

## 2005 NEAA NOMINATION GUIDELINES AND CHECKLIST

*All applicants must follow the guidelines described below.*

- 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 AMSA 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.
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*Please provide the following for each Nomination:*

### *Individual Achievement Awards*

- Completed nomination application (***with endorsing signature of AMSA representative***)
- 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 Awards*

***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 AMSA representative***)
- Summary overview that lists and answers the following 10 points:
  - 1) What is the activity?
  - 2) Time frame of the activity.
  - 3) Goals and objectives of the activity.
  - 4) Results of the activity.
  - 5) Level of participation in the activity - who, how many employees, organizational structure?
  - 6) Is the activity replicable by others?
  - 7) Did the activity have environmental education benefits? If so, to whom?
  - 8) Was there a demonstrated need for the activity?
  - 9) In what way was the activity innovative?
  - 10) 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)

***Submit one completed application per entry by December 17, 2004 to:***

***AMSA ♦ Attention: Shawnita Dickens***

***1816 Jefferson Place, NW ♦ Washington, DC 20036-2505 ♦ Fax - 202/833-4657***