How to submit an Award Nomination

Nominations will be accepted electronically and no hard copies will be accepted. We can accept most formats such as .doc; .pdf; .ppt; .txt; .gif; .jpeg; .jpg; .mpg. If you have a format that you are not sure will be accepted please contact Don Jacobovitz at don.jacobovitz@putnam-fl.com or 386-329-0346.

Create your nomination using the awards guidelines and forms. To review the criteria and fill out the nomination forms for the 2012 Awards Program on the florida.apwa.net or apwa.net sites depending on whether the award for which you are applying is a Florida Chapter award type or a national type of award as well.

For Florida Chapter awards, complete the award nomination form and e-mail it with your supporting documentation. To don.jacobovitz@putnam-fl.com For national awards on the apwa.net site, look next to the award name, and you will find their awards guidelines and nomination form and the link that will take you to the nomination submission site.

You will still use the Nomination Form provided by APWA. The forms can be filled out online but not saved so you will need to fill out the form then print and then scan into a separate file. If the nomination form is included in the nomination, then copy and paste the scanned form into a new document as you will need to upload this as a separate document.

Once you have created your nomination and filled out the APWA nomination form you will then send it with the supporting documentation to don.jacobovitz@putnam-fl.com.

There are four nomination sites on the apwa.net site:

- Excellence in Snow and Ice Control Award – probably not applicable to us here in Florida.
- Top Ten Public Works Leaders of the Year – Deadline February 3, 2012; midnight Eastern Time.
- Public Works Project of the Year – Deadline February 3, 2012; midnight Eastern Time.
- The fourth site contains award nominations to all other awards except the three mentioned above. Deadline February 3, 2012; midnight Eastern Time.

PACE* Award Submission

The Florida Chapter has completed numerous activities and advancements within the public works field to earn the coveted PACE Award for several years. The branches and members of our chapter have completed the necessary requirements to earn this award again for last year. We just need to document our achievements. Send documentation in electronic format to don.jacobovitz@putnam-fl.com of any activities that support the criteria listed on the next page. The deadline for submitting documentation for the PACE award is May 1, 2012.

*Presidential Award for Chapter Excellence
PACE* Award Criteria

I. Membership
A. Document net membership gain/loss and retention
B. Outline membership recruitment efforts and programs
C. Provide evidence of innovative membership development and retention efforts regardless of whether net growth has occurred

II. Service to Chapter Members
A. Number of members attending meetings/events
B. Member-to-Member Outreach – Defined as member surveys, newsletters, meeting notices, member welcome packages, annual meetings, educational opportunities, leadership training, etc.
C. Evidences that the chapter is successfully meeting Chapter Best Practices (submit completed copy with nomination).
D. Chapter to Chapter Outreach – Defined as ranging from combined meetings with other chapters to successful programs that can be applied to other chapters
E. Chapter Diversity/Inclusiveness programs or activities

III. Advancement of Public Works
A. Awards/recognition programs – Defined as chapter/national awards recognizing members/nonmembers
B. Public Works Promotion – Defined as National Public Works Week, educational outreach, and other programs geared to promote the profession
C. Professional Development – Defined as chapters that promoted the development of members through educational and scholarship opportunities
D. Creative Innovation – Definition has been left open to allow consideration for any innovative programs and opportunities that call attention to public works in a positive way

IV. Service to the Community
A. Education Outreach Programs – Outside scholarships, partnerships with schools/universities, mentoring programs, shadow-days, etc.
B. Community Service Programs – Participation in the community as a chapter of APWA, including partnering with other service organizations such as Harvesters, Red Cross, United Way, etc.
C. Environmental Enhancement – Adopt-a-Highway programs, environmental cleanup, participation in Earth Day, recycling education, etc.

*Presidential Award for Chapter Excellence