



## Recognizing Remarkable Contributions

# Award Guidelines

### Objective

The John P. Fraser Emissary Award recognizes individual ACWA member volunteers who have advanced ACWA's mission and goals through their direct involvement.

#### **Individuals demonstrate:**

- Leadership in the course of service on ACWA committees.
- Advocacy/outreach at local, state and/or federal levels.
- Commitment of time and expertise for the benefit of an ACWA program or issue.

### Criteria

All nominees should exemplify ACWA's primary mission of assisting in promoting the development, management and reasonable beneficial use of water in an environmentally balanced manner. Efforts must be tangible and clearly identifiable.

### Nomination Eligibility

Any ACWA committee member, ACWA region board member or ACWA Board member who is employed by an ACWA public agency member is eligible to nominate any staff, consultant or board member of an ACWA public agency member.

Individuals who have previously served on any of the above may also submit a nomination. Past award recipients are not eligible for the award. For a list of past recipients, visit [acwa.com/about/awards/emissary-award](http://acwa.com/about/awards/emissary-award). Those who have been nominated previously but not selected may be nominated again. Qualified nominations not selected to receive the award will automatically be re-entered into the competition for the following two years, unless they are withdrawn by the nominator.

### Nomination Deadline

Nominations will be accepted year round and reviewed annually. When awarded, the presentation will occur at the ACWA Fall Conference. Nominations must be received by **September 1** of each year.

# Official Nomination Form

**Deadline: September 1 of each year**

(or the following business day if the deadline falls on a weekend or holiday)

Date of Entry (MM/DD/YY): \_\_\_\_\_

Name of Person Submitting the Entry: \_\_\_\_\_

Title of Person Submitting the Entry: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Title of Nominee: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail: \_\_\_\_\_

ACWA Board, committees, task forces, subcommittees, etc. served on (include dates):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include a narrative, typewritten, double-spaced and no longer than 300 words and a professional electronic photograph of the nominee. **(See Nomination Requirements.)** Please explain the nominee's accomplishment(s) in support of ACWA's mission, goals, issues or programs and how his/her efforts meet the criteria for selection. Also please include ACWA events/campaigns nominee has been involved with.

## Return completed form to:

ACWA / Emissary Award  
980 9th Street, Suite 1000  
Sacramento, California 95814-3577  
E-mail: [awards@acwa.com](mailto:awards@acwa.com)

## Questions?

Call ACWA's  
Communications &  
Outreach Department  
at 916.441.4545.

## Nomination Requirements

Nominations must include a brief narrative (300 words or less) describing the contributions and efforts made by the nominee including the tangible results of his or her efforts. Specific ACWA involvement must be identified. The narrative should also identify groups or outcomes influenced or impacted by the nominee's enthusiasm and commitment. A completed Official Nomination Form and a professional photograph of the nominee (high resolution electronic format preferred) must accompany each narrative.

## Selection Process / Judging

The selection committee will consist of one designee from each of ACWA's standing (limited) committees. The selection committee will review the nominations and select the outstanding nominee. Qualified nominations not selected to receive the award will automatically be re-entered into the competition for the following two years, unless they are withdrawn by the nominator.

If after reviewing the nominations the selection committee determines there are no qualified nominations, the award will not be presented that year.

## Award Presentation

The award recipient will be announced and highlighted during the ACWA Fall Conference and profiled in *ACWA News*, in a statewide press release and other ACWA communication vehicles.

