

THE PHOTOGRAPHIC SOCIETY OF AMERICA

Club Service Award Guidelines

General Instructions

PSA Club Service Awards are conferred in recognition of many major photography service efforts made by a member club in communities world-wide. The award recognizes clubs participation in photographic projects of a civic nature such as town or area publicity, welfare and charity fund-raising, historical documentation, community promotion, and education in the art and craft of photography

Application for a Club Service Award may be made at any time by a club member such as the club president, club secretary or the club PSA representation and it must be endorsed by two other club members. Generally the Club Service Award is expected to be presented at the PSA International Conference. Application forms are available from Headquarters in Oklahoma City, Oklahoma or on the PSA Website in the Service Awards section.

It is the responsibility of the club proposer to furnish the Committee with full information stated as clearly and as concise as possible. If the space on the form is not adequate, additional sheets may be used. Generally the proposers statement should not be more than one and a half pages, and each endorsers statement should be limited to one page. The proposer may also include supporting documents not to exceed three pages. These supporting documents would also be considered as part of the application entry and could be such as (newspaper publicity, programs or similar documentation showing the involvement of the club, record photographs of events that show club involvement, etc.).

The club application should show the type of photography service which could include work on general community promotional projects, work on community historical programs, work on special community events, work on community or organizational fund raising events, work on community educational projects and work on projects that stimulate photography interests.

The Service Awards Committee wants to take favorable action on every possible application consistent with equity and justice to the Society and its membership. This can be done only with full cooperation on the part of the proposer.

Unfavorable action by the Committee on any application for a Club Service Award will in no way bar the submission of a further application for the Club Service Award provided that the new application contains new or further information not heretofore presented. A club can not use the same service to obtain a subsequent award, that is, if continuing service, only the service after the previous award could be listed in a new application.

In the application for the award the proposer should list the length of time (number of years) the club has participated in each activity, the number of members in the club, and the number of club members that are involved in each activity. Service that does not involve photography can be included in the application but the weight of said service would be less than photographic service. The application should emphasis the clubs affiliation with PSA and the service that the club also does for PSA.

PROPOSERS AND ENDORSERS

The proposer and the endorsers must be members of their camera club and the camera club must belong to PSA.

INSTRUCTIONS TO THE PROPOSER

Before proposing your club for this award weight carefully your responsibility to your club and to PSA. Do not submit an application unless you are fully convinced that your club's community services are unquestionable far above the average. Present all facts in a brief and concise manner,

avoid exaggeration.

NATURE AND IMPORTANCE OF THE AWARD

Since Service Awards are bestowed by the Society's Board of Directors through the Service Awards Committee, a formal arrangement is in place to propose and endorse camera clubs for this award, as you will note from the above "General Instructions". Proposals are handled in somewhat the same manner as Honors proposals, with a committee of five experienced PSA members, spread geographically throughout the United States, who study the proposal application and any supporting documentation, then vote independently of each other. Note that the key word is SERVICE, not photographic accomplishments per se.

SELECTION OF ENDORSERS

Proposers should select their endorsers carefully. The endorsers should share the proposer's enthusiasm and be willing to take the time to supply well-documented information about their club's community service.

LENGTH OF PROPOSAL

All information should be well documented and concise. It helps when the proposer's statement and those of the two endorsers complement each other rather than present an almost exact repetition of the same set of facts.

PRESENTATION OCCASION

It is the desire of PSA that these awards be presented at the yearly PSA International Conference.

DEADLINE

Allow three months for processing and preparation. This is a realistic estimate of the time needed.

WHERE TO SEND YOUR PROPOSAL

When you have completed the proposal and have obtained two proper endorsements, send these documents to PSA Headquarters, not to the Committee Chairperson. If you fail to receive an acknowledgement within three weeks, write PSA Headquarters advising them of the date on which you mailed the proposal.