Please use this form to complete your nomination. Nominators should complete Sections I - V and submit the nomination by the deadline, **August 17, 2018.** *(These materials may be reproduced and distributed freely.)*

**PURPOSE AND OVERVIEW**

* The AGA Guam Chapter will present certificates of award to government professionals who exemplify and promote excellence in government, outstanding leadership, high ethical standards and innovative management procedures. See award descriptions for more information.
  + **Chapter Service Award**

This award will recognize an individual whose participation is above and beyond the call of duty, for matters that have made a positive impact and improvement on Chapter operations, membership, etc.

* + **Chapter Education Award**

This award will recognize an AGA Guam Chapter member who has demonstrated an outstanding commitment to providing educational opportunities that promote the Chapter.

* + **Community Service Award**

This award will recognize an AGA Guam Chapter member who has demonstrated an outstanding commitment to volunteer community service by participating in a volunteer community service project or projects.

* + **Agency/Organization Chapter Service Award**

This award will recognize outstanding support provided by an agency/organization to the AGA Guam Chapter. Eligible agencies/organization(s) will have consistently made important contributions in support of the development and enhancement of AGA. All public and private organizations/agencies are eligible for this award.

* Nominees are open to AGA members.

* The biennial awards will be presented at the 2018 Guam Professional Development Conference in August 2018.

**I. Nominee Information**

1. Please select which award you are nominating.

**Chapter Service Award**

**Chapter Education Award**

**Community Service Award**

**Agency/Organization Chapter Service Award**

1. Formal name with designations (i.e. CGFM, CPA, etc.) as it might appear on an award:
2. Title:
3. Current Employer:
4. Full address:
5. Phone number and email:

**II. Criteria and Evaluation.** The Awards Committee will use the following criteria to evaluate and rank nominees. Therefore, for each key factor listed below, describe in specific terms, the work or contribution that justifies the nomination. It is very important to write a description under each key factor 1 through 4 listed below.

**Chapter Service Award**

1. Extend of chapter contributions (worth 60 points).
2. Chapter offices held (worth 30 points).
3. Length a chapter member (worth 10 points).

**Chapter Education Award**

1. **Describe in detail the member’s involvement in promoting educational events, including annual planning and advertising. Provide examples (worth 20 points).**
2. **Show evidence of the member’s involvement in organizing education events. List all educational events (including mini-seminars and lunchtime events), specifying the: (a) date of the event, (b) number of continuing professional education credits, (c) brief description of the topic (d) speaker(s) and brief description of qualifications (worth 60 points).**
3. **Identify all local, regional, and national education events the member has attended, describing in detail their role/participation in hosting/organizing these events (worth 20 points).**

**Community Service Award**

1. **Description of community service projects the chapter member participated in (worth 50 points).**
2. **Sponsorship/Organization of creative or innovative projects that brought notoriety to the Chapter (worth 30 points).**
3. **Recognition of participation in community service projects (worth 20 points).**

**Agency/Organization Chapter Service Award**

1. Evidence of outstanding support provided by an agency with members in the AGA Guam Chapter. Please include specific examples (worth 60 points).
2. Identify areas where the agency has consistently made important contributions in support of the development and enhancement of AGA (worth 40 points).

**III. Biographical Sketch of Nominee**. List the nominee’s education and any other pertinent background information that will assist in evaluating the nominee’s achievements.

**IV. Citation.** For use as the formal award citation, describe the highlights of the accomplishments, particularly impact and results.

**V. Nominator Information.**

1. Full address of nominator (AGA will send you a copy of our letter to the nominee).
2. Phone number and email address (in case we have questions about this package).
3. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Your AGA chapter leadership position, if applicable:

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**HOW TO PREPARE AND SUBMIT YOUR ENTRY**

Please use this form to complete your nomination. Nominators should complete Sections I - V and submit the original nomination by the deadline. (You do not have to send copies of the package.)

The Word version of this form is available online at <http://aga.guam.net>.

Please take care to ensure your nomination is a complete document and includes all the information requested. Do not submit several nominations bound by one cover letter that contains contact information – EACH nomination should be a stand-alone document.

Electronic submissions should be ONE file, i.e. please do not send the description of accomplishments separate from the nominee’s bio. Include all information in one e-file.

* Nominations may be submitted electronically, by mail, or in person.
* Include a high-resolution .JPG photo file of the nominee. Please send a separate JPG file when you send the nomination form. (Please DO NOT cut and paste on the nomination form.)
* File your submission by the deadline indicated below.
* Electronic nominations do not require a signature.

**DEADLINE**

The original nomination package must be received by 5:00 pm, Chamorro Standard Time on **Friday, August 17, 2018**.

Late nominations will be encouraged to resubmit the following year – they will not be returned.

All applicants will be notified of the Awards Committee’s decision by Wednesday, August 22, 2018.

**SUBMIT YOUR ENTRY TO**

All nominations should be submitted to the attention of Vincent Duenas, Programs Director.

Electronically: [agaguamchapter@gmail.com](mailto:agaguamchapter@gmail.com)

Mail: P.O. Box 1124, Hagåtña, Guam 96932

Phone: (671) 475-0390 ext. 206

***Thank you for helping us pay tribute to the best and brightest!***