

PSA Honors are awarded in recognition of contributions to the advancement of the art and science of photography within or outside of PSA. Contributions of a service nature are the primary criteria for an Honor. Photographic proficiency and personal achievement may be listed for all honors but do not qualify the Candidate unless they are combined with substantial elements of service. Direct service to PSA and its Divisions is valued, but is not required; any service that is in support of the PSA Mission as stated is appropriate for consideration, if it contributes substantially to the advancement of photography. A particular Candidate's photographic proficiency may be limited and success in PSA-recognized exhibitions is only one of many ways in which proficiency may be demonstrated.

The Associate (APSA)

- The Associate honor is awarded for material contributions to the advancement of photography, whether resulting primarily from service alone or with an added element of proficiency.
- The elements of "service" by the candidate shall be of service related to photography and/or photographic service.
- The Associate is awarded by a majority vote of the Honors Committee.

The Fellow (FPSA)

- The Fellow is awarded for outstanding contributions to the advancement of photography involving a high degree of service, such as the dissemination of acquired knowledge through lecturing, judging, instructing, publication of articles, papers, etc.
- Personal photographic achievement alone does not qualify a Candidate for this honor, however, information on photographic achievement and proficiency may be listed as part of the Candidate's overall credentials.
- A three-fourths vote of the Honors Committee is required for the Fellow.
- In preparing a FPSA proposal, concentrate on the Candidate's contributions and achievements following election as an Associate, but include a condensed summary of activity, service, and recognition prior to receipt of the APSA. The summary shall not exceed one page in length. It may be either a brief review under each of the categories of information called for in the Candidate's Record, or a general summary of the most significant aspects of the prior PSA record.

The Honorary Membership (HonPSA)

- The Honorary Membership candidate is elected for outstanding service to the Society and to photography, not merely for additional service in the years after being elected a Fellow, particularly through organizational or similar work, demonstrating leadership by the candidate.
- The candidate will be recommended by a three-fourths vote of the Honors Committee to the PSA Board of Directors where the application then requires a majority vote for approval.
- Proficiency in the use of the photographic medium is not a requirement.
- A candidate need not be a member of the Society.

The Honorary Fellow (HonFPSA)

- The Honorary Fellow is the highest Honor in the Honors Program.
- It is awarded only for unique or outstanding contributions of major importance to photography.
- The approval of eighty percent (80%) of the Honors Committee and majority of the PSA Board of Directors is required. The number of living Honorary Fellows is limited to twenty-five (25).
- A candidate must be member of the Society.

STATUTORY REQUIREMENTS FOR CANDIDATES

A candidate for Associate (APSA) must have been an active member in good standing, for at least six (6) consecutive years immediately prior to submission of the proposal. Length of membership is calculated from the closing date for receipt of the proposal.

The candidate for Fellow (FPSA) must have been **elected** an Associate (APSA) for four years or more before being eligible to be proposed for the FPSA Honor. To clarify this "four-year period," study the following example:

Proposed for APSA ..... by December 1, 2007
Awarded APSA ..... September /October 2008
4 years..... September 2012
Applies for FPSA ..... by December 1, 2012 or later

The four year period runs from the date the APSA is awarded, not from the time of the APSA proposal.

The Honorary Member (HonPSA) and the Honorary Fellow (HonFPSA) are awarded only occasionally and require majority vote of the PSA Board of Directors for approval. The HonPSA is for truly outstanding service and leadership to photography, not necessarily photographic proficiency; the HonFPSA is for unique or outstanding contributions of major importance. Candidates for the Honorary Fellow (HonFPSA) must be members of the Society.

REQUIREMENTS FOR THE PROPOSER AND TWO ENDORSERS

*The **Proposer**:*

- Must be a member of PSA in good standing.
- Shall be convinced that the qualifications of the Candidate are worthy of the proposed Honor, and the information provided in the Candidate's Record will corroborate that judgment. Responsibility to the Society should transcend any desire to do a favor for someone.
- Must know the Candidate personally through close association for a period of time, be able to confirm the pertinent facts in the record, and be willing to sign the affirmation to that effect.
- Will distribute the applicable parts of the Honors Proposal Form to two (2) individual Endorsers.(A sample email/letter that can be used when contacting the Endorsers is included as page 4).
- Receives the signed Endorsers' narrative statements back from the Endorsers to include with the completed proposal.
- Emails or mails the completed and signed Proposal Form in one email or one package to PSA Headquarters, in time to arrive before the deadline. There is no proposal fee.

*The **Endorsers**:*

- Must each be an individual member of PSA in good standing.
- Must be familiar with the work of the Candidate, but need not have the intimate knowledge of the Candidate required of the Proposer.
- Must each indicate in their Endorser's statement, within the space provided, brief reasons why the proposed Candidate should be considered for the proposed Honor, signing the statement attesting to the Candidate's worthiness .

