

FIFTEENTH ANNUAL CASHMAN GOOD GOVERNMENT AWARD GENERAL INFORMATION

The Nevada Taxpayers Association is accepting nominations for the Cashman Good Government Award. For details on the nomination process and other related information, please read on.

ABOUT THE AWARD

The award was established during the Nevada Taxpayers Association's annual meeting in 1997 and was named in honor of the Cashman family. For over 100 years the Cashmans have been active in Nevada civic affairs and have taken a keen interest in the welfare of the community at large. They have provided an exemplary model for those who wish to get involved in bettering the civic environment in which we live.

NOTE: In honor of NTA's 90th Anniversary in 2012, monetary recognition will be awarded to the winning entry (\$2000) and to finalists (\$500). Monetary awards are per entry, not per person.

WHO IS ELIGIBLE?

All non-elected, full-time employees in Nevada State and local governments, including school districts, and the Nevada System of Higher Education are eligible for the award. The nomination may be for an individual or team who promotes efficient and timely service to Nevada citizens in a cost-effective, fiscally responsible manner. The nomination must be for acts which are above and beyond normal job duties. Within these guidelines, any manager or supervisor can enter another employee or can submit an application form for a work unit or their department.

CRITERIA TO BE CONSIDERED

The selection process of applicants will be evaluated on the following:

- ▶ The strong, continuing, and consistent effort to spend taxpayers' dollars wisely and efficiently;
- ▶ Acts which are above and beyond normal job duties;
- ▶ The effective, open, and accountable practice of creating a "user-friendly" government; and
- ▶ The degree to which the achievement has provided tangible results.

ENTRY PROCEDURES

The Application Form and **Entry Rules** can be downloaded from NTA's website in standard formats.
www.nevadataxpayers.org

DEADLINE and SUBMISSION

Completed Applications must be received no later than 5:00 p.m., Tuesday, November 8, 2011.

Entries should be **emailed** to:

info@nevadataxpayers.org

An email reply confirming receipt of the application will be sent upon receipt of the application.

Please note: If you are unable to submit the application via email, please call our Carson City office at 775-882-2697 for alternate instructions.

SELECTION PROCESS

A Selection Committee comprised of members of the Nevada Taxpayers Association will review all nomination forms submitted. Information submitted may be confirmed to verify accuracy. The entries are numerically scored. Based on the scores, finalists will be selected from: counties, cities, towns and school districts with a population of over 100,000; counties, cities, towns and school districts with a population of under 100,000; state government, and the Nevada System of Higher Education.

ACCEPTANCE OF AWARD

Finalists will be notified in the beginning of February 2012, prior to the Association's annual general membership meeting to be held in Las Vegas at the end of February.

The finalists are invited to attend the NTA Annual Meeting, during which the winner will be announced and presented with the Cashman Good Government Award trophy.

FIFTEENTH ANNUAL CASHMAN GOOD GOVERNMENT AWARD INSTRUCTIONS

Please read the instructions prior to filling out the application.

1. Use the name of the nominee(s) as it would appear on the Award.
2. Respond to all questions.
3. Where an answer is “YES” or “NO” mark with an “X”.
4. Where a narrative is required, please use simple language. If acronyms are used, please use parenthesis to spell out the full words the acronym stands for. (You need to do this only the first time you use the acronym.) Avoid technical jargon and abbreviations of work units or program names. This will assist the Selection Committee in understanding the entry.
5. The response space for all questions ***is intentionally limited to promote a concise description*** of the nominee’s achievement. PART I is limited to 150 words or less. Please structure your answer to PART I according to the outline provided on that portion of the nomination form.
6. Do not increase the size or style of the type-face. The space allocated for Part I will accommodate 150 words. For any narrative in Part II, please keep your response concise; however, if additional space is required, use the last page and indicate the question you are answering.
7. Remember — the questions relate to the nominee’s performance and productivity achievement so the answers given are to be based on that criteria. (Review the “Criteria To Be Considered” on the previous page of this document.)
8. You may cite documents that will support your results. They should be identified at the end of page 3 (Part 1). The documents might be invoices that show cost savings, personnel schedules that show scheduling efficiencies, submissions to professional journals, or any other record of concrete results. You may be asked to provide copies of such documents to the Selection Committee. ***Do not*** attach videos, pictures, etc. They will not be provided to the Selection Committee.
9. Nomination forms are available in Word, Word Perfect and Adobe, and can be downloaded from NTA’s website:

www.nevadataxpayers.org.
10. If the nomination is for a team or department please list the individual names of the team or department members on the last page of the application.
11. To submit the Application Form, attach it to an email addressed to info@nevadataxpayers.org. Do this by saving the form to your hard drive, filling out the information, and then attach to the email. You will receive an email confirmation upon receipt of the application.
12. **If you have questions** or are unable to electronically access the Application Form and Instructions, or are unable to submit the application electronically, please contact NTA’s contest coordinator, Suzanne Kilgore, at 775/882-2697 for alternate instructions.