

To: Chapter President or Section/District Chair

From: Maria Russell, APR, Fellow PRSA, Chair, College of Fellows Selection Committee

A member of your Chapter/Section/District is seeking membership in the PRSA College of Fellows. As part of the selection process, the College of Fellows Selection Committee needs your input. We respectfully request the following:

1. **Convene** your Chapter/Section/District Executive Committee or Board of Directors to determine from your group's perspective how the applicant's individual achievements relate to the criteria for selection into the College of Fellows. Details about the criteria can be found on the College of Fellows Web page under "[How to Apply](#)." To summarize, an applicant needs to have:
 - Demonstrated superior professional capability and influence.
 - Advanced the state of the profession.
 - Been a role model to other members of the profession, students and your community.
 - Contributed to PRSA or other professional and nonprofit organizations through volunteer service and leadership.

Complete and have an officer sign the attached Chapter/Section/District Comment Form based on your discussion.

2. **Write** a one-page assessment letter as Chapter President or Section/District Chair, explaining the group's perspective. This letter is intended to be an assessment of the applicant's qualifications based on the discussion described in item No. 1.

Note: There can be multiple applicants from one Chapter, Section or District, and there is no restriction on the number of comment forms and assessment letters your group can submit.

3. **Submit** the comment form and assessment letter together to PRSA no later than **5 p.m. EDT, Thursday, May 3, 2012.**

Scanned as a PDF with original or electronic signatures,

Email: FellowsApplication@prsa.org

Printed with original signatures,

Mail:

PRSA College of Fellows
33 Maiden Lane, 11 Floor
NY, NY 10038

Fax: 212-460-5900

- Letter must be on your Chapter/Section/District's or business' letterhead or personal stationery.

- Both the comment form and assessment letter must have original signatures or, if the documents are sent as email attachments, original or electronic signatures.
- Email messages without the required, signed comment form and assessment letter cannot be considered.

CHAPTER/SECTION/DISTRICT COMMENT FORM

TO: PRSA College of Fellows Selection Committee

Date: _____

In reference to: _____

The executive committee or board of the _____ (name of Chapter, Professional Interest Section or District) discussed on _____ (date) the above named Accredited PRSA member who is applying for membership in the PRSA College of Fellows.

From the perspective of this executive committee, it is our opinion that the above named PRSA member:
(Please write **YES**, **NO** or **DK** [don't know] for each item):

_____ Has demonstrated superior professional capabilities and influence.

_____ Has advanced the profession in significant ways.

_____ Has been very supportive of our organization in meaningful ways.

_____ Has been a role model to other members of the profession, students and your community.

The above conclusions are based on circumstances described briefly in the **signed** letter, attached.

Signed: _____
(Must be signed by the president, president-elect or vice president)

Print Name: _____

Position: _____

Address: _____

Daytime Phone: _____

Submit to PRSA with the assessment letter no later than **5 p.m. EDT Thursday, May 3, 2012.**

Scanned as a PDF with original or electronic signature,

Email: FellowsApplication@prsa.org

Printed with original signature,

Mail:

PRSA College of Fellows
33 Maiden Lane, 11 Floor
NY, NY 10038

Fax: 212-460-5900

CONFIDENTIAL – College of Fellows Selection Committee Only