

The Roy L. Shafer Leading Edge Awards are presented annually to ASTC members and/or their employees in recognition of extraordinary accomplishments in Visitor Experience, Business Practice, and Leadership in the Field that not only enhance the performance of their own institutions, but also significantly advance the mission of science centers and museums.

The Roy L. Shafer Leading Edge Award for **Business Practice** recognizes outstanding accomplishments in the administration and financial sustainability of up to two ASTC-member institutions annually: one large institution (operating expenses equal to or exceeding USD 3 million for the most recent fiscal year) and one small institution (operating expenses less than USD 3 million). Nominations will be judged according to how the business practice has achieved a tangible impact or lasting effect on the institution's business efficiency and effectiveness—including, but not limited to, revenue generation, marketing, public relations, fundraising, human resources, or community collaborations; applies and demonstrates new ideas and best practices for the field as a whole; and embodies the ASTC values such as collaboration, forward-looking leadership, equity and diversity, creativity, and the joy of experiential learning.

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**Eligibility:** Business practices implemented in the past three years (since January 2015) at ASTC-member institutions in good standing are eligible. Collaborations between ASTC-member institutions are also eligible. Each nominating institution is limited to one nomination per category per year. Nomination forms must be signed by the institution's chief executive officer, board chairperson, or equivalent. Nominations from the home institution of a Leading Edge Awards jury member will not be considered.

**Selection:** An eight-member jury of professionals knowledgeable about the science center field, representing a broad spectrum of ASTC's worldwide membership, will review entries and select finalists. Once detailed nomination information is submitted, the jury will review all finalists and select awardees. All decisions of the jury are final, including the decision not to choose an award recipient in a given category.

**Awards Ceremony and Recognition:** The 2018 Leading Edge Awards will be presented during the ASTC Annual Conference in San Jose, California. Each award will consist of an etched glass "Edgie" and a complimentary full conference registration to the 2018 ASTC Annual Conference (fees for special events, tours, and workshops are not included). Awardees will receive recognition in *Dimensions* magazine, on the ASTC website, and in a widely distributed press release. Awardees will also receive a special award winner logo to display on their website or other promotional material, and a press release to assist them in publicizing their recognition.

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**Deadline:** June 1, 2018. Nomination forms and supporting materials should be emailed to [awards@astc.org](mailto:awards@astc.org) or mailed to Roy L. Shafer Leading Edge Awards, Association of Science-Technology Centers, 818 Connecticut Avenue NW, 7th Floor, Washington, DC 20006-2734, U.S.A.

**NOMINATION FORM AND CHECKLIST**

Check here to confirm that the business practice was implemented in the past three years (since January 2015).

**Institutional Information**

Contact name: \_\_\_\_\_

Position/title: \_\_\_\_\_

Name of ASTC-member institution: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Operating expenses for the ASTC-member institution's most recent fiscal year: \_\_\_\_\_

**Business Practice Information**

Name of the business practice: \_\_\_\_\_

Brief description of the business practice (up to 100 words): \_\_\_\_\_

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**Questions**

*Responses to all three questions below should total no more than five double-spaced pages in 12-point font. Please adhere to page limits. Jury members may not read your narrative beyond the five-page limit.*

1. Explain how the business practice has achieved a tangible impact or lasting effect on the institution's business efficiency and effectiveness—including, but not limited to, revenue generation, marketing, public relations, fundraising, human resources, or community collaborations.
2. Explain how the business practice applies and demonstrates new ideas and best practices for the field as a whole.
3. Describe how the business practice embodies the ASTC values such as collaboration, forward-looking leadership, equity and diversity, creativity, and the joy of experiential learning.

**Letters of Support**

*Include two or more letters of support (one page each) from independent sources. Letters of support from staff, board members, or contractors involved in the nominated project are not appropriate.*

Letters of support must address the following:

- Explain your knowledge of and affiliation with the business practice.
- Describe why the business practice represents a unique application of new ideas and best practices, demonstrating creativity and extraordinary performance.
- List the most significant benefits of the business practice, as you see them.

**Other Documentation**

*Include **one or two** supporting items, including but not limited to PowerPoint presentations, videos, articles, or photographs (professional quality not required). Review of supporting items is at the discretion of the jury. If these materials cannot be submitted electronically, mail one set to ASTC to be made available at the jury review session.*

- Check here to grant permission to distribute information about your nomination to the science center field. Information will not be used for commercial purposes without permission of the chief executive of the science center or museum.
- By checking this box, I consent to receive the ASTC communications, and to ASTC storing and processing my contact and membership data in order to maintain communications with me. I understand that I may unsubscribe from any subscription at any time by using the "unsubscribe" link provided at the bottom of each email or by writing [info@astc.org](mailto:info@astc.org), and that I can view ASTC's [privacy policy](#) on its website at any time.
- This nomination is supported by the chief executive officer, chairperson of the board, or equivalent representative of the nominating institution (signature below).

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_