

Michigan Association of County Drain Commissioners 2008 Awards Program • Official Entry Form

Due Date: November 1, 2007

Information supplied on this form will be used to print awards and/or certificates. Please type or print the project name and the names of firms EXACTLY as they should appear on the award.

Award Winners must supply project abstract and photos electronically so that they can be posted on the MACDC website (www.macdc.net.)

Note: Engineers, Contractors, Suppliers, or Consultants must be MACDC Members or Associate Members to be listed on the award.

Engineers(s) (if any)

Contractor(s) (if any)

Supplier(s) (if any)

Project Name:

Other Firms or Individuals

(please do not exceed 45 characters)

Submitted by:

Drain Commissioner's Approval

Applicant's Name

I approve the submission of this project to MACDC's 2008 Awards Program. To my knowledge, this entry meets all program requirements.

Street Address

Name

City/State/Zip

Office

Telephone

Signature

Fax

Please submit a separate application for each entry. The \$50 entry fee must accompany each application.

E-mail

Make checks payable to:

Michigan Association of County Drain Commissioners

See reverse side of this form for further details.

MACDC 2008 Awards Program Rules and Procedures

Purpose and Goals

This Awards Program aims to:

- ◆ Recognize creative and innovative accomplishments of Members and Associate Members of the Michigan Association of County Drain Commissioners (MACDC).
- ◆ Promote public awareness of the activities and contributions of MACDC, its Members and Associate Members.

Eligibility

Any MACDC Member or Associate Member may enter this Awards Program. Drain Commissioner(s) and/or Associate Member(s) may submit projects jointly or separately. Associate Members submitting separately must obtain the signature of the Drain Commissioner of record on their Entry Form.

Award Categories

MACDC's panel of judges will review submittals. Two projects will receive an *Innovation and Excellence* award. MACDC will provide one award for each winning project; recipients may purchase additional copies of the award.

MACDC may also award Honorable Mention certificates to a maximum of two projects.

Schedule

Application Packets Due: 4:00 p.m. on November 1, 2007

Notification of Winners: January 2, 2008

Awards Presentation: February 13, 2008

General Criteria

1. All entries must be submitted in accordance with the rules outlined in this document.
2. A Member or Associate Member may enter as many qualified projects as they wish.
3. Projects that have received awards from other organizations may be entered.
4. Projects must have been completed and in use between April 1, 2005 and December 31, 2007.
5. Entries must comply with Submission Guidelines section of this document. Failure to comply may disqualify an entry. Please read the Guidelines thoroughly.
6. MACDC Awards Committee reserves the right to determine entry eligibility.
7. MACDC Awards Committee determines the Award Category based on submitted information.

Fees

An entry fee of \$50 is required with each submission, and is used to defer program expenses. Make checks payable to: **Michigan Association of County Drain Commissioners.**

Judges and Judging Criteria

A panel of three qualified judges will evaluate entries based on the work completed by the entering organization(s). Finalists and winners are selected based on overall project excellence. Judges will evaluate and compare projects based on the following Judging Criteria:

1. Public involvement and education
2. Environmental and water quality benefits

3. Use of new materials
4. Use of new technologies
5. Innovation
6. Complexity
7. Cost effectiveness

Note: Projects need not contain all seven of the above criteria.

Submission Guidelines

Each entry must include:

1. Completed Official Entry Form; forms must be signed by the Drain Commissioner with jurisdiction over the project.
2. A brief narrative describing the project as it relates to the Judging Criteria previously listed. The narrative should not exceed five pages. Submit at least 3 photographs; additional photographs and other relevant material may also be submitted. The complete application packet must not exceed ten pages. Application packets should be bound or stapled – please do not use three-ring binders.
3. One original and three copies of all materials.
4. \$50 Entry Fee (Checks payable to Michigan Association of County Drain Commissioners)

Due Date: November 1, 2007

Mail Application Packets along with Entry Form to:

Stacy Hissong
Hubbard, Fox, Thomas, White & Bengtson, P.C.
5801 W. Michigan Ave.
Lansing, MI 48917

Public Relations

Winning Projects are honored at MACDC's Winter Conference, and are featured in Pipeline Magazine. The Awards Committee will issue a press release to publicize the Awards Program and award-winning projects. Project descriptions will be posted on the MACDC Website (www.macdc.net).

Special Requirements

All entries will be recognized at the Winter Conference. MACDC will host a display area. All applicants, regardless of whether they receive an award, may present graphic panels for their projects. Applicants provide a 32" x 40" board (standard crescent matte board) mounted on foam core. The panel should include text such as the Project Title, Drain Commissioner's Name, and a brief list of project highlights. Type size no smaller than 18 point is recommended. Photos, other graphics, and captions that illustrate project features should also be incorporated. The finished graphic panel should "tell a story" about the project. MACDC's Awards Committee recommends simple, inexpensive production for these panels.

Award Winners will be invited to make brief slide presentations highlighting their projects at a conference session on Wednesday, February 13, 2008. Further information will be provided with the notification of award in January. (Due to time constraints, slide presentations cannot be made for projects receiving Honorable Mention.)

Questions? Call:

Larry Protasiewicz, P.E., Spicer Group Inc., 989.224.2355

Stacy Hissong, Hubbard, Fox Thomas, White & Bengtson, P.C.
517.886.7125