

AEA Entry Form

Association Awards Categories

CATEGORY

Check the box that corresponds with your entry. This is the category for which your entry will be submitted.

Please use *ONE* form per entry. This form may be duplicated as necessary for submission. Please consult www.nahb.org/aea for **general criteria** and full category titles and descriptions.

Communications Pillar:

- Best Social Media Effort
- Best Web Site
- Best Publication
- Best PR Program Conducted

Education Pillar:

- Best Education Program
- Best Workforce Development Plan Implemented

Membership Pillar:

- Best Member Recognition Program/Event
- Best Membership Recruitment/Retention Plan Implemented
- Best Council Development Program

Government Affairs Pillar:

- Best Government Affairs Effort - Locally
- Best Government Affairs Effort – Regionally
- Best Political Action Program Administered

HBA Operations Pillar:

- Best Service to Members
- Best Partnership Between State and Local(s)
- Best Service Provided by State Assn to Local Assn (State Assns Only)
- Best Association Operations Program Administered
- Best Community Service Project Conducted
- Best HBA Partnership/Coalition

Revenue Pillar:

- Best Home or Industry Trade Show
- Best Parade or Tour of Homes
- Best Source of Revenue Other Than Dues, Parades or Shows

ENTRY FEE

The fee for submission is forty dollars (\$40.00) per entry, if you complete your entry form online the fee is discounted \$5 (\$35 per entry). To pay by check please fill out the following AEA Entry Payment Form.

SUBMISSION REQUIREMENTS

EOC staff will screen entries to verify eligibility and compliance with submission requirements. Any entry not meeting the basic submission requirements will be returned for additional information and subject to disqualification. The entrant will have seven (7) business days to submit additional support materials. After the seven day window elapses, the entry will be disqualified. **No refunds will be provided for disqualified entries.**

ASSOCIATION SIZE & INFORMATION

Please select association size as it applies according to **your association's total membership (including affiliate members) number as of 12/31/09.**

- Local Assoc.: 350 or Fewer
- Local Assoc.: 351–750 members
- Local Assoc.: 751+ members
- State Association: Any Size

Total # of Members as of 12/30/09 (specific number): _____ Total # of Staff (excluding EOs): _____

Association Name: _____

EO Name: _____ EO Title: _____

Years in Association Management: _____ Years as an EO: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____ Web site: _____

ENTRY TITLE: _____

Please answer the following questions on a separate page (if needed) and attach.

1. In **50 words or less**, give a **description** of this entry. Please provide any information that will help the judges and fellow peers identify the value of your submission. *(Up to 10 points)*
*Please note: This will be the description placed in the AEA Description of Entries booklet.
2. Was the entry created in **2009**? Yes No
If **no**, what year was the program first started and how do you believe the program has evolved to now make it deserving of an award? {Please note: Programs not created in 2009 must be ongoing to date.}
3. Has this entry won an Association Excellence Award in the last three years? Yes No {Please Note: **Winning entries** from the last three years are not eligible **unless** there have been substantial changes in content and/or format.}
If yes, please outline the changes that make the entry eligible for consideration.
4. What was the **purpose and goals** of this project? *(Up to 5 points)*
5. Were the purpose and goals achieved? Yes No *(Up to 15 points)*
If **yes**, how was it achieved and outline results. If **no**, outline circumstances. (include supporting documents)
6. How many staff worked on this project? _____
7. Project Budget: _____ Association Annual Budget: _____
8. Explain how this project was funded. Include copy of budget, if applicable. *(Up to 10 points)*
What percent of this project was done in-house (i.e. by staff), by members or outsourced (i.e. PR firm, contract lobbyist)?
In-House: _____% By Members: _____% Out Sourced: _____%
9. What obstacles were faced while doing this project/program?
10. In **50 words or less**, tell the judges **why** this project is worthy of an award. *(Up to 10 points)*

Entries must be received at the EOC/NAHB no later than 5:00 p.m., Friday, April 16, 2010. Mail supporting materials to:

EOC / NAHB
AEA AWARDS
1201 15th Street NW
Washington, DC 20005-2800

REMEMBER to include **one (1) professional photograph** of the association's executive officer. Electronic versions of photographs should be provided in JPEG format on CD or emailed to the EOC at amoyer@nahb.com. Only one photograph per association is required.

Incomplete and/or late submissions will be returned and deemed ineligible for judging. All entries will become the property of the EOC and will not be returned.

2009 AEA Entry Payment Form
Only one payment form needed per association!

Please select payment method and categories entered below:

The fee for submission is forty dollars (\$40.00) per entry, if you complete your entry online the fee is discounted \$5 (\$35 per entry). Entries received without the appropriate payment will be disqualified.

Please make your check payable to NAHB/EOC

Categories Entered:

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- Best Social Media Effort
- Best Web Site
- Best Publication
- Best PR Program Conducted

Education Pillar:

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Total Number of Entries: _____ Total Paid: _____

EO Name: _____

Association: _____

Telephone Number: _____ E-mail: _____

If you would like to pay with credit card, please fill out the following information.

NOTE: We do not accept Discover Card.

Account Number: _____ EXP: _____

Name as it appears on Card: _____

Cardholder's Signature: _____

Please attach complete entry forms