

## Karkhagne Award Committee Guidelines

1. The Missouri SAF executive committee will annually appoint a selection committee of three members.
2. A member will serve as chair one year only.
3. One, and only one member must be re-appointed the following year and will serve as chair of the selection committee.
4. Nominations may be submitted by SAF members or other individuals. Nominations must be made on the form supplied by the Missouri SAF.
5. Nominations need to be submitted each year by December 1 to the Society Chair.
6. The selection committee will review all nominees in confidence and make final selection of one if there is a worthy candidate.
7. All written records involved in the selection process will be destroyed. This will include memos, resumes, committee member's ballots, nomination information, etc.
8. The only records to be maintained will be:
  - a. list of recipients to be kept in the files of the Society Chair with a duplicate in the files of the Secretary-treasurer.
  - b. list of selection committee members will be kept in the Society Chair's file only. The file shall be kept confidential and not made known to the membership to forestall possible ill feelings toward committee members.
9. The selection committee will refrain from discussing any committee action with any person forevermore.
10. The selection committee chairman will notify the Society chair of the committee selection and provide sufficient information for the presentation.
11. The Society chair will notify recipient in advance of award presentation and request confidence until the award is presented
12. The Karkhagne Award will be presented by the chair during the winter meeting, preferably at a banquet or other appropriate occasion compatible with this award.

**Missouri Society of American Foresters  
Nomination Form  
for  
The Karkhagne Award**

**Name:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Basic Eligibility Requirements** (A "yes" answer is required for each of the following questions)

Is the candidate a:

Missouri resident \_\_\_\_\_

Member of the Missouri SAF \_\_\_\_\_

Active or retired professional forester with a bachelor's, master's or doctor's  
degree in Forestry or a combination thereof \_\_\_\_\_?

**Education Data** (List colleges and Universities attended and degrees received)

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**Employment History**

Present employer and type of job held \_\_\_\_\_

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Briefly state the type of past employment and kind of job held

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**SAF Data**

Years of membership \_\_\_\_\_. Offices held (Group, Chapter, Section, National) \_\_\_\_\_

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SAF Awards and Honors Received \_\_\_\_\_

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**Committee Activity** (committees served as member or chairman, all levels)

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Service in other capacities (Councilman, editor, working group, etc.)

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**Other Organizational activity** (List other professional or civic organizations, community activities in which the candidate is or has been involved).

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What efforts has the candidate made in promoting one or more particular programs or aspects of forestry such as: the application of forestry; forestry education, research, extension; the forestry profession; the SAF? (Consider job-related endeavors, performed without concern for personal gain or advancement, that are above and beyond what is expected by the employer).

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In what manner has the candidate exhibited selflessness, initiative and leadership?

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Outside his employing agency, what has been the character and influence of the candidate on related organizations, laymen and communications media toward a better understanding of forestry?

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