

TOP TEN PUBLIC WORKS LEADERS OF THE YEAR AWARD NOMINATION FORM

Deadline March 1, 2018
(electronic submittals only)

In order for the nominee to be considered, both the Nomination Form and Supporting Data Form must be completed by either the nominee or the group/individual making the nomination.

Please note below who is completing this form.

- Nominee
- Group/Individual Nominating

Candidate's Name

Title

Agency/Organization

Address (if post office box, include street address)

City

State/Province

Zip/Postal Code

Phone

E-mail

Group/Individual Nominating

Title

Agency/Organization

Address (if post office box, include street address)

City

State/Province

Zip/Postal Code

Phone

E-mail

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TOP TEN PUBLIC WORKS LEADERS OF THE YEAR AWARD SUPPORTING DATA FORM

Deadline March 1, 2018
(electronic submittals only)

Please complete the requirements listed below limiting submittal to **20 pages**. In addition to the directions on this page, please read the criteria page.

Candidate

Title

Agency/Organization

If applicable, indicate the population served by candidate's agency/organization:

Please indicate the category under which the candidate's agency/organization falls:

- Municipality
- County/Special District
- State/Federal/Military
- Private Sector
- Do not contact candidate if they do not win the award.
They are not aware they were nominated. Please do not send letter of regrets.

Address the following areas in supporting documentation limiting submittal to 20 pages. Nominations must adhere to the sequence below:

Employment Record Briefly list all employment positions, dates of each position and description of responsibilities. Begin with most current and include consulting work.

Job-Related Technical and Managerial Accomplishments
Describe all major achievements and accomplishments. State specific role in each. Include innovations in technical and/or managerial fields. Describe your commitment to advancing other people in career and profession. NOTE: This section weighs most heavily in the judging process.

Initial and Lifelong Education Include colleges and universities attended, dates of attendance, majors, and degrees received. List attendance at professional institutes and on-the-job-training.

Publications and/or Presentations List any published articles and/or papers delivered at professional meetings.

Professional Involvement List organizations, activities, offices held.

Community Service List organizations, activities, offices held.

Awards List educational, professional and civic awards. Include recognition for public service.

Directions

Nominations should be limited to no more than 20 pages. The 20 pages do not include a letter of introduction from the chapter/nominator or the nomination form and supporting data form and any letters of recommendation, which should be limited to six.

If submission has a letter of introduction (maximum of two pages) it should be placed in front of the nomination. Submittal should address the areas outlined above in the sequence stated. Letters of recommendation will be accepted provided each letter cites specific examples of professional involvement with the nominee. Letters will not be accepted after nomination deadline. Include at least one color photograph (head shot) of the nominee with submittal. Nominees will be contacted by letter notifying them if they were or were not selected as a Top Ten recipient.

Any examples such as publication articles, newspaper clippings, photos of awards, etc. count toward the 20 page limit.

Only the Top 10 Nomination Form, Introduction Letter From the Chapter or Nominator and 6 letters of recommendation are not counted as part of the 20 page limitation.