**EUNICE NEWTON FOOTE DECARBONIZATION AWARD**

This award honors members for notable achievement, outstanding work, or service that is focused on the decarbonization of the built environment.

**PROCEDURES**

1. Purpose: The purpose of the award is to recognize excellence in volunteer service focused on the decarbonization of the built environment. It will heighten general membership awareness of, and interest in, the benefits of decarbonization and its impact on our climate.
2. Award Presentation: Each year the Society recognizes the outstanding efforts of a single volunteer around decarbonization activities. Nominations are solicited during the first half of the Society year. The Honors and Awards Committee will determine the single nominee for each Society Year.
3. Eligibility Requirements: The award is open to ASHRAE members who have demonstrated outstanding achievement in the ASHRAE decarbonization activities. The recipient will be selected from all nominations that meet a 5 point minimum requirement as outlined under Section 7 Criteria for Selecting Recipients.
4. Judging: The H&A Committee will review all eligible nominations received at the ASHRAE Winter Meeting. While the point total should be considered, it should not be used as the only criteria for selection. The summary document and perceived importance of the activities should be evaluated. The award may be omitted if a suitable candidate is not identified.
5. Presentation: The award is presented during the ASHRAE Annual Conference Plenary. A plaque and medallion (composed of fully recycled materials) is presented to the recipient by the ASHRAE President.
6. Application: A nomination for this award should include a cover letter, point tally form, ASHRAE bio, and headshot. The cover letter should outline the nominee’s decarbonization activities in ASHRAE and explain the nominee’s qualifications (300-word limit). Any non-ASHRAE activities not included in a member’s bio, including details for local sustainability projects or reducing their carbon footprint, should be included as additional documentation (5 page limit) along with the nomination. Nominations must be submitted to honorsandawards@ashrae.org by December 1 each year.
7. Criteria for Selecting Recipients: Following is an outline of how points are awarded.

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| **ASHRAE Activities** |
| 1. | Chair of an ASHRAE sponsored decarbonization program | 0.5 points / program |
| 2. | Presenter at an ASHRAE-sponsored decarbonization program | 0.5 points / program |
| 3. | Presenting as a DL on a decarbonization concept (3-point max per DL topic) | 0.5 points / program |
| 4. | Presenter to an associated1 organization with ASHRAE | 0.25 points / program |
| 5. | Lead author of a Journal published article on decarbonization | 1.5 points / paper |
| 6. | Co-Author of a Journal published article on decarbonization | 1 point / paper |
| 7. | Member of the Task Force on Building Decarbonization (TFBD) | 1 point / appointment2  |
| 8. | Subcommittee Chair of the TFBD | 2 points / appointment |
| 9. | Chair of the TFBD | 4 points / appointment |
| 10. | Chair of a Position Document (PD) Committee | 2 points / PD |
| 11. | Member of a Position Document (PD) Committee | 1 point / PD |
| 12. | Lead reviewer of a handbook chapter related to decarbonization | 1 point / chapter |
| 13. | Member of a Working Group identified to address decarbonization5 | 1 point / PC3  |
| 14. | Chair of a Standard or Guideline PC related to decarbonization5 | 1 additional point / PC3 |
| 15. | Decarbonization Subcommittee Chair of a Standing Committee | 1 point / tour4 |
| 16. | Participate in an ASHRAE-sponsored Decarbonization Challenge | 1 point / challenge |
| 17. | Active participation in the Building Industry Decarbonization Collaboration (BIDC) activities | 0.5 point / activity |
| 18. | Listed member of a project submitted to ASHRAE for a Technology Award | 1 point / project |
| 19. | Document volunteering in a sustainability community project | 0.5 point / project |
| 20. | Document home renovation to reduce carbon footprint | 1 point / project |
| **Decarb Conference and Actual Decarbonization Experience** |
| 1. | Chair of a Decarb conference |  3 points / conference |
| 2. | Vice Chair or Subcommittee Chair of a Decarb conference |  2 points / conference |
| 3. | Member of an organizing committee |  1 point / conference |
| 4. | Presentation at a conference |  1 point / conference |

Notes:

1. Associated organization includes those with an MOU with ASHRAE, part of the AASA, or the BIDC
2. “Appointment” is defined as a single-year term. If the nominee has not yet completed their one-year term, then points shall not be applied.
3. For standing committees “Project Committee” refers to a 2-year term.
4. “Tour” typically refers to a 3-year term.
5. List of eligible Working Groups or ASHRAE-Recognized Committees:
	1. Task Force for Building Decarbonization, Building Energy Quotient, TC 2.5, SSPC 90.1, SSPC 90.2, SSPC 211, SSPC 189.1, SPC 240, SPC 100
	2. A Working Group (SPC, GPC, TC, MTG) that incorporates Decarbonization or Greenhouse Gas measurements in their documents.
	3. Note: If the submitter feels that a Working Group or Committee should count towards the point total, please include reason in the 300-word Summary and details in the allowed five pages of back-up information.