



CONSERVATION PROGRAM AWARD OFFICIAL ENTRY FORM

Please attach Official Entry Form to nomination portfolio. It must be RECEIVED at IPRA BY OCTOBER 31, 2006, with \$35 entry fee. Nomination portfolios received after the deadline will be subject to a 10-point penalty, if accepted at all.

IPRA keeps previous year's award nominees and winner narratives on file in the library. This is a great resource for program and facility ideas. Stop by the IPRA office and browse the resource library now!

Questions? Contact Sandy Wolf-Chevalier, Tinley Park-Park District, 708-342-4216, or sandy.chevalier@tinleyparkdistrict.org

Award Division (circle one): I II III IV V

- I. Agencies with last known equalized assessed valuation of less than \$200 million.
- II. Agencies with last known equalized assessed valuation of \$200 million to less than \$400 million.
- III. Agencies with last known equalized assessed valuation of \$400 million to less than \$1 billion.
- IV. Agencies with last known equalized assessed valuation of \$1 billion or more.
- V. Forest Preserve Districts and Conservation Districts

Latest EAV:

Nominated Program:

Agency:

Agency Chief Administrator:

Application Submitted by:

Title:

Agency Address:

City, State, Zip:

Work Phone:

Email:

Date Submitted:

Thank you for participating in the IPRA Awards & Recognition Program

Postal mail or drop-off submission to: IPRA, 1815 S. Meyers Rd. Suite 400, Oakbrook Terrace, IL 60181
Phone: 630-376-1911 **Fax:** 630-376-1919
www.ILipra.org

PURPOSE

The purpose of the Conservation Program Award is to honor public agencies for outstanding and innovative achievements in environmental conservation projects or programs.

ELIGIBILITY

Agencies that employ IPRA members are eligible to enter. Project, program or event must have taken place during the 2005 or 2006 calendar year.

DIVISIONS

- I. Agencies with last known equalized assessed valuation of less than \$200 million
- II. Agencies with last known equalized assessed valuation of \$200 million to less than \$400 million
- III. Agencies with last known equalized assessed valuation of \$400 million to less than \$1 billion
- IV. Agencies with last known equalized assessed valuation of \$1 billion or more
- V. Forest preserve districts and conservation districts

CATEGORIES

The Committee makes the following suggestions of types of conservation programs, projects, or events that could be entered. The list is by no means inclusive.

1. Environmental education and interpretation classes, exhibits, programs, and events
2. Design of open space areas for conservation and/or educational/interpretation purposes
3. Restoration of environmentally significant sensitive areas
4. Special events with a conservation theme
5. Recycling programs or projects
6. Development and implementation of a comprehensive environmental policy

JUDGING

The IPRA Awards Committee will select a panel of experts to judge all entries. There will be one award per division.

PRESENTATION OF AWARDS

Awards are **not** presented at the conference luncheon, however recipients are recognized during luncheon proceedings. Winners will be given the option to purchase additional plaques. Plaques will be delivered directly to the winning agency.

PREPARATION OF ENTRY

Six (6) identical portfolios must be submitted according to the entry specifications provided. All materials submitted become the property of IPRA. Portfolios must be prepared by the submitting leisure service agency.

*An electronic file by the winning agency will be requested for posting on the IPRA website and library if available.

Nomination portfolios received after the deadline will be subject to a 10-point penalty, if accepted at all.

Thank you for participating in the IPRA Awards and Recognition Program. **Official Entry Forms and nomination portfolios must be RECEIVED by OCTOBER 31, 2006.** Call to confirm if you are mailing your entry.

Phone: 630-376-1911 **Fax:** 630-376-1919

Postal mail or drop-off submission to: IPRA, 1815 S. Meyers Rd. Suite 400, Oakbrook Terrace, IL 60181

ENTRY SPECIFICATIONS

To receive full point value for each specification, all requested information must be included. **ADDITIONAL MATERIALS WILL NOT BE CONSIDERED.** A single entry with no competition within a division is required to meet a minimum standard in order to win.

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 or 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:	<u>5 points</u>
	TOTAL	35 points

CRITERIA

Award Entries will be judged on the following criteria. Emphasis and care should be placed on this part of the entry. **PLEASE WRITE YOUR NARRATIVE USING THE FOLLOWING CRITERIA AS "CHAPTER HEADINGS".**

1.	Reasons for initiating the program/event	10 points
2.	Statement of program/event goals and objectives	10 points
3.	Unique, innovative features of the program/event	10 points
4.	Utilization of volunteers and/or community resources	10 points
5.	Ability of project, program or event to educate the public environmentally	15 points
6.	Project, program or event's ability to preserve, enhance and protect environmental open space	15 points
7.	Effectiveness in meeting stated goals and objectives	10 points
8.	Steps taken toward ADA compliance	5 points
9.	Statement of the overall impact of the project, program or event and why it is deserving of this award	<u>25 points</u>
	TOTAL	110 points

MAXIMUM POINTS POSSIBLE 145 POINTS