



OUTSTANDING PROGRAM OR SPECIAL EVENT AWARD

Outstanding Program and Special Event Awards are to honor public agencies for outstanding and unique achievements in program development and implementation and special event planning.

Agencies that are members of IAPD or that employ IPRA members are eligible to enter.

Nominations must be received by FRIDAY, OCTOBER 29, 2010

Categories:

A. Special Events Category: A special event is a one-time occurrence, although the event may take place over a few days such as a festival.

B. Ongoing Program Category: An ongoing program is a multiple-day activity, such as a program which meets for four, six, or eight weeks.

Award Divisions

- I. Agencies with last known equalized assessed valuation of less than \$400 million.
- II. Agencies with last known equalized assessed valuation of \$400 million or more.
- III. Community based special recreation associations or therapeutic recreation facilities.

- 1) Award submissions received after the postmark deadline will be subject to a 10-point penalty, if accepted at all.
- 2) Program or event must have taken place during 2009 or 2010 calendar year.
- 3) Portfolios will not be returned.
- 4) A single entry with no competition within a Division is required to meet a minimum standard in order to win.

ENTRY SPECIFICATIONS

1. Nomination portfolio is not to exceed 8 1/2" x 11" (5 points)
2. The entire portfolio is not to exceed 20 pages, single-sided or 10 pages back-to back, inclusive of narrative and additional support materials, i.e. brochures, flyers, photos. The narrative must be double-spaced and pages must be numbered. All material must be placed in a flat binder. No three ring binders. (10 points)
3. Materials used to promote and publicize the program such as flyers, brochures, photos, news clippings, etc. must be submitted and are included in the maximum page count. (No videos, no digital files accepted.) (10 points)
4. Grammar, spelling and punctuation. (5 points)
5. Six (6) identical portfolios must be submitted and arranged with criteria headings in the order below: (5 points)

TOTAL: 35 points

CRITERIA

Award Entries will be judged on the following criteria. PLEASE WRITE YOUR NARRATIVE USING THE FOLLOWING NINE CRITERIA AS "CHAPTER HEADINGS".

1. Briefly describe the program/special event and identify unique and outstanding features of the program/special event. (15 points)
2. Reasons for initiating the program or special event. (15 points)
3. Utilization of volunteers and/or community resources. (10 points)
4. Copies of program budget, expenditures, revenues (if applicable) and cost per participant for entire program/special event. (10 points)
5. Program/special event goals and objectives and your effectiveness in meeting the stated goals and objectives. (15 points)
6. Statement of the overall impact of the program/special event and why it is deserving of this award. (30 points)

TOTAL: 95 points

MAXIMUM POINTS POSSIBLE: 130 points



2010 AWARDS AND RECOGNITION NOMINATION

This sheet must be included with your nomination.

OUTSTANDING PROGRAM OR SPECIAL EVENT AWARD

It is imperative that you cover all criteria as explained on the previous page. Nominations will be automatically disqualified if any required criteria are missing.

Agency: _____

Executive Director: _____

Latest EAV: _____

Award Division: I II III
(circle one)

Award Category: Special event On-Going program
(circle one)

Application Submitted By

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

Mail all required materials to:
2010 IPRA Awards and Recognition
Programs and Special Events
Buffalo Grove Park District
530 Bernard Drive
Buffalo Grove, IL 60089

Fax: 847-459-5741
e-mail: rmissing@bgpkr.org
Questions? Contact Rick Missing at 847-850-2107

Nominations must be received by FRIDAY, OCTOBER 29, 2010

