

2007 NEAA NOMINATION GUIDELINES AND CHECKLIST

General Guidelines:

- Supporting information, such as documents, reports and videotapes, will be accepted; however, due to the limited time available for the Awards Committee to review such materials, *the Association **strongly** recommends that the attributes of all nominees be highlighted as concisely as possible in the summary overview.*
- Please note that all applications and summary overviews are photocopied for each member of NACWA Awards Committee. *Nominators are encouraged to submit unbound, clear originals.*
- It is expected that applicants for the *Public Information & Education Awards* in video, printed publications, educational programs and e-media will submit the appropriate supplemental material in addition to the summary overview.
- Submit one completed application per entry by **December 18, 2006** to: NACWA, Attention: Robin Davis, 1816 Jefferson Place, NW, Washington, DC 20036, rdavis@nacwa.org

Individual Achievement Award Checklist:

- Completed nomination application *with endorsing signature of NACWA representative*. If you have questions or do not know who in your organization is the representative please contact Robin Davis at 202/533-1802 or rdavis@nacwa.org.
- Summary overview detailing how the work and activities of the nominee specifically meet the criteria for the selected award category. Please identify the name of the nominee and award category at the top of the summary overview, which should not exceed 2 pages of double-spaced, 12-point type.

Agency Achievement Award Checklist:

Please feel free to submit multiple nominations; however, any project/accomplishment may be nominated in one category only.

- Completed nomination application with endorsing signature of NACWA representative.
- Summary overview that **lists** and answers the following 10 points:
 - What is the activity?
 - Time frame of the activity.
 - Goals and objectives of the activity.
 - Results of the activity.
 - Level of participation in the activity
– who, how many employees,
organizational structure
 - Is the activity replicable by others?
 - Did the activity have environmental education benefits? If so, to whom?
 - Was there a demonstrated need for the activity?
 - In what way was the activity innovative?
 - Additional information?
- Please be sure to identify the agency name, award category and project/program name at the top of the summary overview, which should not exceed 4 pages of double-spaced, 12-point type.
- Supporting material (if necessary)