PREPARING THE PROPOSAL

We strongly recommend that both Proposers and Endorsers take the time to obtain the Guide For Preparing an Honors Proposal from the Honors area on the PSA website and use it and the associated sample proposals when preparing the proposal for your Candidate. Please note that the Guide also contains the suggested minimum qualifications that a Candidate should have for each Honor level. Be sure to review these before beginning. **However, note that merely having the suggested minimums in no way guarantees that a proposal will be successful.** Each Candidate is reviewed on a stand alone basis and on the merits of the record that you present in the body of this proposal.

After downloading the PSA Honors Proposal Form from the PSA Honors webpage or receiving the PSA Honors Proposal Form via email or by mail from PSA Headquarters:
As the Proposer, prepare a proposal document (using 10-point or larger type) not exceeding nine (9) pages, consisting of the following:

1) A first page, written on Form HC-101, "PSA Honors Proposal"
2) Two Endorsers' pages, each on Form HC-106, "PSA Honors Endorsement"
3) Six (6) or fewer additional pages, starting on Form HC-102, "Candidate's Record"
4) A 4" x 6" color portrait photograph of the Candidate (this does not count as one of the 9 pages).

- Provide the following on Form HC-102 (Candidate's Record), using 10-point or larger type, numbering the responses to correspond with the twelve (12) categories to be addressed, and heading each subsequent page with the candidate's name, the date, and the page number. Spell out the full name of any organization the first time it is mentioned. Use the category number followed by N/A for items that do not apply. A concise, orderly arrangement of all the relevant information will produce a strong, effective presentation. Material evidence of the Candidate's Record is not generally required, but may be requested by the Honors Committee if needed.

For a Candidate for the FPSA, begin with a summary (one page or less) of information previously submitted in support of the proposal for the APSA, but do **not** include any of that information in response to the following categories #2 through #12.

CATEGORIES FOR CANDIDATE'S RECORD

Background

1) Present occupation and position, or previous occupation and date of retirement.

Service

2) Significant contributions as an officer, chairman or other volunteer position providing meaningful service to photography, categorized by name and type of organization (PSA chapter or division, council or club, civic or cultural group, etc.), dates served, and specific accomplishments beyond routine performance of duties.
3) Photographic honors and awards received, including the purpose of the award, given by whom and when. (Do **not** include prizes for specific photographs in exhibitions or competitions, to be listed under item #10.)
4) Judging of PSA-recognized exhibitions, or other major shows and competitions, specifying the names, when and where.

Education and Advancement

5) Photographically- related papers, articles, or books published, listing titles, names of any co-authors, and any personal photographs included. For books, give the year of publication and number of pages; for papers and articles, the volume, page numbers, month and year.
6) Photographic instruction: lectures (topics discussed, before what organizations and when), or volunteer courses taught (subject, where and when), noting size of group and any compensation.
7) Shows presented: subject matter, length and kind of presentation (electronic, single projector or multi-media, etc.), when and where, size of audience.
8) Professional accomplishments related to photography: teaching (when and where), patents (including any co-patentees, title, country, number and date issued), other products developed or invented or processes perfected, supervision in research or production, commercial photography (nature of work, when and where), and/or tour leadership (when and where).
9) Any other pertinent qualifying information supporting meaningful contributions by the Candidate, but not covered under the preceding categories.

Proficiency

10) PSA-recognized Exhibition participation: number of exhibitions entered per year in each Division and summary of acceptances, noting current Distinctions, Star Ratings and/or Who's Who record.
11) Summary of other exhibition activity: sponsoring group, whether juried or by invitation, when and where.
12) Major awards in exhibitions or competitions, when given and by whom.

SUBMITTING THE PROPOSAL

Send the completed and signed set of pages: Form HC-101, "PSA Honors Proposal;" two Endorsers' pages each on Form HC-106, "PSA Honors Endorsement;" six (6) or fewer pages starting on Form HC-102, "Candidate's Record;" and a formal head and shoulders portrait photograph via email to PSA Headquarters at: ***hq@psa-photo.org*** -OR- in one package mailed to PSA Headquarters, 3000 United Founders Blvd., Suite 103, Oklahoma City, OK 73112-3940, early enough to arrive before the December 1 deadline. . If e-mailing the proposal, use "Honors proposal for [Candidate's Name]" in the subject line. Failure to do this may result in the proposal being inadvertently overlooked by HQ staff and delay delivery to the Honors Committee. A delivery delay may result in the proposal being held until the following year.

SAMPLE EMAIL/LETTER TO ENDORSERS (FORM HC-107)

Date:

Dear Honors Endorser,

I am informed that you have agreed to serve as an Endorser for the Candidate whose name you will enter on the enclosed confidential PSA Honors Endorsement form.

