

PSA Honor Proposals – Preparer’s Guidance

Background

The Photographic Society of America (PSA) has two separate paths for recognizing the achievements and contributions of individuals. “Distinctions” are awarded in recognition of photographic achievement. These are: PPSA, EPSA, MPSA and GMPSA. “Honors” are awarded in recognition of an individual’s overall contribution to PSA and photography in general. These are: APSA, FPSA, HonPSA, and HonFPSA.

While Distinctions may be directly applied for by an individual, an individual must be proposed for an Honor by another individual or entity called appropriately enough a “Proposer”. The Proposer must be a PSA member in good standing. The Proposal must then be attested to by two additional individuals called “Endorsers”, who must also be PSA members in good standing.

When considering whether an individual qualifies for an Honor the Proposer should understand that photographic achievement is only one aspect of the contribution an individual may make to photography. In the case of Honors, it is actually outweighed by the service the individual has provided in support of local, regional, or national photographic organizations, including PSA, and by their efforts to share and support the growth and development of photography and the photographic community through judging, teaching, writing and other means.

How to Use This Guide and the Sample Proposals

The best place to start when considering an Honors Proposal is to go to the Recognition of Service page of the PSA web site and follow the link to the Honors page. Here you will find the required forms as well as additional information on how to prepare a Proposal.

Sample proposals are available in Microsoft WORD format documents as reference resources when you are preparing a proposal. It is very important to note here that these samples have been prepared to contain commonly seen elements in a proposal and to provide visual guidance on the best means for listing each type of activity including where added explanations might be of benefit and the sections that each would go in. Your candidate may not have all of the different aspects shown. The listings shown in the sample proposals are examples, not requirements.

Your candidate may also have qualifications not shown in the sample. Use this document and the samples to determine where those qualifications should be listed and the format that will convey that qualification best. Be sure to pay attention to the additional “comments” contained in the sample proposals

Proposer and Endorser Requirements

Refer to the Instructions for the latest requirements for Proposers and Endorsers. At a minimum both the Proposer and Endorsers must be members of PSA in good standing at the time the Proposal is submitted. This means that dues must be current and that there are no reasons, such as current Board service, that restrict the members from acting as either a proposer or Endorser.

Proposer and Endorser Statements

The Honors instructions stress the need for the Proposer to have known “the Candidate personally through close association over a period of time”. The Endorsers also be familiar with the Candidate’s record, although they need not have the detailed knowledge of the Proposer. These key elements are what the Proposer and Endorsers should be covering in their narrative statements in support of the Proposal. In other words, the Proposer’s and Endorser’s statements should attest to the completeness (to the best of their knowledge) and more importantly to the accuracy of the information presented in the body of the Proposal.

Regrettably this is often not the case. Many statements are often a summary of the details in the Proposal. The Honors Committee has even been faced with Proposals where the Proposer and Endorsers have left the statement area blank, leaving the Committee members wondering why nothing could be said in support of the Candidate and seriously jeopardizing the success of the Proposal. The lack of attestation type statements may also leave the Committee members with unanswered questions when the Proposer and the Endorsers do not live in close geographic proximity to the Candidate.

As either a Proposer or Endorser, be sure your statement is a positive affirmation of the qualifications of your Candidate for the honor proposed. The Proposer has the additional responsibility of ensuring that the Endorsers have, direct knowledge of at least portions of the candidate’s record, have provided a positive affirmation based on that knowledge, and have complied with the instructions for preparation of an endorsement. Ideally, the Proposer has selected the Endorsers so that their combined statements cover all of the Candidate’s qualifications, thereby adding redundancy to the Proposer’s own attestation statement.

Candidate’s Record

The most important part of a Proposal is the Candidate’s record, which comprises the body of the Proposal. The body of the Proposal is limited to a maximum of six pages. This limit is enforced and it is the responsibility of the Proposer to ensure that any necessary editing takes place to keep the Proposal within the limit. The body of the Proposal is also where the Candidate’s qualifications for the honor in question are displayed.

