



MAHCO is opening up nominations to all members to nominate a program(s) from your jurisdiction that you believe have met the following criteria to be selected as MAHCO Program of the Year. MAHCO will award one (1) program. Please complete the nomination entry form below and submit all necessary documentation and photos.

M.A.H.C.O Program of the Year

Criteria:

1. A program, a technique, a process, or printed material that helps to positively impact the community, educate the public on codes, or allows codes to be enforced in a unique way.
2. This is open to all members of MAHCO.
3. Each submission should include the following:
 - i. A completed nomination entry form.
 - ii. The entry itself such as newsletters, publications, videos, and/or program plans, etc. For websites include the URL address and a printed copy of selected web pages.
 - iii. Supporting materials such as pictures, testimonials or survey results.
 - iv. A descriptive letter that addresses the following content:
 - A Problem/Opportunity Statement.
 - Describe the situation or environment that created the need for this project/program.
 - Intended Goals or Outcomes
 - Describe the measurable outcome(s) this project/program was designed to achieve.
 - Documentation of Achievement
 - Describe quantitative or qualitative measures of the degree of success.
 - Include copies of relevant materials such as surveys, election results, media coverage, citizen evaluations, and levels of participation and descriptions of citizen access.
 - Budget and Use of Outside Resources
 - Provide details in regards to project budget, including quantity printed (if applicable).
 - Describe other resources used and percentage of work produced in-house and by outside vendors.

**MAHCO PROGRAM OF THE YEAR
-OFFICIAL NOMINATION ENTRY FORM-**

(1 form per program entry)

Name: _____

Municipality: _____

Nominator: _____

Email: _____

Office # _____ **/Cell #** _____

Program Title:

(Please attach any newsletter, publications, videos, program plans, URL, pictures, testimonials, survey results, data results, etc. along with entry form.)

Problem/Opportunity Statement

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Intended Goals or Outcomes

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Documentation of Achievement

Budget and Use of Outside Resources

Submit Nomination by: November 30, 2019

Electronic Submissions: mnmahco@gmail.com

Regular Mail: MAHCO, Attn: Ed Smith, 250 South 4th Street, Rm 300, Minneapolis, MN 55415