

Gold 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. Establish working committees: Education, Membership and Communications.	
3. Establish a local PCC Website.	
4. PCC events (meetings, training, vendor shows, conferences, seminars, etc.) must be listed on the National PCC Web site on usps.com (Minimum of 6).	
5. Conduct a local PCC recognition program and a mentoring program with another PCC.	
Meeting & Education Requirement	
6. Hold a minimum of eight (8) executive board meetings per year. May be conducted face to face or by telecom.	
7. Conduct at least six (6) general membership meetings per year, including educational workshops. Three (3) may be via telecom / webinar.	
8. Participate in National PCC Week by hosting an individual or joint event that enables PCC members to view the Postmaster General’s message.	
9. Participate in at least one (1) of the nationwide PCC telecom/webinar hosted by the PCC Advisory Committee or National PCC Team.	
10. Attend the PCC Leadership Opening Session at the most recent National Postal Forum (NPF) – (i.e., attendance by an Executive Board member or designee of the PCC).	
11. 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."	
12. Participate individually or jointly with other PCCs in the Professional Certificate Program.	
Communication Requirement	
13. Promote the National PCC Database (i.e., through meetings, newsletters, workshops, etc.)	
14. Communicate at least four (4) times per year with members via U.S. Postal Service mail.	
15. Share at least one best practice that is applicable nationwide. Best practice must be posted on the PCC Blue Share site at http://ca.blueshare.usps.gov/sites/igo/PCC/default.aspx	

District Manager’s Signature _____

Date: _____