

# Bronze Level Requirements 2016 Premier Award Nomination Form

(PCC should self-nominate)

**Qualifying Period: May 1, 2015 – May 31, 2016**

**Deadline for District Manager’s Approved Nominations: By June 1, 2016**

*It is the PCC’s responsibility to ensure this nomination is approved by your DM to meet the above deadline.*

Name of PCC:  
Point of Contact:  
Phone Number:  
Email Address:  
Dated Submitted:

**IMPORTANT:** This form **MUST** be approved and signed by your respective District Manager (DM). Approval includes a review and verification of each requirement by the DM. If the DM requests supporting documentation to verify any requirement, it is the sole responsibility of the PCC to comply.

Next, you **need to complete** the **2016 PCC Premier Award Certification Form** on the PCC Blue Share site. Once you have completed the certification form, attach a copy of the approved **2016 PCC Premier Award Nomination Form** and **submit electronically** to the PCC Blue Share site **no later than June 1, 2016.**

To complete this form, please insert an “x” in the **Achieved** column (as appropriate).

Administrative Requirement	Achieved
1. Establish a PCC Executive Board that consists of at least a Postal and Industry Co-Chair, Vice Chair, Secretary, and Treasurer.	
2. PCC events (meetings, trainings, vendor shows, conferences, seminars, etc.) must be listed on the National PCC Website on usps.com <b>(Minimum of 2).</b>	
Meeting & Education Requirement	
3. Hold a minimum of <b>four (4)</b> Executive Board meetings per year. May be conducted face to face or by telecom.	
4. Conduct at least <b>two (2)</b> general membership meetings per year, including educational workshops.	
5. Participate in <b>National PCC Week</b> by hosting an <b>individual or a joint</b> event that enables PCC members to view the Postmaster General’s message.	
6. Active involvement by the Area Vice President (AVP) of Operations, Area Marketing Manager, District Manager (DM) or Plant Manager in PCC activities/events. Participation by an AVP, Area Marketing Manager, DM or Plant Manager via phone at PCC meetings (Board or general) is considered to be "active involvement."	
Communication Requirement	
7. Communicate at least <b>four (4) times</b> with members via U.S. Postal Service mail.	

District Manager’s Signature \_\_\_\_\_

Date: \_\_\_\_\_