



Nominations should be for work/projects completed after November of 2018. All finalists honored and winners will be announced during our Awards Banquet at the National Cowboy and Western Heritage Museum in Oklahoma City on November 22, 2019.

Attach all required documents, photos and other materials to this form (complete description of nomination requirements on reverse side) and submit to Keep Oklahoma Beautiful via email [miranda@keepoklahomabeautiful.com](mailto:miranda@keepoklahomabeautiful.com) or mail to the address below. **Postmark deadline August 5, 2019.**

Please TYPE OR PRINT

**ALL INFO REQUIRED**

**NOMINEE INFORMATION:**

Name of Person/Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell or Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**YOUR CONTACT INFORMATION:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell or Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**AWARD CATEGORIES**

(choose only one)

☐ KOB YOUTH AWARDS

\_\_\_\_Elementary/Middle School \_\_\_\_High School

☐ BUSINESS: \_\_\_\_<150 Employees \_\_\_\_>150 Employees

☐ COLLEGIATE EFFORT: \_\_\_\_Student Driven \_\_\_\_Faculty, Staff & Institution Driven

☐ K-12 EDUCATORS & EDUCATIONAL INSTITUTIONS

☐ GOV'T PROGRAMS: \_\_\_\_Municipal/County \_\_\_\_State/Tribal

☐ NONPROFIT ORGANIZATIONS (Determined by Service Area Size): \_\_\_\_ <15,000 \_\_\_\_15,001-40,000 \_\_\_\_>40,001

☐ AFFILIATE CHAMPION (Affiliate Only Award)

☐ VOLUNTEER COMMUNITY GROUP

☐ LAW ENFORCEMENT

For the complete description of each category, visit [keepoklahomabeautiful.com/award-categories](http://keepoklahomabeautiful.com/award-categories)

**NOMINATION FOCUS AREA**

(select all that apply)

☐ ENVIRONMENTAL IMPROVEMENT & SUSTAINABLE PRACTICES

☐ BEAUTIFICATION & LANDSCAPING

☐ CLASSROOM, WORKSHOP, CONFERENCE & ONLINE TRAINING

☐ COMMUNICATION & PUBLIC AWARENESS

**Mail completed entries to:**  
**Keep Oklahoma Beautiful**  
**720 W Wilshire Blvd, Suite 118**  
**Oklahoma City, OK 73116**

**POSTMARK DEADLINE:**  
**August 5, 2019**

## 2018 Environmental Excellence Competition Nomination Guidelines

**ATTENTION:** Read carefully as there will be no exceptions. Please call or E-mail if you need further explanation.

### REQUIREMENTS:

- Each award nomination must fit one of the award categories listed on the front side. Complete category descriptions can be found at <http://www.keepoklahomabeautiful.com/award-categories>
- Award nominations will describe a single outstanding PROJECT or exemplary PROGRAM completed with the 12-month period ending June 30th. DO NOT submit a report of your organization's complete agenda for the year. Eligible projects will *focus on one or more of the following areas* (for a complete description of each area, visit <http://www.keepoklahomabeautiful.com/award-guidelines>):
  - Beautification & Landscaping
  - Environmental Improvement/Sustainable Practices
  - Classroom, Workshop, Conference & Online Training
  - Communications & Public Awareness

**The following must be included with this nomination entry form to complete your nomination packet**

**SUMMARY:** Each nomination will begin with a typed summary of the project or achievement, no longer than 3 pages in a 12pt font, double spaced with a .5 inch margins. The summary should include:

- A clear description of the program/project
- The planning process for this program/project
- The impact and potential for longevity of the program/project
- If the program/project requires on-going maintenance, how that is being addressed
- How and to what extent the community (volunteers, city leaders, businesses, other organizations/groups) was involved (i.e. time, financial or in-kind donations) with the program.

**BUDGET:** Include a copy of the project/programs budget. If your project/program already has a prepared budget, you may use that as your submission. However, if you don't, visit <http://www.keepoklahomabeautiful.com/award-guidelines> to download a sample budget as a starting point. Plug in your own values and items.

**REFERENCES:** Include the contact information for **two**, no more than **four**, persons/organizations that funded the project and/or who benefited from the project. Provide: name, title, organization/business, street, city, state, zip, email and phone number.

**SUPPORTING DOCUMENTS:** At least **two**, no more than **four**, supporting documents are required. Examples would include news clippings, project graphics, brochures, screen captures of web pages, videos (2-minutes max) and charts and graphs highlighting the growth and/or impact of the project/program. Make sure to label each piece with the name of the NOMINEE and CATEGORY.

**PHOTOS:** Include at least **five**, no more than **10 photos** that *accurately* represent your project or achievement. For projects/programs that are showing improvement (landscaping, mural, building restoration, etc) before & after photos must be included. If you are nominating an individual, at least one of the photos must be a recent head & shoulders shot. Photos may either be submitted via email [miranda@keepoklahomabeautiful.com](mailto:miranda@keepoklahomabeautiful.com), on photo disk, or printed and mailed to KOB.

**NOTIFICATION:** Receipt of your entry will be acknowledged. Award finalists will be notified by mid-September, 2019. Award winners will be announced during the 29th Annual Environmental Excellence Awards Celebration at the National Cowboy and Western Heritage Museum in Oklahoma City on November 22, 2019.

**NO ENTRIES RETURNED:** All entries become the property of Keep Oklahoma Beautiful, Inc.

For a complete list of guidelines, rules, and judging criteria visit <https://www.keepoklahomabeautiful.com/what-we-do/environmental-excellence-competition-celebration.html>.