National Hydrologic Warning Council 2013 Awards Program

Nomination Submittal Instructions
Nomination Deadline: April 30, 2013

About the NHWC Awards

The mission of the National Hydrologic Warning Council (NHWC) is to promote the acquisition, dissemination and utilization of hydrologic and meteorological data in real-time for the protection of lives, property, infrastructure and resources, and to support the subsequent uses of the data to improve knowledge and management of the environment.

In 2007, NHWC initiated an awards program to highlight exceptional work and innovation in the field of hydrologic warning. The fourth biennial awards will be presented at the 10th NHWC Conference & Exposition in Ponte Vedra, Florida being held from June 3-6, 2013.

Award Categories

Outstanding Service Award – Awarded to an individual whose work has exceptionally benefited an individual organization and/or the hydrologic warning profession.

Operational Excellence Award – Awarded to an organization that has developed and/or maintained an exceptional hydrologic warning system.

Hydrologic Warning Innovation Award – Awarded to an individual or organization that has developed an innovative product or program improvement that has exceptionally benefited the hydrologic warning profession.

Outstanding *NHWC Transmission* Article Award– Awarded to an individual who prepared an outstanding article for publication in *NHWC Transmission* during 2011-13.

Nomination Rules and Guidelines

Who May Nominate – Any member of NHWC may submit award nomination(s) for Outstanding Service Award, Operational Excellence Award and Hydrologic Warning Innovation Award. No award nomination is required for Outstanding *NHWC Transmission* Article Award.

Who May Be Nominated – Individuals and organizations being nominated for an award need not be a member of NHWC.

Limit On Nominations – There is no limit on the number of nominations an individual may submit. Each nomination must be submitted via a separate e-mail.

Nomination Deadline – Nomination proposals must be received by **5 p.m. PT on April 30, 2013.** NHWC may extend the nomination deadline by posting an announcement on the NHWC website.

Media For Nominations – All nominations must be submitted electronically via e-mail. Electronic submittals must be compatible with one or more of the following:

- Microsoft Word
- Microsoft PowerPoint
- Adobe Acrobat.

Where To Submit – E-mail submittals will be received only at the following e-mail address:

E-mail to: kstewart@udfcd.org
Subject line: 2013 NHWC Award Nomination

Content: Include your complete contact information, nominee/project name, and nomination category in the body of the email.

Attachments: Include the nomination materials as attachments. Attachments shall at a minimum include all mandatory content (see below).

Size Limit: **7 MB for combined e-mail and attachments.** Please perform a self-check of the file size before submitting.

Questions?
E-mail to: kstewart@udfcd.org
Subject line: Question regarding 2013 NHWC Award Nomination
Content: Include your name, your question, reply email, and telephone number

Submittal Acknowledgement – Receipt of e-mail nominations will be acknowledged within five business days via a reply to the sender. If you do not receive an acknowledgment within five business days, please seek clarification as a "Question" (see above).

Duplicate Submittals – In the event that two or more nominations are received for the same individual or organization, each nomination will be treated individually.

Limit On Awards – There is no limit on the number of awards that may be awarded to any individual or organization. NHWC reserves the right to determine the number of awards to be made in any category, ranging from zero to one or more awards per category.

Nomination Coordination – Nominators are encouraged to coordinate with their nominees regarding the nomination process. NHWC will require that nominees selected to receive awards grant permission to display examples of the winning work on the NHWC website for up to 18 months following the date of presentation of the awards.

Winning Awards – Nominators submitting proposals selected for an award will be required to assist in the development of a short presentation for use during the award presentation ceremony.

Content of Nomination Proposals –The content of a nomination proposal will vary by category of award. Two categories of content have been established: mandatory content and optional content.

> ***Mandatory content*** is essential to the operation and management of the NHWC Awards Program and must be clearly and fully provided by the nominator. Nomination proposals lacking mandatory content may be rejected during the evaluation process.
>
> ***Optional content*** is available to the nominator for highlighting the attributes of the individual or organization being nominated. The extent of optional content to include in the nomination proposal is determined by the nominator. The optional content is the nominator's opportunity to "make the case" for this nomination proposal being selected for a NHWC Award.

Review of Nominations – Review of nominations will be conducted by the NHWC Awards Committee. For both mandatory and optional content, the NHWC Awards Committee reserves the right to validate the content of any nomination proposal, to request supplemental information from the nominator, or independently seek supplemental information it deems necessary for the operation and management of the NHWC Awards Program.

Award-Specific Nomination Content Requirements

Outstanding Service Award

Awarded to an individual whose work has exceptionally benefited an individual organization and/or the hydrologic warning profession.

Mandatory Content

☐Nominator information
- o Name of nominator
- o Organization worked for (agency, institution, company or individual)
- o Mailing address
- o Phone number
- o E-mail address

☐Nominee information
- o Name of nominee
- o Organization worked for (agency, institution, company or individual)
- o Mailing address (and delivery address if different)

- Phone number
- E-mail address

☐A statement regarding the individual's awareness of the nomination

☐Summary of the exceptional contribution of the individual

Optional Content

☐*Detailed description of the individual's exceptional contributions to an organization and/or the hydrologic warning profession*

☐*Background information on the nominee similar in content to a professional resume, including degrees, employment, professional accomplishments, personal accomplishments, professional involvement, and community service*

☐*Personal and professional references, including the name, agency/company, address, and contact information for each reference*

☐*Letters of recommendation*

Operational Excellence Award

Awarded to an organization that has developed and/or maintained an exceptional hydrologic warning system.

Mandatory Content

☐Nominator information
- Name of nominator
- Organization worked for (agency, institution, company or individual)
- Mailing address
- Phone number
- E-mail address

☐Nominee information
- Name of the organization (agency, institution, company)
- Name of the key contact
- Mailing address (and delivery address if different)
- Phone number
- E-mail address

☐A statement regarding the organization's awareness of the nomination

☐Summary of the operational excellence of the organization

Optional Content

☐ *Detailed description of the organization's operational excellence*

☐ *Background information on the organization and its service area*

☐ *Professional references, including the name, agency/company, address, and contact information for each reference*

☐ *Letters of recommendation*

☐ *Appropriate photographs*

☐ *Description of mass media or professional paper, presentation, magazine, or journal coverage*

Hydrologic Warning Innovation Award

Awarded to an individual or organization that has developed an innovative product or program improvement that has exceptionally benefited the hydrologic warning profession.

Mandatory Content

☐ Nominator information
- Name of nominator
- Organization worked for (agency, institution, company or individual)
- Mailing address
- Phone number
- E-mail address

☐ Nominee information.
- Name of the individual or organization
- Name of the key contact (for organization)
- Mailing address (and delivery address if different)
- Phone number
- E-mail address

☐ A statement regarding the organization's awareness of the nomination

☐ Summary of the innovative product or program improvement

Optional Content

☐ *Detailed description of the innovative product or program improvement*

☐ *Description of how the innovative product or improvement has benefited the hydrologic warning profession*

☐ *Description of the role of the individual or organization in the innovation*

☐ *Professional references, including the name, agency/company, address, and contact information for each reference*

☐ *Letters of recommendation*

☐ *Appropriate photographs*

☐ *Description of mass media or professional paper, presentation, magazine, or journal coverage*

Outstanding *NHWC Transmission* Article Award

Awarded to an individual who has prepared an outstanding article for publication in *NHWC Transmission* during 2011-13. No award nomination is required for this category.