

To: Chapter/Section/District Current Officer or Immediate-Past President or Chair

From: Greg Bailey, APR, Fellow PRSA  
Chair, 2020 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 confidentially determine how the applicant's individual achievements relate to the criteria for selection into the College of Fellows from your group's perspective. 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.
- Contributed to PRSA or other professional organizations, nonprofits, not-for-profits and community groups through volunteer service and leadership.
- Been a role model to other members of the profession, students and your community.
- Exhibited the highest ethical standards personally and professionally, based on the [PRSA Code of Ethics](#) and the College of Fellows Standards of Excellence. If your Chapter/Section/District has an ethics officer, consult with that person about this candidate, if needed, to comment specifically on the ethical reputation of the candidate.

**Complete** and have an officer or immediate-past president/chair sign the attached Chapter/Section/District Comment Form based on your confidential discussion.

2. **Write** a one-page letter in size 11 Arial font with one-inch margins all around on Chapter or personal letterhead as the designated Chapter/Section/District officer or immediate-past President/Chair, explaining the group's perspective about this candidate. This letter is intended to provide an overview 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 letters your group can submit. Chapter/Section/District Comment Forms and letters differ from individual letters of support in this regard. Guidelines for use of letterhead, length of letters, font size and submission are the same.

3. **Submit** the comment form and letter together to PRSA no later than **5 p.m. EDT on Thursday, May 7, 2020**. The letter may be scanned as a PDF with original or electronic signatures and sent via email to [FellowsApplication@prsa.org](mailto:FellowsApplication@prsa.org).

If the letter is typed and printed with original signature, submit it by mail to: PRSA College of Fellows, 120 Wall Street, 21<sup>st</sup> Floor, New York, NY 10005

- The letter must be on your Chapter/Section/District's or business letterhead or personal stationery.
- Both the comment form and 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 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.

Please write **YES, NO** or **DK** [don't know] for each item listed below.

From the perspective of this executive committee/board, it is our opinion that the above named PRSA member:

\_\_\_\_\_ 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 and mentor to other members of the profession, students and the community.

\_\_\_\_\_ Has exhibited the highest ethical standards personally and professionally, based on the [PRSA Code of Ethics](#) and the College of Fellows Standards of Excellence.

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

**Signature:** \_\_\_\_\_

(Must be signed by an officer, current president, or the immediate-past president/chair)

**Print Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

**Daytime Phone:** \_\_\_\_\_

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