The simple fact is that almost every Proposal relies to one degree or another on the Candidate’s ability to summarize what they have done with a reasonable degree of detail. It is also true that many qualified Candidate’s may not have kept good records over the years and so may only be able to provide a rough outline of what they have done. It is the Proposer’s

responsibility to enter into a dialog with the Candidate to the degree necessary to ensure that as much relevant information as possible is identified and that the information is presented in a clear and concise manner.

This is the second major flaw found in many Proposals. Some Proposers do not even take the time to translate the Candidate's record from the first party statements provided by the Candidate. In other instances the Proposal contains information strewn about in an almost haphazard manner across the 12 items of the Proposal format leaving the Committee members to ferret out when an item may be irrelevant and when it may actually belong in a different section of the Proposal. Both of these fundamental flaws are a major disservice to the Candidate and may even lead to Proposal's being rejected.

At a minimum a Proposer should receive the Candidate's information, organize it based on the relevant section of the Proposal format and in a chronological order, and transfer it to the Proposal in a neat and legible manner. Often the Proposer may prepare and initial draft of the body and find that they have questions on whether the candidate has forgotten to list something, whether there is more that can be added to clarify an activity (e.g., the number of times a program was presented, or the titles of the programs presented, etc.). This should lead to a dialog between the Proposer and the Candidate through which both parties become comfortable that the Proposal reflects the Candidate's activities as completely and accurately as possible.

Special Resource Offer

If you are proposing or endorsing a candidate for an honor you should be aware of a significant information resource relating to their direct service to PSA. Public Relations Vice President Laura Davies, FPSA has done extensive work on organizing PSA's historic records. She is offering to provide the service record for any PSA member on request. Please keep in mind that the information is limited to what Laura was able to cull out of the records she had access to. However, when it comes to getting good dates and position or role titles the benefit of getting the correct information cannot be overstated. This should be your first stop when it comes to PSA service.

You can reach Laura at either historical-research@psa-photo.org or at LJD1538@aol.com. The PSA e-mail address is preferred, but Laura is willing to take requests at either address.

Preparing the Candidate's Record

There are twelve line items or sections in the body of a Proposal. The first section contains background information on the Candidate. It is provided to allow the Honors Committee to better know the Candidate, but has no bearing on the Candidate's qualifications for the Honor being proposed. In the case of higher Honors such as FPSA, HonPSA, or HonFPSA this section also allows the Proposer to provide a brief summary of the Candidate's prior record that lead to the awarding of an honor, such as APSA, that they may currently hold.

It may be helpful to think of the remaining eleven items in groupings in order to organize the Candidate's information. The groupings would be: **Service** – Sections 2 through 4; **Education and Advancement** – Sections 5 through 7 and 11; **Proficiency** – Sections 8 through 10; and **Other Pertinent Information** (Section 12).

Within each section it is generally best to start with the highest level and work to the lowest. Within the levels, it is also helpful if the information is organized from the most recent material (e.g., positions currently held to those once held). This helps the Honors Committee members more easily gauge the relevant merits of the information presented. Let's take a brief look at the sections.

Service

Section 2 is intended to demonstrate the Candidate's service to photography through work performed in support of photographic organizations. Order the information beginning with service to PSA; then other national level organizations such as the RPS or FIAP, etc.; then Chapters, Councils and other regional level organizations; conclude with service at the camera club or similar organization level. A Candidate for an APSA may not have significant service to PSA or another national organization but a Candidate for an FPSA should definitely have significant service at this level. Please note that entering PSA sanctioned exhibitions is **not** considered service to PSA. Service is holding a position on a Committee, in a Division, etc. and reliably performing the requirements of that station. Again, it is the Proposer's and Endorsers' responsibility to know that this latter aspect is true and that the position listed was not occupying a vacancy with little or no effort expended.

