

CRITERIA FOR PLB RECOGNITION AWARDS

(Note: This criteria is for internal use only. Do not distribute.)

1. Award nominees may be nominated by a member of the PLB, the executive director of a PLB-funded agency, an advocate, a person with a developmental disability or a member of the community.
2. The award nominee must demonstrate contributions, which improve the quality of life for St. Louis County citizens with developmental disabilities in our community. Possible nominees may include, but are not limited to:
 - Corporations
 - Municipalities
 - Members of the Media
 - Elected Officials
 - St. Louis County Citizens
3. PLB Recognition Awards will be presented during, but are not limited to, the board meetings, which are held in the community in September, November and February. Deadlines for nomination submissions are: July 1st for the September awards; September 1st for the November awards; and December 1st for the February awards.
4. All submissions for consideration must be accompanied by a completed entry form and an essay of 250 words **or less** describing why the nominee deserves recognition by the PLB. Nomination forms will ask for the basics:

Nominee's Name:	Agency/ Company:
Address:	Work or Home Telephone Number:
Submitted by:	
Name:	Agency:
Telephone Number:	Affiliation with the Nominee:
5. Nominations are to be submitted to the administration committee, or a successor committee.
6. Award recipients will be informed of their honors prior to the presentation and asked to attend the meeting. Photographs taken during the award presentation will be distributed to the recipient and used for publicity.
7. The availability of PLB Recognition Awards will be publicized through the *Agency Update* newsletter, which goes out to all agency executive directors. Follow-up publicity will include press releases to the *Post-Dispatch* and neighborhood journals and inclusion in the *PLB Newsletter*.
8. The awards themselves will be certificates, which will be designed on a laser printer and mounted in glass frames at a cost of less than \$25 each for materials.

