

The Jeanne E. Griffith Mentoring Award **Guidelines and Nomination Form**

The Jeanne E. Griffith Mentoring Award was established to honor Dr. Griffith who died in August 2001 after working for more than 25 years in the Federal statistical system. Throughout her career, and especially in her latter senior management positions at the National Center for Education Statistics and the National Science Foundation, one of Jeanne's highest priorities was to mentor and encourage younger staff at all levels to learn, to grow, and to recognize and seize career opportunities as they came along.

The winning mentor(s) will be selected for his or her efforts in supporting the work and developing the careers of junior staff. Examples of typical mentoring activities include:

- Advising junior staff to help them create career opportunities, networking skills, and contacts for growth and development;
- Counseling junior staff and providing resources to help develop their technical writing, analysis, presentation and organizational skills and knowledge;
- Encouraging junior staff growth and career development through attendance and oral presentations at meetings with higher level officials, staffs of other agencies, professional associations, training courses, and conferences;
- Motivating junior staff and building self confidence through feedback on their efforts, being a listener when that is needed, and creating a caring and supportive environment;
- Serving as a role model for junior staff through professional expertise, information and insights, balancing collegial and personal roles, and including everyone across rank, race, ethnicity, and seniority.

The previous recipients of the Jeanne E. Griffith Mentoring Award are: Rich Allen (National Agriculture Statistical Service), 2003; Beth Kilss (Internal Revenue Service), 2004; Renee Miller (Energy Information Administration), 2005; Martin O'Connell (U.S. Census Bureau), 2006; Stephanie Shipp (National Institute of Standards and Technology – at the time of the award), 2007; Rosemary D. Marcuss (Bureau of Economic Analysis), 2008; Kevin Cecco (Internal Revenue Service), Lillian S. Lin (Centers for Disease Control and Prevention), 2009; Deborah H. Griffin (U.S. Bureau of the Census), 2010; and Jenise L. Swall (U.S. Environmental Protection Agency), 2011.

Nominations should be prepared in the form of a letter or memorandum for the Award Selection Committee:

- The letter or memorandum should summarize the nominee's actions that support and encourage junior staff in the Federal, State, or Local statistical community in developing their careers.
- **Nominations may be accompanied by up to six supporting letters. These should be attached to, and submitted with, the nomination.**
- The Award Selection Committee finds that descriptions of what nominees actually do are the strongest demonstration of candidate mentoring. Here are some examples: the mentor is a source of advice...counsels with long-term goals in mind...thought I was well qualified even though I had some doubts...encourages staff to seek out positions that will increase their visibility and stretch their professional capabilities. These are more explicit

and unique to the mentor than generic statements such as: the mentor is a coach...a teacher.

- Photo copies and email copies of support letters are acceptable.

Nominations for 2012 will be accepted beginning in **January 2012**. The last date for submission of nominations is **April 2, 2012**, and the Award Committee will make its determination of the award winner by **April 30, 2012**. The award will consist of a \$1,000 honorarium (to be split if there is more than one awardee), a citation, and a plaque, which will be presented at a ceremony arranged by the co-sponsors in **June 2012**.

The nomination package must be mailed or emailed **no later than April 2, 2012**, to:

The Jeanne E. Griffith Mentoring Award Committee
c/o The American Statistical Association
732 N. Washington Street
Alexandria, VA 22314-1943
rick@amstat.org

Sponsors of the Award: The Government Statistics Section (GSS) of the American Statistical Association manages the award. GSS would like to thank our co-sponsors:

- National Opinion Research Center (NORC),
- Council of Professional Associations on Federal Statistics (COPAFS),
- American Institutes for Research (AIR),
- American Educational Research Association (AERA), and
- Interagency Council on Statistical Policy (ICSP).

Please contact Stephanie Shipp (sshipp@ida.org), if you would like to contribute to the award.

For more information about the nominating process for the 2012 award, please go to: <http://www.amstat.org/sections/sgovt/JEGform12.doc> or <http://www.amstat.org/sections/sgovt/JEGform12.pdf>. If you have questions about the award, please contact **Rick Peterson** at rick@amstat.org or (703) 684-1221, and **Clyde Tucker** at nctucker@cox.net or 703-989-1334.

JEANNE E. GRIFFITH MENTORING AWARD

Nomination Form

Please type or print. Use your tab key to move from cell to cell and your arrow key to move from table to table.
Nominations must be submitted no later than April 2, 2012.

Date: _____

MENTOR NOMINATED

Name: _____
Last Name First Middle

Title of current position and agency : _____

Address: _____ E-mail: _____
(Number and Street)

_____ Phone: _____
(City, State/Province, Zip/Postal)

CONTACT INFORMATION OF NOMINATOR

Name: _____
Last Name First Middle

Title of current position and agency : _____

Address: _____ E-mail: _____
(Number and Street)

_____ Phone: _____
(City, State/Province, Zip/Postal)

Purpose and Eligibility: The Jeanne E. Griffith Mentoring award is intended to encourage the mentoring of junior staff in the statistical community in the Federal, State, or Local government. It is awarded annually to a supervisor, technical director, team coordinator, or other member of the Federal, State, or Local government statistical staff who is nominated by a supervisor and co-workers for his or her efforts in supporting the work and developing the careers of junior staff.

Guidelines: Nominations should be prepared in the form of a letter or memorandum for the Award Selection Committee. The identifying and contact information at the top and bottom of this cover sheet and guidelines page should be attached.

- The letter or memorandum should summarize the nominee's actions that support and encourage junior staff in the Federal, State, or Local statistical community in developing their careers.
- Nominations may be accompanied by up to six supporting letters. These should be attached to, and submitted with, the nomination.
- The Award Selection Committee finds that descriptions of what nominees actually do are the strongest demonstration of candidate mentoring. Here are some examples: the mentor is a source of advice...counsels with long-term goals in mind...thought I was well qualified even though I had some doubts...encourages staff to seek out positions that will increase their visibility and stretch their professional capabilities. These are more explicit and unique to the mentor than generic statements such as: the mentor is a coach...a teacher.
- Photo copies and email copies of support letters are acceptable.

Name of letter writer supporting the nomination	Affiliation/Email Address
1.	
2.	
3.	
4.	
5.	
6.	