Because of the brief time at our disposal you are urged to prepare your narrative statement on the form in the space provided and return it to me within one week so that the Candidate's proposal can be considered by the Honors Committee for the current group of awards.

Please remember that the Endorser's statement is strictly confidential. You should, therefore, feel free to write (in the space provided on the form) with complete candor regarding the qualifications of the Candidate.

Sincerely,

(Proposer's name)

_____

HONORS PROPOSAL
(Form HC-101)

Email this proposal, the two endorsements, and the Candidate's Records to: **hq@psa-photo.org**
(If emailing the proposal use "Honors Proposal For [Candidate's Name} as the subject line.)
OR, mail to **PSA Headquarters, 3000 United Founders Blvd., Suite 103, Oklahoma City, OK 73112-3940**

Please type or print legibly.
On behalf of: _____ for: _____ (Honor)
Candidate's email: _____ Candidate's Previous PSA Honors: _____
Candidate's address: _____
Proposer's Name: _____ Email: _____
Address: _____
1st Endorser: _____ Email: _____
Address: _____
2nd Endorser: _____ Email: _____
Address: _____

I have known the Candidate personally for _____ years. I have obtained the consent of the above individuals to serve as Endorsers. I have read the instructions regarding PSA Honors and have made a reasonably thorough examination of all facts herein to ensure the accuracy of the information presented. **I propose this Candidate for the PSA Honor of _____ upon the basis of the Candidate's Record which is enclosed and also because**:
(This Proposer's statement may not exceed this space on this page)

Signature of Proposer: _____ Date: _____
By signing here I state that I am knowledgeable about this candidate's record and verify its accuracy.

Proposer: Do not fill in below.

HEADQUARTERS	HONORS COMMITTEE			
Date Joined PSA: _____		**Yes**	**No**	**????**
APSA earned: _____	**First Ballot**	☐	☐	☐
FPSA earned: _____	**Second Ballot**	☐	☐	☐
Remarks_____	**Final Committee Action**	☐	☐	☐

HONORS ENDORSEMENT
(Form HC-106)

Return Deadline: _____

Endorser: _____ Email: _____

Address: _____ Endorser's

Statement on behalf of _____

Candidate for the PSA Honor of_____ Proposed by _____

Instructions to Endorser:

- You have a responsibility to the Candidate, but a greater one to PSA. Please give all information fully, frankly, and honestly. Your opinion will be kept in confidence.
- Do you know the applicant personally, and well enough to form an opinion of him/her? CHOOSE ONE:
- How long have you known the Candidate? _____
- Do you sincerely recommend the Candidate for the Honor requested? CHOOSE ONE:
- Give the outstanding facts, but not in detail, that in your opinion, justify awarding the Honor, and tell in your own words below your opinion of the candidate. Then sign this Endorsement at the bottom of this page.
- Return this form promptly to the Proposer, who has the responsibility of collecting all the parts of the Application form and sending a complete proposal to Headquarters. Any delay on your part may postpone the application for a year.

This Endorser's statement must be limited to the space provided below. *No additional comments will be accepted*.

Signature of Endorser: _____ Date: _____

By signing here I state that I am knowledgeable about certain aspects of this candidate's record and believe them to be accurately presented.

HONORS ENDORSEMENT
(Form HC-106)

Return Deadline: _____

Endorser: _____ Email: _____

Address: _____ Endorser's

Statement on behalf of _____

Candidate for the PSA Honor of_____ Proposed by _____

Instructions to Endorser:

- You have a responsibility to the Candidate, but a greater one to PSA. Please give all information fully, frankly, and honestly. Your opinion will be kept in confidence.
- Do you know the applicant personally, and well enough to form an opinion of him/her? CHOOSE ONE:
- How long have you known the Candidate? _____
- Do you sincerely recommend the Candidate for the Honor requested? CHOOSE ONE:
- Give the outstanding facts, but not in detail, that in your opinion, justify awarding the Honor, and tell in your own words below your opinion of the candidate. Then sign this Endorsement at the bottom of this page.
- Return this form promptly to the Proposer, who has the responsibility of collecting all the parts of the Application form and sending a complete proposal to Headquarters. Any delay on your part may postpone the application for a year.

This Endorser's statement must be limited to the space provided below. *No additional comments will be accepted*.

Signature of Endorser: _____ Date: _____

By signing here I state that I am knowledgeable about certain aspects of this candidate's record and believe them to be accurately presented.

HONORS CANDIDATE'S RECORD
(Form HC-102)

Candidate's name: _____ Date: _____

For paragraph responses:

- Number and title the paragraphs to correspond with the major sections and categories 1 through 12 in the instructions.
- If additional sheets are required, please use plain paper with the heading "Candidate's name, date, and page number."
- A minimum of 10 point type is to be used throughout (Times New Roman, Arial, or similar font).