

Silver 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 Communication.	
3. Conduct a local PCC recognition program.	
4. PCC events (meetings, trainings, vendor shows, conferences, seminars, etc.) must be listed on the National PCC Web site on usps.com (Minimum of 4).	
Meeting & Education Requirement	
5. Hold a minimum of six (6) Executive Board meetings per year. May be conducted face to face or by telecom.	
6. Conduct at least four (4) general membership meetings per year, including educational workshops. Two meetings may be a telecom/webinar.	
7. Participate in National PCC Week by hosting an individual or joint event that enables PCC members to view the Postmaster General’s message.	
8. Participate in at least one (1) nationwide PCC telecom/webinar hosted by the PCC Advisory Committee or National PCC Team.	
9. 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).	
10. 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."	
11. Participate individually or jointly with other PCCs in the Professional Certificate Program.	
Communication Requirement	
12. Promote the National PCC Database (i.e., through meetings, newsletters, workshops, etc.)	
13. Communicate at least four (4) times with members via U.S. Postal Service mail.	

District Manager’s Signature _____

Date: _____