



## ENTRY PACKET

# 2016/2017 SPECIAL INTEREST GROUPS AWARD

**ENTRIES DUE: JULY 19, 2017**

ELECTRONIC APPLICATIONS SHOULD BE SENT TO AMANDA FISCHER AT [AFISCHER@TURNAROUND.ORG](mailto:AFISCHER@TURNAROUND.ORG)

Chapters encompass the very spirit of TMA, providing members with local access to educational programs and workshops, high-quality speakers, networking opportunities, pro bono engagements, and civic and community endeavors.

The **Special Interest Groups Award** recognizes one chapter, regardless of size, for extraordinary work done to address an under represented group within its chapter membership. Examples include, but are not limited to: young professionals, women, minorities, etc. The award will be based on a narrative submission.

## GUIDELINES FOR SUBMITTING AN ENTRY

Please carefully review the guidelines below when submitting your entry.

### Complete Entry Checklist

All entries must comply with the following for consideration:

- Submitted event/program took place between July 1, 2016 and June 30, 2017
- All portions of the entry form must be completed
- Information Release Form, signed by Chapter President
- Electronic submission

### Optional Attachments

All attachments must be submitted in an electronic format only (PDF is preferred).

### Acceptable Attachments:

- Brochures, Booklets
- Survey Results or Evaluation Results
- Newsletters
- Annual reports
- Awards and Distinctions
- Newspaper clippings
- Correspondence
- Press releases

### Unacceptable Attachments:

- Audiotapes
- CD-ROMs
- Videotapes

Attachments may not exceed 20 pages each and are not required for consideration.

### Submitting Your Completed Entry

**There will be no extension or exceptions to the July 19, 2017 deadline.** Late, incomplete, or noncompliant entries and/or attachments will not be accepted.

TMA prefers that each entry be submitted as one comprehensive PDF file that includes all components of the entry. The comprehensive PDF file should be named as the “nominated chapter—award category.” If the entrant is unable to create a comprehensive file, each individual PDF file should be titled by the chapter name, award category, and respective component of the entry.

**Submit your entry to Amanda Fischer at [afischer@turnaround.org](mailto:afischer@turnaround.org).  
Subject line: TMA Chapter Awards Program Submission**

### Notification

TMA will email confirmation of receipt upon initial screening of your entry. All nominees will be notified of the Awards Committee’s decision in September 2017. Award recipients will be recognized at The 2017 TMA Annual, October 23-25 in Fort Worth, Texas.

### Judging

Award entries are judged on individual merit. Not all categories will award a winner in a given year. In addition to the information provided on the entry form, judges look for indications that a chapter has gone above and beyond. Awards Committee judges may contact chapter presidents and executives to verify or ask about the information provided in the application.

### Publicity

Consistent with its public relations initiative, TMA will distribute a national press release after award recipients are notified. Recipients will receive a copy of this press release, at which time they are encouraged to customize and distribute their own releases to local media contacts. TMA kindly requests that award recipients refrain from distributing press releases in advance of TMA Global’s release.

## ENTRY FORM—2016/2017 SPECIAL INTEREST GROUPS AWARD

### Chapter Name

#### Person Submitting the Entry

Name

Company

Address

City State ZIP Country

Telephone number Fax number

Email address

#### Nominated Chapter Information

The chapter president is the person who held the office during the event/program.

Chapter Name

Chapter President

Company

Address

City State ZIP Country

Telephone number Fax number

Email address

## ENTRY FORM—2016/2017 SPECIAL INTEREST GROUPS AWARD

### Special Interest Groups Narrative Section

Please describe in detail the special interest group and how the TMA chapter uniquely worked to address their needs. Other items to include: logistics, results, planned next steps, and any other information you feel the judges should consider.

## 2016/2017 Special Interest Groups Award Application

### INFORMATION RELEASE FORM

Questions or concerns regarding this release may be directed to Amanda Fischer at [afischer@turnaround.org](mailto:afischer@turnaround.org) or 312-578-2039.

To the best of my knowledge, the information provided on the entry form is true and complete. If, in my role as chapter president, I am selected as an award recipient on behalf of the chapter, I hereby authorize the use of the following (in connection with the TMA Awards Program): my name; my company/organization name; photographs; video and audio recordings of myself or others related to the award from the awards ceremony or an alternate source. I agree that no compensation shall be due to me, my company, or my chapter for such usage. In addition, if selected as an award recipient, I agree to let this entry be used as a sample to serve as a guide for future applicants.

By placing an "x" in the box to the left and providing my name and date below, I indicate my understanding and compliance with the terms of this information release.

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Signature

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Date