Section 3 is intended to demonstrate recognition of the service that the Candidate has provided to photography. This is where lesser honors or awards the Candidate has received should be listed. Again, list them in a declining manner from awards conferred by PSA or another national organization, to those presented by a Chapter or Council, and finish with those received from local organizations. The type of awards that should be included in this section are things such as the PSA Service Award, special awards such as the Kimber-Vogan Award, Division Service Awards, etc. What does not belong in this section are distinctions such as a PPSA, ARPS or AFIAP. These are proficiency related and belong in section 10.

Section 4 is intended to demonstrate the Candidate's service through sharing their talents by providing judging and commentary support to photographic functions and organizations. The judging of international exhibitions is only one aspect. Many Candidates often have more credentials at the regional or local level where they have provided commentary as part of judging. As before, prepare the listing from national down to local. In part this is because having been asked to be a judge at the international exhibition level also provides supporting evidence as to the Candidate's proficiency. That said, try to clearly highlight those instances where the individual has provided commentary as part of the judging, because this is truly where the "service" to the photographic community is provided.

Education and Advancement

Section 5 is intended to show the Candidate's scope since books papers and articles will have a broader audience than the other areas in this grouping. Be as clear as possible in the listings so that the nature of the work is easily understood. A title such as "Picturing Maine" could mean that only images were published. A clarifying notation such as, .."Describing how to take good images of the Maine coast" .., after the title shows that it was an educational article. As with the other sections, begin with national publications and the most recently published piece and work backward to local publications such as news letters and the oldest published piece.

Section 6 is intended to demonstrate the Candidate's sharing of their knowledge through lectures and workshops. Note that these are viewed separately from programs presented because such sessions generally have higher educational impact. As with the prior sections, it is helpful if the information is presented beginning with PSA or other national organization presentations and declining through Chapter, Council or regional presentations to those done at the local level. This format may result in a lecture or workshop being listed under several sections and this is fine. If it has been presented on multiple occasions at any one venue, list the years of the presentations after the lecture name. If a workshop or lecture is presented at a single venue multiple times within a year, list the year with a dash and the number of presentations (e.g., 2010 – 3, 2011 – 4, etc.). If exact records were not maintained the number of attendees may be estimated.

Section 7 is intended to cover those programs and presentations done by the Candidate which may not have been a formal lecture or workshop. These programs may be showcases or those which were presented to a non-photographic group. It is not necessary to list the exact dates for every presentation. It is helpful to the Honors Committee if the title of the presentation is followed by a short description such as, "instructional – macro photography", or "showcase – Travels in Morocco. As a rule of thumb list instructional presentations first. Within each presentation, note where it was given from national down to local and follow each with the year in which the program was presented.

Proficiency

Section 8 is intended to document the Candidate's proficiency as demonstrated through participation in international exhibitions recognized by PSA. This section is where any PSA distinctions bestowed on the Candidate should be listed (i.e., PPSA, EPSA, MPSA, GMPSA, etc.). In fact, the Proposer can save a great deal of space and effort here if the Candidate has been awarded a distinction. You need only list the distinction awarded and the year in which it was awarded. If the candidate has earned multiple distinctions, begin with the highest and most recent and progress backwards. If the Candidate has not received any distinctions, then summarize the Candidate's PSA recognized exhibition participation by division showing the number of stars earned or the number of acceptances if no stars have been earned.

Section 9 is intended for exhibition activity other than those recognized by PSA. This section is where any non-PSA distinctions bestowed on the Candidate should be listed (i.e., ARPS,

LRPS, AFIAP, EFIAP, etc.). Again, the Proposer can save a great deal of space and effort here if the Candidate has been awarded a distinction. You need only list the distinction awarded and the year in which it was awarded. If the candidate has earned multiple distinctions, begin with the highest and most recent and progress backwards. If the Candidate has not been awarded any non-PSA distinctions, then list the exhibitions or regional competitions the Candidate has succeeded. This section also includes gallery or art association shows and similar exhibitions of the Candidate's work. If the Candidate has only competed at the local club level, list only the final annual standings for each year.

