

## **George Warren Fuller Award**

### Standard Operating Procedures

September 14, 2010

#### Goal

1. To recognize every year a Nebraska Section AWWA member for outstanding service to the water industry. The Fuller Award is the highest national honor given by AWWA.
2. To encourage the recipient to attend the National AWWA Conference and Exposition where the official presentation is made.

#### Committee Membership

1. The committee is composed of the last five Fuller Award recipients. Each person serves a five-year term with the least current recipient serving as chair.
2. Current committee in order of chair succession — Chip Haas, chair, HDR Inc.; Mari Matulka, Metropolitan Utilities District; Tony Bilek, Mc2 Inc.; Mike Wentink, Nebraska Health & Human Services, and Glenn Dostal, HDR Inc.

#### Timeline/Deadlines

1. Chair submits budget to the Section treasurer — January.
2. Solicit nominations from committee members — May and June.
3. Committee votes on year's recipient — July.
4. Chair gathers biography and other information about recipient to prepare recognition statement for plaque — July.
5. Artwork for plaque is designed and submitted to trophy vendor — August.
6. Chair notifies recipient's spouse so the recipient's family may attend the presentation at the fall conference banquet. Family is told to keep the award nomination a secret.
7. Chair requests secretary of the Section to order a Fuller Award pin from National AWWA after the budget is approved in the beginning of each year.
8. Chair picks up plaque from trophy vendor and submits bill to Section treasurer for payment. Plaque cost runs around \$50 — September.
9. Chair brings plaque to fall conference banquet — November.

#### Deliverables

1. Chair writes speech for fall conference award presentation. Past Fuller Award recipients at the fall conference assist in the presentation ceremony.
2. After the fall conference, the chair provides the Publications Committee chair a biography and color photo of the award recipient. Photo is obtained from the recipient.
3. After the fall conference, the chair provides National AWWA biography and color photo of award recipient. National AWWA uses this information for the award presentation and display at the next year's National AWWA Conference and Exposition.

#### Other

1. Recipient or his/her company generally pays for the recipient's expenses to attend the national conference for the award presentation, however the recipient may request a Liesen scholarship grant from the Nebraska Section AWWA to help defray costs.