

**CWEA NOMINATION FORM
NEWSLETTER OF THE YEAR**

Nominator:

Nominator Name: _____

Local Section: _____

Address: _____

City, Zip Code: _____

Work Phone: _____

Fax: _____

Email Address: _____

Nominee:

Newsletter Name: _____

Newsletter Editor: _____

Newsletter Editor Address: _____

City, Zip Code: _____

Work Phone: _____

Fax: _____

Email Address: _____

Local Section Size Category:

50 – 300 members	
301-800 members	
Over 800 members	

Checklist of Awards Criteria: You must include all of the following to be eligible for the award:

1. CWEA Member (at least one person on editorial board).
2. Three copies of the no less than four issues over the past 2 or 3 years.
3. Newsletter has been distributed for at least three years.
4. Must not have won first-place award within the past 2 years.

Instructions:

1. Applicants must use the attached form. Other formats will not be accepted.
2. Submitted materials will not be returned.
3. The CWEA Newsletter Awards are coordinated by the CWEA SuperGroup Committee.
4. The team will evaluate all nominees for this award.
5. Prizes will be awarded for first, second and third place, calculated out of a total of 100 points possible, of which 45 points are based on subjective review of sample newsletters provided.
6. All award nominees will be notified of their status prior to the CWEA Annual Conference.
7. Send State Award Nominations to CWEA Awards program, 7677 Oakport Street, Suite 600, Oakland, CA 94621. Emails are acceptable.
8. All state awards must be received by Friday, January 13, 2012. Postmarks will not be accepted.
9. Questions: Call Dave Kachelski, SuperGroup Committee, (909) 877-5404 or kachelskid@hotmail.com

I. NEWSLETTER FORMAT (20 points total possible)

- A. Number of Pages _____ (0 points)
- B. Section Logo on First Page _____ (1 point)
- C. Gloss or Paper _____ (5 points)
- D. Officers/Chairs Contact Present? _____ (3 points)
- E. Section Meeting Notice in Newsletter? _____ (5 points)
- F. Sponsor Page
Is there a sponsorship page? _____ (2 points)
How many sponsors are there? _____ (2 points)
- G. Newsletter in color or black and white? _____ (2 points)

II. NEWSLETTER DISTRIBUTION (15 points total possible)

- A. How Many Issues a Year are Printed (Frequency of Printing)? _____ (5 points)
- B. Is Electronic Distribution Available? _____ (5 points)

- i. What percentage of the section's membership receives an electronic edition? _____ (3 points)
- ii. What percentage of the section's membership receives a paper edition? _____ (2 points)

III. NEWSLETTER CONTENT (20 points possible)

A. Describe some article topics in the past year relative to operations, collection systems, maintenance and training, laboratory, pretreatment pollution prevention stormwater and control, safety, biosolids, engineering and research, government affairs or other CWEA topics in the past year. (5 points possible)

B. Describe what biographical articles about Local Section members were in your newsletter in the past year. (5 points possible)

C. List some CWEA local, state or national (WEF) events that were detailed in your newsletter in the past year. (5 points possible)

D. List some entertainment articles appearing in your newsletter in the past year. (5 points possible)

IV. Provide Sample Newsletter (45 points possible)

Please provide a newsletter from the past year to be used for review by the judges in comparing your newsletter to other local sections' newsletters.