

2014 Schedulers & Dispatchers Outstanding Achievement & Leadership Award Nomination Guidelines

ABOUT THE AWARD

Created in 2008, the NBAA Schedulers & Dispatchers (S&D) Outstanding Achievement & Leadership Award recognizes individuals who have shared their outstanding business aviation industry expertise, provided extraordinary service, exhibited leadership and made significant contributions to the scheduling and dispatching function.

NBAA annually accepts nominations for the Schedulers & Dispatchers Outstanding Achievement & Leadership Award. After the submission deadline, an NBAA Member panel comprised of previous award winners and other industry leaders reviews the nominations and recommends an appropriate nominee to the NBAA Board of Directors. If a nominee is confirmed, he or she will be notified and officially recognized at NBAA's Annual Schedulers & Dispatchers Conference. Learn more about previous award winners at <http://nbaa.org/about/awards/sdola/>

NOMINATION REQUIREMENTS

Nominees will have demonstrated a continuous history of extraordinary participation in or in support of the scheduling and dispatching functions. They will have exhibited leadership qualities and outstanding achievement contributions in specific categories, including visionary leadership, customer-driven excellence, social responsibility, extraordinary commitment and personal learning and development.

A nominee must be:

1. Nominated by an individual within the business aviation community.
2. Employed in scheduling, dispatching or flight coordination for a minimum of 10 years.
3. Credited with at least one outstanding contribution that has led to a higher level of professionalism for business aviation schedulers, dispatchers and flight coordinators.

All nominations submitted to NBAA should include the following material:

1. A letter from the nominator introducing the nominee and explaining why he or she is eligible, along with a completed nomination form from the nominator. Supporting documentation may include newspaper clippings, publications and articles related to the nominee.
2. Two additional completed nomination forms from business aviation professionals supporting the nomination.
3. The nominee's professional resume describing the nominee's education, employment, accomplishments and honors as they relate to the award criteria.

For the 2014 award, nominations should be received by NBAA no later than August 16, 2013. The nominator must submit the completed nomination packet containing all the above to NBAA received by the deadline. If a nomination packet is received by the deadline, but judged incomplete by NBAA, then the nominator may be granted an extension, not to exceed 10 days, in order to complete the package requirements. If the extension is still not met satisfactorily, then the nomination package will not be considered.

Mail all nomination materials as a complete packet to:

NBAA
ATTN: Jo Damato
1299 Pennsylvania Avenue NW, Suite 550
Washington, DC 20004

Scan and email all nomination materials as a complete packet to NBAA's Jo Damato at jdamoto@nbaa.org.

If you have any questions about the nomination process, call Jo Damato at 202-478-7763.

**2014 Schedulers & Dispatchers
Outstanding Achievement & Leadership Award
Nomination Form**

NOMINEE INFORMATION *Type or print neatly.*

Name (*first, middle, last*):

Job Title:

Company:

Address:

Phone:

E-mail:

NOMINATOR INFORMATION *Type or print neatly.*

Name (*first, middle, last*):

Job Title:

Company:

Phone:

E-mail:

Relationship to Nominee:

Length of time known:

I certify that the information provided about this nominee is correct to the best of my knowledge and that the nominee meets all of the requirements of this award.

Nominator Signature _____ Date _____

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Using the following quotes, please provide statements and specific examples how the nominee qualifies for this award.

1. "The nominee continually exhibits visionary leadership in his or her role in business aviation."

Describe how the nominee has served as a role model to inspire and motivate other schedulers and dispatchers to contribute, be innovative and creative in their responsibilities. For example:

- Served on Schedulers & Dispatchers Committee or other NBAA committee participation
- Presenter at NBAA or other aviation industry conference or forums
- Regional group involvement
- Development of training opportunities for Schedulers & Dispatchers

2. "Customer-Driven excellence is a priority to the nominee."

Give specific examples how the individual is responsive to complaints, has ability to solve customer's problems, listens and learns to the voice of the customer, and may exceed their expectations.

3. "The nominee displays socially responsible behavior in the workplace, aviation committees and community."

Give examples on how the nominee displays highly ethical conduct and constant awareness of health, safety and environmental issues that involve the scheduler and dispatcher.

4. "Extraordinary commitment to education and training is demonstrated by the nominee".

Describe this individual's commitment to pursue educational and training opportunities which foster knowledge and understanding of business aviation. For example:

- SPDP
- PDP
- CAM
- Personal development

5. Please use the following space to provide feedback on anything else you believe would help us to evaluate the nominee with regards to the award selection process.