



## INSTRUCTIONS

### **For Distinguished Service Award (DSA) And Exceptional Service Award (ESA)**

**Reviewed December 2025**

**The DSA/ESA Nomination deadline is December 1**

1. A DSA/ESA nomination packet must include a completed point tally form, a current ASHRAE Biographical Record, and a digital headshot of the nominee. Email the completed nomination packet in Adobe pdf format by December 1 to [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).
2. Members nominated by other members, chapters, regions, committees as well as self-nominations are accepted by the Honors and Awards Committee for DSA and ESA submissions.
3. Nominees for ESA must have been an Associate Member or Full Member for at least ten years by the December 1 nomination deadline.
4. Each point claimed on the Point Tally Form should be supported by the dates and activities detailed on the nominee's ASHRAE Biographical Record.
5. Points may only be claimed for completed service or activities. Any incomplete service (such as a volunteer position) or future activities (such as speaking engagements), are not eligible for points.
6. Points are required in at least three (3) categories (A-F) for the DSA.
7. Three points are required in at least three (3) categories (A-F) for ESA.
8. Use an additional sheet if more than two (2) published papers are claimed in Categories E and F.
9. If multiple points are claimed for the same activity or position, list all years in the Activity/Date column.
10. Note that all Categories A-F have point maximums for several activities.
11. List the total for each category and the total points claimed on the last page of the Point Tally Form.
12. When preparing the Point Tally Form, use General Standing Committee and Council names as they existed during the nominee's participation. Points will be approved for service on committees, councils, offices, boards, etc., that have over time been phased out or replaced. Points will be approved by the Honors and Awards Committee as equal as possible to parallel office/point designations presently in use.
13. Category E: General Activities, line item 5 – ASHRAE-sponsored Conferences includes YEA Leadership Weekend 1.0, YEA Leadership Weekend 2.0, YEA Leadership International, and International MP Centralized Training.
14. Receipt is acknowledged by the Honors and Awards Staff Liaison via email to the nominator. If an acknowledgement is not received within ten (10) days, call 678/539-1128 or email [HonorsandAwards@ashrae.org](mailto:HonorsandAwards@ashrae.org).

15. Below are examples of how to complete the DSA/ESA Point Tally Form.

- a. The 'ACTIVITY/DATES Society Year(s)' column should list the activity (title of position or service) and date of service (either Society Year or specific date).
- b. The 'ASHRAE Bio Section' column should list the section in your ASHRAE Member Bio where the claimed service is located. Any points claimed must be listed in your ASHRAE Member Bio.
- c. The 'Total' column should list the total points earned for service within that line item.
- d. If more than two papers are claimed in Categories E and F, use an additional sheet to list dates, titles, page numbers, and where papers were published.

Example for Category A

Society/ BOD/Regional/ Chapter Positions	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	Total
Assistant Regional Chair	ARC, Region X 2013-2014	5a	1 per year	1
Chapter Officers (President-Elect, VP, Secretary, Treasurer)	Atlanta Chapter President-Elect 2000-2001	5b	½ per year	.5

Example for Category B

Society/Chapter/Regional Positions	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	TOTAL
General Standing Committee Chairs	Chair, CTTC 2005-2006	5a	1½ per year	1.5

Example for Categories C and D

Standard Project Committees/ Technical Committees	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	TOTAL
Standard Project Committee Chair	Chair, SSPC 189.1 2008-2010	5c	1 per year - 4 per project max	2
TC/TG Chair or Secretary	Member, TC 9.01 2008-2023	5c	½ per year	1

Example for Categories E and F

General Activities/Publications and Presentations	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	TOTAL
ASHRAE Annual & Winter Meeting	Chair, 2025 Annual Conference, Phoenix	5d	2 per meeting	2
ASHRAE Distinguished Lecturer	Atlanta Chapter, June 2025	5e	½ per presentation	.5

**General Standing Committees and Councils include:**

Accreditation Services	Grassroots Government Activities	Research Promotion
Admissions and Advancement	Handbook	Scholarship Trustees
Advocacy	Historical	Society Programs
ASHRAE Program	Honors and Awards	Society Rules
Board Planning	International	Standards
Board Policy for Standards	Joint Expo Policy	Standards Advisory
Building Energy Quotient	Journal/Insights	Student Activities
Certification	Meetings Arrangements	Technical Activities
Chapter Programs	Members Council	Technical, Energy & Gov. Activities
Chapter Technology Transfer	Membership Promotion	Student Activities
Chapter Regional	Nominating	Technology Council
Charter and Bylaws	Planning	Young Engineers in ASHRAE
Conferences and Expositions	President-Elect Advisory	
Continuing Education	Professional Development	
Course Development	Publishing & Education Council	
Electronic Communications	Publications	
Environmental Health	Refrigeration	
Finance	Regions Council	
Foundation Trustees	Research Administration	

**Check List for DSA/ESA Nominations**

**An incomplete nomination will be returned without review by the Honors and Awards Committee.**

- Is the nominee's ASHRAE Biographical Record current?
- Is each point count listed on this Point Tally Form supported by the dates and activities detailed on the ASHRAE Biographical Record?
- Does the third column of the Point Tally Form list the section of the ASHRAE Biographical Record corresponding to each activity and date listed in the second column?
- Is a digital photo of the nominee provided with the nomination package?
- Are points claimed in at least three (3) categories for the DSA?
- Are three (3) points claimed in at least three (3) categories for the ESA?
- If more than two (2) published papers are claimed in Categories E and F, are they listed in an attachment?
- Did you note that all Categories A-F have point maximums for several activities?
- Are the totals for each category and the total number of points claimed entered on the first and last pages of the Point Tally Form?
- Did you confirm that no activities were double counted or listed under more than one category? For instance, credit as a committee member and chair of that committee for the same dates should not be claimed.