



## AWARD SUBMISSION COVER SHEET

Texas Recreation and Park Society  
State Awards

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Candidates will be scored using a ranking matrix; thus, it is imperative to respond to all questions for highest point value.

Your completed entry form and photos must be submitted electronically using the TRAPS website. Go to [www.traps.org](http://www.traps.org) and follow the instructions to upload your entry form and photos. No submissions will be accepted if they are not in the proper format. Format expectations can be found on the TRAPS website in the awards tab. For further questions or explanation, please contact:

TRAPS state office by phone or email  
Phone: 512-267-5550  
Email: [traps@traps.org](mailto:traps@traps.org)  
Use subject line TRAPS State Awards

Awards Committee Chair  
Email: [ldobson@coppelltx.gov](mailto:ldobson@coppelltx.gov)  
Use subject line TRAPS State Awards

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### Directions for Submission:

- Open using Acrobat Reader or other pdf viewing software (or Microsoft Word if PDF is not workable)
- Completely fill in the blanks on the document > Save As > "Existing File Name\_Your Dept Name.pdf or (.docx)
- No more than (3) digital pictures (jpeg or png format) can be submitted to accompany this award.
- The entire submission (photos included) may not exceed 5MB or 5,000KB.
- PowerPoints, pamphlets, links and larger documents are acceptable, but must be optimized for file size.
- Video submissions must be done through Youtube by attaching the appropriate link to the end of this form.

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**SUBMIT THIS OFFICIAL NOMINATION DOCUMENT TO TRAPS PER THESE  
DIRECTIONS NO LATER THAN:**

# NOVEMBER 18, 2022



# ADMINISTRATION/MANAGEMENT EXCELLENCE AWARD

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## OFFICIAL NOMINATION FORM

This award will recognize innovations in administration, management or supervisory actions that have responded to problems, have improved service to the public or have increased employee morale, staff development or communication between or among the public, boards, council, staff, etc.

**TITLE OF PROGRAM:**

**DEPARTMENT/ORGANIZATION:**

**NAME OF NOMINATOR:**

**TITLE:**

**ADDRESS:**

City:

State:

Zip:

**NOMINATOR EMAIL:**

**NOMINATOR PHONE:**

## **NOMINATION SUMMARY**

Please describe your program, person or project you are nominating with approximately 4 to 5 descriptive sentences. Should your application win in this category, we will utilize some or all of the Nomination Summary as part of the script for the Awards Banquet and for the TRAPS Magazine honoring our winners.

## **SUPPORTING NARRATIVE**

Address key areas in Sections A-D in a maximum of 1000 words.

**A. DESCRIBE THE ISSUE, PROBLEM OR OPPORTUNITY THAT PROMPTED THE NEED FOR ACTION.**

**B. OUTLINE YOUR MANAGEMENT ACTION PLAN OR PROCESS.**

## **SUPPORTING NARRATIVE**

**C. DESCRIBE THE UNIQUENESS OF THE PLAN (I.E. INNOVATION, COST EFFECTIVENESS, CITIZEN INVOLVEMENT).**

**D. DESCRIBE THE BENEFITS, RESULTS, OUTCOMES OR IMPACT OF AFFECTED PARTIES.**