



OKLAHOMA CHAPTER AWARD NOMINATION FORM

SUBMITTAL REQUIREMENTS

All nominations must be submitted in electronic format through the OKAPA Chapter Dropbox. No hard copies of any nomination materials will be accepted. Your project folder must be labeled with the appropriate award category and name of the project (Ex: Outstanding Plan, City of X Comp Plan). If nominating for multiple categories please create separate folders. Please place each of the following electronic files in separate folders within your project folder in the Dropbox.

NOMINATION FORM: The completed APA-Oklahoma Award Nomination Form.

SUMMARY DESCRIPTION: One-page summary description of the submission, or in the case of an individual, a one-page resume. If chosen as the award winner, portions or all of the summary description may be used for the video presentation at the Awards ceremony.

AWARD CRITERIA: One- to two-page explanation demonstrating how the submission specifically meets each criterion in the order listed under each award category.

LETTER(S) OF SUPPORT: A least one (1) but no more than three (3) one-page letters in support of the entry from someone familiar with the nomination but other than the nominator and/or staff/consultant.

PROJECT OR PLAN: A digital copy in PDF format of the document for which the nomination is submitted. (May not be applicable to Citizen Planner nomination.) If nominating a long document or a series of plans, please save them as a single PDF. Please do not provide a separate PDF for each chapter or graphic.

IMAGES: Up to ten (10) high-resolution digital images in JPEG format of project-related images, such as photos, renderings, maps or other graphics may be included. The images should be representative of the nominated project, person, process, or program. Do not submit pdfs or PowerPoint slides for this item. Quality is important because the images will be used in the awards presentation and newsletter. Please also include a document that lists image names and a brief caption for each image. In nominating under the Outstanding Citizen Planner category, include at least one image of the individual being nominated.

SUBMITTAL METHODS

Nomination Package Submittal: For access to the Dropbox link please contact Jill Ferenc at jferenc@brokenarrowok.gov.

Submittal Deadline: January 18, 2023

APA-Oklahoma will confirm receipt of your submittal.

Questions? Contact Jill Ferenc by email at jferenc@brokenarrowok.gov.

Awards Committee will resolve any questions regarding eligibility and submittal concerns.



American Planning Association
Oklahoma Chapter

Making Great Communities Happen

OKLAHOMA CHAPTER AWARD NOMINATION FORM

NOMINATION TYPE

Category (check one): Outstanding Public Outreach, Program, Project, Tool, Community Initiative
 Outstanding Plan Outstanding Citizen Planner Outstanding Student Project

Plan/Project Title or Citizen Name: _____

Brief Description: _____

Completion/Adoption Date (not applicable to Citizen Planner): _____

Plan/Project Sponsor or Jurisdiction: _____

Other Agencies or Firms Involved (Name and Organization/Firm): _____

NOMINATOR

The Nominator will be considered the primary contact to the Chapter for all decisions made on this nomination.

Name: _____

Title/Organization: _____

Address: _____

Email: _____ **Phone:** _____

SIGNATURE

I acknowledge that the submitted work was done by the parties credited in this Award Nomination Form, and that the work meets the eligibility and nomination submittal requirements. I understand that all winning documents will be placed on the Oklahoma Chapter website under Award Winners.

Signature of Nominator

Date

Printed Name of Nominator