Section 10 is intended for the Proposer to document any **major** photographic awards received by the Candidate. These would include medals won in international exhibitions or awards such as Image of the Year at the Chapter, Council or other regional organization. Honorable mentions are not considered major awards unless they are from international competitions such as the annual Nature's Best (Winland, Smith, Rice), National Wildlife, or other similar competition. This section would also be the place to list significant awards received from juried art or gallery shows. Lastly, this is the section in which major international press awards such as a Pulitzer, Photographer of the Year, etc. should be listed.

Other Pertinent Information

Section 11 is intended for the documentation of professional accomplishments related to the field of photography. This is where classes taught by an academic (e.g., professor, etc.) should be listed. It is also the place to document work and/or research done by the Candidate that has resulted in patents, new processes or products, etc. If the Candidate is a professional photographer; the Proposer should include a brief synopsis of their business in this section.

Section 12 is provided to allow the Proposer to share any relevant information that is not included in any of the other sections. Such an item could be the organization of photographic trips for other photographers when the trip does not include an instructional workshop on photography. This section is very commonly left blank.

Structural Guide

If information fits more than one question, indicate the information in the most specific location. Do not list the same information multiple times. That will let you include more of the Candidate's record in the allotted space without making it look like you are padding the Candidate's record to impress the Honors Committee.

1. Present occupation/position?

- Note if Candidate is retired, indicate year retired as well as company and position Candidate last worked for.

2. Photographic organization offices held, chairmanships, committee membership or special services performed or to which appointed or elected and when. Categorize by organization; PSA, Council, local club, etc.?

- List by organization, starting with PSA.
- Indicate the dates the office was held or the service performed, starting with the most recent in each category and working backwards in time. If the candidate is still in office or still providing the service at the time the nomination is submitted, end the date range with "to Present"

- **Indicate any specific accomplishments beyond routine performance of the duties of the position.** A long list of positions held without associated accomplishments may look impressive on the surface but does not impress those evaluating the proposals as contributions over and above those of the many other people filling the same positions.
 - Delete sub-categories if that are not applicable.
- a. PHOTOGRAPHIC SOCIETY OF AMERICA**
- i. List service on any PSA level offices and/or any PSA level services.
 - Include services as a Travel Aide, indicating countries and dates.
 - ii. List service and positions held on PSA level committee(s). These include but are not limited to:
 - (1) International Conference Committee
 - Include any Conference Registration activities.
 - Include membership and any work on the Conference Equipment Committee.
 - Include any services to the Conference Program Committee such as introducing non-Divisional Speakers.
 - **Do not include** introducing Divisional Speakers. List those services under the appropriate Division below.
 - Include any significant assistance during the various Conference Tours.
 - **Do not include** just attending one or more PSA Conference or signing up for one or more of the Conference Tours.
 - **Do not include** Program Speaker at PSA Conferences. List those under Question #6 or #7 depending on type of program.
 - **Do not include** presenting any Exhibition shows. List those under (2) below.
 - (2) International Conference Exhibition (PSA International)
 - Include Chairing any of the Exhibition Sections
 - Include presenting and/or hanging the Section Exhibition
 - (3) Camera Club Committee
 - Include services as editor for Camera Club column in PSA Journal
 - Include chairing the Bulletin Contest and/or the Website Contest
 - Include judging for the Bulletin Contest and/or the Website Contest
 - (4) PSA Journal
 - Include services as editor for any regular Journal column such as Chapter News, International News, Software Review, etc...
 - Do not include services as editor for any PSA Divisions. Those should be listed under the appropriate Division sub-section below.
 - Do not include articles published in the PSA Journal. Those should be listed under Question #6.
 - iii. List each elected and/or appointed office and service for each Division by Division separately in outline format.
 - Include Director, Assistant Director or Treasurer for any Division activities or services
 - Include services to any Division activities for PSA members such as Study Group Administrator or Secretary, Study Group Commentator.
 - Indicate the service or activity using the way they are listed in the PSA Journal if applicable.
 - Include services as editor for the Division news column in the PSA Journal.
 - Include managing any Division contests for Clubs or Individuals.
 - Include introducing Divisional Speakers at the PSA International Conferences. Do not provide a list of the speakers introduced.
 - **Emphasize any changes or enhancements the Candidate implemented while in office or performing the service**

