

ENTRY PROCEDURE

The application should cover activities from June 1, 2008 - June 1, 2009

Step 1. Complete the enclosed Award Application Form which will be the first page of your entry. **Use a separate application for each award category you are entering.***

Step 2. Type a Summary, responding to the questions contained in the "Writing Your Summary" section. Do not exceed two double-sided pages (four sides). You are required to submit 3 photocopies each of your Award Information Sheet and Summary.

Step 3. Add up to four double-sided pages of supplemental material numbered 1-8, not including the Award Information Sheet and Summary. The purpose of this portion of your entry is to substantiate claims made in your Summary. Supplemental material can include press clips, brochures, photographs, letters of endorsement, proclamations, etc. Please do not include bulky items or videos.

Step 4. Place the Application Form, Summary, and up to four double-sided pages of documentation in a standard ring binder* and mail by **June 20** to:

Keep Nebraska Beautiful
3201 Pioneers Blvd., Suite 118
Lincoln, NE 68502-5963

*Separate applications and binders must be used for each award category entered.

JUDGING OF ENTRIES

An independent panel of judges will choose the winners. First Place, Second Place and Awards of Excellence will be awarded for each category. First and second place winners will receive plaques. Cash awards, other than for the School Recycling Category will be given only to the First Place award winners in those categories so indicated.

RETURN OF ENTRIES

Your award entry notebooks will be available for you to pick up immediately following the awards program. They can also be picked up at the Keep Nebraska Beautiful office in Lincoln any time following the Awards Luncheon. If you are not able to pick them up, please enclose \$5.00 for return by mail.

DEADLINE

All entries must be postmarked by **June 20, 2009**. Call Keep Nebraska Beautiful at (402) 486-4562 if you have any questions.

KEEP AMERICA BEAUTIFUL NATIONAL AWARDS

It is our hope that the award winners will enter the Keep America Beautiful (KAB) National Awards program. KAB Awards are given at the KAB National Conference in Washington D.C. in December. Contact Keep Nebraska Beautiful for more details or check the Keep America Beautiful website at <<http://www.kab.org>>.

IMPORTANT NOTE:

Every Nebraska community may enter the Deanie Anderson Community Environmental Award and the Great American Cleanup™ Award, **but are limited to entering only one of the other categories** mentioned on the opposite page. In this way, we hope to recognize several different communities, individuals, groups, businesses and industries, etc.

ORGANIZING ENTRIES

- ❖ Clear plastic sleeves inside the binder are an ideal way to display your summary and supplemental materials.
- ❖ Include any supplemental materials that document the facts or statistics in your written summary.
- ❖ Include any materials that demonstrate activity with your local KAB System affiliate.
- ❖ Include any materials that demonstrate activity with local volunteers.
- ❖ Include press clippings or other printed material about your program/project.
- ❖ Include photographs, brochures or copies of any original material.

WRITING YOUR SUMMARY

Type the name of your group, school, etc. in the top right-hand corner of the first page. Type your city on the second line and the category you are entering on a third line.

Outline your accomplishments using the guideline statements listed below. This is the most important part of your entry, and is read carefully by the judges. Summaries must be typed and answers must be numbered to match the guideline statements. Please do not use clip art or colored ink in this portion of your entry. Use no less than one-inch top, bottom and side margins on standard 8 1/2" x 11" paper, with a type size no smaller than an 11-point font.

- 1. Background and Statement of Need** - What was the motivation for your project/program? Was the project/program originated by your group? If not, explain how you got involved.
- 2. Execution of Program** - Describe your project/program. What activities were involved? Please indicate what part of the project/program you or your group were responsible for (i.e., recruited and trained all volunteers, obtained in-kind donations from local businesses, etc.) If you worked as a partner with other entities, please explain what you or your group's responsibility to the project/program was. If you are entering the business/industry category, indicate the number of employees.
 - ❖ **Litter Prevention:** If the project was a litter prevention activity, describe how it promoted litter prevention in your community to change attitudes and behaviors. List your partners and describe their level of involvement in your activities. Describe the sustainability of your activities.
 - ❖ **Beautification and Community Improvement:** If the project was a beautification and community improvement project, describe how your activities motivated the residents of your community and explain the sustainability of your activities. List your partners and describe their level of involvement in your activities.
 - ❖ **Minimization of the Impact of Waste (waste reduction through reuse, recycling, etc.) on Communities:** If the project was a waste reduction, reuse or recycling activity, describe how it promoted responsible waste handling in your community. Include relevant statistics. Schools entering the School Recycling category must include the pounds of each material recycled. List your partners and describe their level of involvement in your activities.
- 3. Budget, Impact and Community Involvement:** What was your budget? Describe the volunteers, in-kind donations, number of volunteer hours or other goods and services you received from the community, businesses, schools, government resources, individuals, etc.
- 4. Results and Sustainability** - What are the results, community benefits, etc. that your program achieved? Is this a continuing effort? Does it dramatize the need for on-going action?



AWARD APPLICATION FORM

KEEP NEBRASKA BEAUTIFUL'S
ANNUAL ENVIRONMENTAL AWARDS

2009

Please type or print. **If you are applying for more than one award, please photocopy this application and include in separate binders.** Be sure to include this form in your award entry binder(s). Call (402) 486-4562 if you have questions.

CATEGORY
<input type="checkbox"/> DEANIE ANDERSON COMMUNITY AWARD Population Categories: <input type="checkbox"/> Less than 2,500 <input type="checkbox"/> 2,501-10,000 <input type="checkbox"/> 10,000+
<input type="checkbox"/> YOUTH GROUP/SCHOOL AWARD <input type="checkbox"/> Elementary (K-6th grades) <input type="checkbox"/> Secondary (7-12 grades)
<input type="checkbox"/> SCHOOL RECYCLING AWARD
<input type="checkbox"/> CIVIC/NON-PROFIT ORGANIZATION AWARD
<input type="checkbox"/> BUSINESS/INDUSTRY AWARD
<input type="checkbox"/> GREAT AMERICAN CLEANUP™ AWARD
<input type="checkbox"/> "GROW BIG RED" AWARD
<input type="checkbox"/> KEEP AMERICA BEAUTIFUL AFFILIATE AWARD

FOR CORRESPONDENCE	
Name	
Title	
Organization name	
Address	
City, State, Zip	
Phone Number	Fax Number
Email Address	

AWARD RECOGNITION NAME
Type the name as it should appear on the award (limited to 50 characters, including spaces)

ENTRY BINDER CHECKLIST
All entries must include the following to be eligible:
<input type="checkbox"/> Award Information Sheet <input type="checkbox"/> Supplemental Material <input type="checkbox"/> Three photocopies of Award Info Sheet & Summary <input type="checkbox"/> All material placed in a binder
<input type="checkbox"/> Mailing fee of \$5.00 if you do not intend to pick it up at the Awards Luncheon and want the binder sent back to you after August 10, 2009.

Entries must be postmarked no later than **June 20, 2009.**

Mail to:
 Keep Nebraska Beautiful
 3201 Pioneers Blvd., Suite 118
 Lincoln, NE 68502-5963

Questions: Call 402-486-4562 or email them to: info@knb.org

