**OKC ASSP Chapter SPY Selection Process**

Once the three letters have been collected for each of the candidates, the selection of the Selection Committee should be started. The Selection Committee will be made up of the Elected Chapter Officers (President, President-Elect, Secretary, Treasurer, and Delegates) and past Chapter SPY Awardees. There should be an odd number of judges so a winner can clearly be selected in the event there are two or more candidates running that year.

The following people **ARE NOT** part of the Selection Committee:

1. Chair of the Awards Committee
2. Any Elected Chapter Officers or Past Chapter SPY Awardees who submitted letters in support of one of the candidates.
3. Any Elected Chapter Offices or Past Chapter SPY Awardees who work for the same company or sister companies as any of the candidates.

The Chair of the Awards Committee shall notify the Past Chapter SPY judges and ask for their participation without letting them know the names of the candidates.

Once all of the judges have been notified, a blind copied e-mail will be sent out to the Elected Chapter Officers and the designated Past Chapter SPYs with the attached candidate’s letters. These judges should be encouraged to read and evaluate each of the letters for the candidates to determine which candidate demonstrates the characteristics worthy of this professional award. Each of the judges should respond back to the Chair with the name of the candidate they vote for by the deadline established by the Chair. Once all of the votes are in and an awardee has been selected, by receiving a majority of the votes, the Chair will order the Chapter SPY Safety Goddess from Society. The Chair and the Chapter President will look for an opportunity to make the presentation once the trophy has arrived. The Chair will visit with the awardee and explain to them the process for submitting their packet to the Region for the Region III SPY award.