

GSA Division Awards Administration and Production Information

Primary Awards (one per division)—Contact Dominique Olvera

- Administration of award advertising, nomination, and selection process is conducted by the Division.
- All final recipient names must be sent to GSA by **1 April** (for ratification at the GSA Spring Council meeting).
- GSA is responsible for the notifying the recipient of their award.
- GSA is responsible for preparing all awards for presentation at the GSA Annual Meeting and checks to be mailed afterwards.
- All certificates are to be signed by the Division Chair at the Annual Meeting or in advance.

Student and Other Division Awards—Contact Dominique Olvera

- All other Division award recipient names must be sent to GSA by **1 August**.
- All other awards are administered through the Division (*including selection and notification of recipient*).
- Divisions are responsible for requesting awards to be presented at the Annual Meeting and checks to be mailed afterwards AT LEAST two months before the Annual Meeting.
- GSA is responsible for preparing plaques, certificates and or award checks for the Annual Meeting.

Award Check Requests—Contact Dominique Olvera

- All checks must be requested via email from a Division management board member.
- Request must include the Social Security Number of the recipient (only if US citizen).
- Request must also include complete and current mailing address (only if US citizen).
- Indicate if the funds for this award are coming from your Division budget or from a GSA Foundation fund.

Advertising in *GSA Today* and *GSA Connection*—Contact Dominique Olvera

- All awards may be advertised in *GSA Today* and/or *GSA Connection*; however, this request must come from the Division. The same copy may be used in both.
- Copy for *GSA Today* is due 2 months before the issue date (ex. copy for July issue is due by May 1).

Field Trip/Short Course/Travel Grants—Contact Mary Kerns

- GSA will require mailing addresses and social security numbers for each recipient in order to process payments.
- GSA needs to receive this information from the Division at least a month before the start of the Annual Meeting.
- Indicate if the funds are coming from your Division budget or from a GSA Foundation fund.

New Awards, Changes in Award Status, or Award Name Changes—Contact Dominique Olvera

- All proposals for new awards, changes in award status (change from a Division award to a Primary-Division award), or award name changes must go out for vote to the Division membership.
- All proposals for new awards, changes in award status, or award name changes must be updated in the Division by-laws.
- All new Primary Division awards must be ratified by Executive Committee.

GSA Contacts

- Dominique Olvera (dolvera@geosociety.org) 303-357-1060: award administration and production; new awards, award name changes, or change in award descriptions
- Mary Kerns (mkerns@geosociety.org) 303-357-1065: division accounting, meeting travel/field trip/short course grants
- Jeff Tyler (jtyler@geosociety.org) 303-357-1054: GSA Foundation accounting issues
- GSA Mailing Address: The Geological Society of America, P.O. Box 9140, Boulder, CO 80301-9140