



SPY PETITION CHECKLIST

For the Petition Coordinator

A list of all information required in a petition packet is provided below. Tips for proper assembly are included.

All forms referenced for the ASSP Safety Professional of the Year Award can be found [online](#). All petitions must utilize the [ASSP SPY Petition Template](#). Petitions not submitted in the correct format will be returned.

Petitions may be submitted by individual members, Chapters, Regions, Common Interest Groups, Practice Specialties, or Councils. Individual members may nominate themselves.

Petition Coordinator Responsibilities:

- Must be an ASSP member familiar with the nominee's body of work.
- Is responsible for collecting and compiling all material required for a successful petition.
- Must submit the completed petition on behalf of the nominee.
- If the member is self-nominating, they will collect and submit all materials.
- The Nominator may serve as the petition coordinator.

Collect from the Nominator:

- Completed [nomination form](#) (not to exceed two pages)
- Recent letter of endorsement from nominator

Collect from the nominee's immediate employment supervisor/manager/supporter (4 pages or less):

- [Employer Endorsement form](#)
- Recent letter of endorsement
- A written description of the nominee's job/position on organization's letterhead
- An organizational chart or statement showing or describing the endorsing superior's exact position in relation to the nominee.
- Nominees who are consultants should use representative assignments and projects in place of jobs and job descriptions.

Collect from the Nominee:

- A resume of the nominee's professional background (2 pages single-sided)
- Other endorsement letters from region, practice specialty, common interest group or chapter as appropriate.
- Nominee's personal statement (written or video) from nominee on their view of the practice of safety, stewardship and nominee's future vision.
 - Select **one** format (no need to submit both):
 - Statement may be submitted on [Nominee Written Statement Template](#). 500 words or less.
 - Short video (2 minutes or less). [Tips for recording your SPY Nominee Personal Statement](#) can be found online. Upload video to [ASSP SPY Personal Statement Videos](#) folder. Must include your Name and Date in the title. Example: "Alice_Smith_Nov_2024".





The Petition

- Utilize [ASSP SPY Petition Template](#)
- No more than 15 pages in length, listing the nominee's achievements from the past five years in the order they were obtained.
- Use a standard, easy-to-read typeface (i.e., Arial, Century, Garamond, Times Roman) at 10 points or larger.
- Completed nomination packet, including all forms, table of contents, letters of endorsement, attachments, etc., should not exceed 40 pages.

Submission instructions

- Submit as a single PDF file to Awards@assp.org by November 1st.
- Packet should include a Table of Contents.
- When combining several documents to create a PDF, use the "Single PDF" option (not "Portfolio")
- If petition packet is not utilizing the correct [template](#), the submitter will be asked to resubmit in the correct form.

