

Second Lieutenant Norwood C. Fairfax Military Sigma of the Year Award

International Military Affairs Committee
Phi Beta Sigma Fraternity, Inc.

Award Nomination Packet

This packet includes all necessary instructions, eligibility details, evaluation criteria, and submission forms for nominating a Brother of Phi Beta Sigma Fraternity, Inc. for the Second Lieutenant Norwood C. Fairfax Military Sigma of the Year Award.

This award honors military service, fraternal excellence, and community impact by a Sigma Brother who has served in the United States Armed Forces.

Please complete the forms and submit via your Regional Military Affairs Director.

Second Lieutenant Norwood C. Fairfax Military Sigma of the Year Award

International Military Affairs Committee
Phi Beta Sigma Fraternity, Inc.

Nomination Guidelines

Eligibility and Regional Nomination Process:

- Nominee must be a member of Phi Beta Sigma Fraternity, Inc. in good financial standing at all levels.
- Nominee must be active or former military with verified honorable service (DD-214 or equivalent).
- Nominee must have been selected as a Regional Military Affairs Sigma of the Year Award recipient or runner-up since the conclusion of the last International Conclave.
- Each Region may submit no more than two (2) nominees per Conclave cycle.
- No Brother may receive the International Award in consecutive Conclave years.
- All submissions must include the completed nomination form and evaluation materials as listed.

Second Lieutenant Norwood C. Fairfax Military Sigma of the Year Award

International Military Affairs Committee
Phi Beta Sigma Fraternity, Inc.

Evaluation Score Sheet

CATEGORY 1: Commitment to Brotherhood & IMAC Engagement (25 pts)

Active financial status and chapter/region participation - ____ / 5
Community/military/veteran engagement on behalf of PBS - ____ / 10
Support of IMAC initiatives (e.g., SAVE, Veterans Voices) - ____ / 10
Subtotal: ____ / 25

CATEGORY 2: Military Service & Integrity (20 pts)

Verified honorable service (Pass/Fail) - ____
Alignment with Brotherhood values (leadership, teamwork) - ____ / 10
Mentorship or veteran recognition efforts - ____ / 10
Subtotal: ____ / 20

CATEGORY 3: Community Service & Social Advocacy (20 pts)

Community/military service involvement - ____ / 10
Social justice, MST, transition, or mental health advocacy - ____ / 10
Subtotal: ____ / 20

CATEGORY 4: Personal Development & Fraternal Growth (15 pts)

Education or trade/certification accomplishments - ____ / 5
Mentorship of ROTC/younger Brothers - ____ / 5
Creation/leadership of Sigma-based initiatives - ____ / 5
Subtotal: ____ / 15

CATEGORY 5: Legacy Alignment & Impact Statement (20 pts)

Personal statement on Fairfax legacy - ____ / 10
Recommendation letter (IMAC, Chapter, RMAD) - ____ / 5
Optional: Impact testimonial - ____ / 5
Subtotal: ____ / 20

TOTAL SCORE

Total: ____ / 100

Evaluator Comments: _____

Second Lieutenant Norwood C. Fairfax Military Sigma of the Year Award

International Military Affairs Committee
Phi Beta Sigma Fraternity, Inc.

Nomination Form

Nominee Information:

- Name: _____
- Region: _____ Chapter: _____
- Branch of Military Service: _____
- Status: ☐ Active Duty ☐ Veteran ☐ Reserve ☐ National Guard ☐ ROTC
- Financial Status Verified: ☐ Yes ☐ No

Submitted by:

- Name: _____
- Role/Title: _____
- Contact Email: _____

Required Attachments:

- ☐ DD-214 or current service verification
- ☐ Personal Statement (1-2 pages)
- ☐ Letter of Recommendation (Chapter, RMAD, or IMAC rep)
- ☐ Optional: Impact Testimonial
- ☐ Evidence of community/military engagement

Certification:

I affirm that the information submitted is accurate to the best of my knowledge and that the nominee meets the eligibility criteria.

Signature: _____ Date: _____