

1. Award Title: **SECTION SMALL SYSTEM PROGRAM AWARD**

2. Purpose of the Award:

To recognize AWWA sections for initiatives that promote small system compliance, quality water service, and involvement in AWWA. Also to profile programs that will encourage other AWWA sections to conduct comparable small system activities.

3. Granting of Award:

Up to three awards may be granted annually. Each award will consist of a plaque and \$200 in cash to be used specifically toward funding small system development. Each section will be asked to indicate the anticipated use of the funds. No award will be granted if submissions do not merit such recognition.

4. Frequency of the Award: Annually, if deserved.

5. Eligibility for the Award:

All AWWA sections are eligible. Any activity conducted by a section in training, assisting, or educating small systems during the past year is eligible. Each section will be eligible for only one award per year. Projects sponsored jointly with utilities or other organizations are eligible and are encouraged. However, small system activities conducted solely by utilities or other organizations are not eligible. Small System activities submitted must have been developed, administered, or introduced during the past year. Section resources will be considered by the award committee.

6. Entry Requirements:

The attached entry form should be completed and submitted by a section wishing to be considered for the award not later than February 1. Winning sections may subsequently be requested to submit supporting data for display at the AWWA Annual Conference and Exposition.

7. Nomination Procedure:

All nominations will be made to the Small Systems Division staff secretary at AWWA headquarters who will forward them to the award committee.

8. Nomination or Submission Deadline: February 1.

9. Award Committee Membership:

The committee shall consist of a chair and up to five other members, each appointed for a three-year term by the chair of the Small Systems Division. The committee shall exist and function as a working committee of the Small Systems Division. A member from the AWWA staff appointed by the Executive Director shall serve on the awards committee as secretary without a vote.

10. Method of Selecting Award Recipient:

The award committee will consider and evaluate each section entry on the following criteria:

- Innovation
- Effectiveness
- Practical applicability for other AWWA sections
- Benefits for small systems, the water industry, and the public

Winners will be selected on the basis of the above criteria from the nominations received by the submission date. The award committee may contact nominating sponsors to pose specific questions or for clarification of information on the nomination submitted.

Section Small Systems Program Award

11. Presentation of the Award:

Winners will be announced by April 15. Award certificates will be presented to the Small System Committee chairs of winning sections at the American Water Works Association Annual Conference and Exposition. Space will be provided at the conference to display materials from winning entries.

Deadline for Submission: February 1

ENTRY FORM - Please complete this form.

No additional materials should be submitted at this time.

Please send form to:
Lois Sherry, Small Systems
Division Staff Secretary
6666 W. Quincy Avenue
Denver, CO 80235

SECTION SMALL SYSTEM PROGRAM AWARD

1. Section: _____

Section Chair: _____

Address: _____

Phone No.: () _____ Fax No.: () _____

Section Small System Committee:

Chair: _____

Members: _____

2. Title of Project or Program: _____

3. Description: Provide a brief, summary description of the small system initiative, activity, or project being submitted. The activity submitted for consideration must have been developed or introduced during the past calendar year. If appropriate, indicate the name or title of the project.

4. History: Describe how the project was developed and the date it was implemented.

5. Innovation: Identify the innovative aspects of this project. What is unique about your section's approach to developing and/or implementing this project? What particular challenge did your section face and overcome in developing and/or implementing the project?

6. Effectiveness: Identify the outcomes or results achieved, using quantitative data where possible. If such results are not yet available--either because the project was initiated in the latter part of the year or because it was not easily measured upon implementation--then describe the process that you plan to follow to evaluate the project's effectiveness and the criteria you intend to use to determine the success of the project.

7. Practical Applicability for Other AWWA Sections: Can this project be done readily by other sections? Does it matter if your section/committee is big or small? Identify necessary resources including dollar cost of implementation and administration and principal tasks required to implement this project. Was the project focus a regional or a national matter? Did the project require AWWA support or other special talent? Is talent readily available for this project in most sections? Was this a cooperative project with other small system help providers in your section?

8. Benefits: Identify the project's principal benefits for the water supply industry and for the public. Will the project improve small system compliance? Will the project result in the creation of a tangible item or activity, such as a workbook, videotape, seminar/workshop, award program, field trip, or exercise? Has the project been presented by/featured in the local media (radio, TV, newspaper), and did it bring positive attention to the section, the Association, a utility, or another group interested in water supply (schools, health departments, environmental groups)? Does the project provide and/or improve job-related skills? Will the project improve the public's understanding of local small system water utility issues? Did the project include public involvement or participation?

9. Additional comments, if any.

Submitted by: _____
Section Chair

Date

Section Small System Committee Chair

Date