Divisions Council Achievement Awards

Each year, the APA Divisions Council recognizes outstanding division efforts — those that go beyond the minimum performance criteria in the following categories:

- Best Original Newsletter Article
- Division Communications Effort
- Education Excellence
- Contribution to the Planning Profession
- Best Practice
- Overall Division Performance

Winners are recognized at the APA/AICP Annual Meeting and Leadership Honors event at the National Planning Conference.

Criteria

All Divisions being nominated for an award in any category must:

1. Be in good standing with the Division Performance Review Process.
2. Provide all the information requested to be considered for the award by the stated deadline.

General criteria applying to all award categories:

1. The nominated activity, program, or process must go beyond the minimum Division Performance Guidelines.
2. Projects, products or programs considered for nomination must demonstrate outstanding professional quality, and measurable impacts.
3. Four key issues will be considered for all awards:
   a. Originality and readability
   b. Timeliness and relevancy of the topic
   c. The audience the product, program or project will reach
   d. Transferability to other Divisions (or Chapters)

Note: An application may only be submitted for consideration in a single category. The Awards Committee has the discretion to consider applications for categories other than the one for which it has been submitted.

The Awards Committee may choose to recognize two Divisions in any one category based on the size of the nominated Divisions — one for small divisions (under 300 members) and one for large Divisions (over 300 members). The Committee may also choose not to make an award in each category in any given year if no nominations meet the Awards Criteria.

Conflict of Interest

Any Division with a representative on the Awards Committee can submit a nomination for an award; however, the member will abstain in the evaluation or voting on awardees in that category.

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Nomination Process
For each nomination, the following information should be provided:
1. Division name
2. Division contact person and contact information
3. Award Category
4. Name of the Division project, program or process being nominated
5. Description of the project, program or process, including the targeted audience
6. Identify how the project, program or process:
   a. Meets the award criteria,
   b. Can measure success
   c. Is transferable to other Divisions
The total length of an awards nomination should not exceed two pages in length. A copy of the project, program or process is required to be submitted with the nomination form.

Award Descriptions
Best Original Newsletter Article
**Description**
1. Emphasizes outstanding content in an individual division newsletter article or series.
2. The article(s) must be:
   a. originally written for, and published in, the division's newsletter;
   b. authored by a division member;
   c. division-appropriate content with applicability across divisions
3. Articles that focus on a [Divisions Council Initiative](#) topic will receive a scoring premium.

**Criteria**
1. Quality of writing
2. Relevancy to Division focus area and more general planning practice.
3. Timeliness of subject matter

Division Communications Effort
**Description**
1. Any form of communication can be nominated for the Division Communications Effort award:
   a. Division newsletter — overall performance, not necessarily a single issue
   b. Division web site — content, originality, currency
   c. Division promotional brochure
   d. Other
2. The Communication Effort can be directed to the Division membership, APA membership, or targeted professional organization.

**Criteria**
1. Outstanding professional quality of communications effort, based on communications media used
2. Measurable impact in reaching target audience — number of members or professionals reached through communications effort
3. Timeliness and relevancy of communications tool and impact
4. Capacity for communications effort to be replicated by other Divisions as a Best Practice

Division Education Excellence
**Description**
1. The education effort can be any product, program, or process, including, a CD/DVD, professional article series, newsletter theme, workshop, component of a web site, etc.
2. The education initiative can be targeted to the Division membership, legislature/Congress, professional organization, or APA members.

**Criteria**

1. Outstanding scholastic and educational content of the effort
2. Measurable impact in reaching target audience — number of members or professionals reached through educational effort
3. Originality of educational effort
4. Topical relevancy of educational effort

**Division Contribution to the Profession**

**Description**

1. This award can apply to any product, activity, or process developed to enhance planners' skills or knowledge or raise the visibility of the profession.
2. Multi-divisional projects, programs, or processes or those with external partners are highly recommended.

**Criteria**

1. Outstanding skill-based or knowledge-based professional content
2. Measurable visibility to the profession
3. Cross Divisional or Chapter efforts are encouraged

**Best Practice**

**Description**

1. This award can apply to any division program, initiative, service or activity that serves as an exemplary model for other divisions.
2. The entry should include how the project is:
   a. transferable and readily applicable to other divisions;
   b. innovative, creative, or demonstrably effective and practicable; and
   c. able to demonstrate results and outcomes in the awards submission (will receive a scoring premium).

**Criteria**

1. Innovative and creative content
2. Measurable impacts of the practice
3. Capacity for other Divisions to replicate the Best Practice

**Overall Division Performance**

**Description**

1. This award would apply to a Division's performance over a multi-year period.
2. The award would apply to a full range of activities — education, communication, outreach, legislative, and more.
3. A Division should be able to demonstrate how their activities can be transferred to other Divisions.

**Criteria**

1. Outstanding overall member service in all aspects of Division activities
2. Capacity for other Divisions to replicate excellent performance measures