- iv. PSA * Chapter
 - * Insert name of Chapter if applicable otherwise do not include on list
 - List in same manner as for PSA
 - v. PSA Regional Conferences
 - Identify year and location of each Conference, starting with most recent
 - Include specific services provided to Conference
 - Do not include attendance at the Conference
- b. COUNCIL / ASSOCIATION SERVICE**
- i. List each Council/Association separately.
 - ii. Provide dates for each service provided, starting with the most recent and working backwards in time.
 - Include any offices held, with dates of service.
 - Include membership and positions on any Council or Association committees,
 - Include any commentary services to the Council or Association.
 - Identify any special practices the Candidate initiated for the commentary or judging services.
- c. CAMERA CLUB SERVICE**
- i. List each Camera Club separately. Do not include camera clubs on the list where the Candidate is only a member.
 - ii. Provide dates for each office held or service provided, starting with the most recent and working backwards in time.
 - Include any elected offices and/or appointed positions held at each club,
 - Include heading up any Special Interest Groups or Mentoring Groups at the clubs.
 - Include any work as liaison or representative to other Photographic organizations such as PSA, Chapters or Councils.
 - Identify any special practices the Candidate initiated at the club.
 - Include organizing and leading any club field trips or outings.
- 3. Photographic Honors, Medals and Awards received by the candidate?**
- a. Provide where and when the Candidate received the Honor, Medal or Award, starting with the most recent and working backwards.
 - b. Include the purpose of the honor or award.
 - c. Do not include Awards and Prizes for individual images. These should be included in Question #10 below.
- 4. Judging-pictorial, color, nature, photojournalist, scientific and technical, et cetera?**
- a. Name any international exhibitions judged. Indicate the name of the exhibition, where and when.
 - b. Name any other major shows or competitions judged. Indicate the names of the shows or competitions, where and when.
- 5. Photographically related papers, articles, or books published?**
- a. For books give title, name of co-authors (if any), publisher, year of publication, number of pages, and whether or not illustrated. If illustrated list any personal images of the candidate included in the publication.
 - b. For papers and articles give name of publication, title of article, name of any co-authors, volume and page numbers, month and year.
 - Include articles published in the PSA Journal
 - Include speaker's notes at PSA Conferences, Regional Conferences and Council Conferences.
- 6. Photographic instruction?**
- a. Give approximate number of lectures: subjects discussed; before what organizations
 - b. List volunteer courses taught (none professionally), where and when.
 - c. Note whether payment (expenses or fees) was received for lectures?

d. Indicate size of group.

7. Photographic Shows?

- a. Give subject matter for each show, length of show and type of presentation (electronic, single or multiple projector slides, multi-media, etc.)
- b. Indicate when and where each show was presented and the approximate size of the audiences.

8. Recognized PSA Exhibition Participation?

- a. Indicate number of exhibitions entered per year in each division and provide a summary of acceptances. **Do not itemize Exhibitions.**
- b. Indicate current star rating and/or Who's Who record.

9. Summary of other Exhibition activity?

- a. If pictures have been submitted in other competitions, name the exhibitions and state prizes received, if any.
- b. If pictures have been exhibited by invitation, name shows, where and when.

10. Major Awards in exhibitions or competitions?

- a. Identify the awards, indicate who gave the awards and when.
- b. If for a specific photograph, provide the title of the photograph.

11. Professional Accomplishments related to Photography?

- a. Patents (of photographic or closely related nature, only) granted? Give co-patentees, if any, title, country, patent number and date issued.
- b. Photographic products developed or invented (not necessarily patented) or processes perfected?
- c. Industrial, advertising, commercial, portrait, or other type of professional photography, or photojournalism? Give specific details as to nature of work done or being done.
- d. Supervisory position in industry, research, or other technical field of photographic or closely related nature? State nature of supervision and type of products or research supervised.

12. Any other pertinent qualifying data supporting meaningful contributions by the candidate, but not covered under the preceding categories.