



American Academy of Certified Public Managers®

(Year) AACPM HENNING AWARD NOMINATION

NAME OF NOMINEE: _____

SOCIETY AFFILIATION OF NOMINEE: _____

NOMINEE ADDRESS: _____

PHONE: _____ E-MAIL: _____

INFORMATION REQUESTED TO ACCOMPANY NOMINATION

For guidance in submitting nomination and certifying eligibility, refer to AACPM Policies and Procedures Manual, Section 11.40 on the Governance page of the Academy website, www.cpmacademy.org.

Please submit pertinent information in the following areas:

- I. **CAREER ACCOMPLISHMENTS.** Describe professional positions and accomplishments that can be considered highlights of nominee’s career. Do not include a job description or a listing of tasks.
- II. **SOCIETY AND ACADEMY ACTIVITIES.** Describe CPM-related activities, including offices held & committee involvement in the Society and the Academy, and how nominee contributed to the organization’s success.
- III. **INNOVATIONS AND CONTRIBUTIONS TO MANAGEMENT.** Provide examples of initiatives from the nominee’s career that can be considered to be innovative and/or unique and how they contributed to improved organizational management and programs.
- IV. **LEADERSHIP ACTIVITIES.** Identify activities and outcomes that demonstrate the nominee’s leadership effectiveness.
- V. **COMMUNITY SERVICE.** Describe the nominee’s various community & volunteer activities that illustrate a commitment to community service.

PLEASE NOTE: Submittal of the above information must not exceed four (4) pages, no less than single-spaced, no smaller than font size 11. Nominee’s name, Society, or home state must not appear within the submittal response (only on this cover document). Failure to comply will result in disqualification.

NAMES OF SOCIETY NOMINATORS & SIGNATURES, with contact information.

NOMINEE’S SIGNATURE certifying nomination is accurate: _____

NOMINATION MUST BE POSTMARKED NO LATER THAN
(Month, Date and Year)

RETURN TO:

(Name of Committee Chair), CPM
 Chair, AACPM (year) Henning Award Committee
 (P.O. Box or Street Address)
 (City, State, Zip Code)
 Phone: xxx/xxx-xxxx
 FAX: xxx/xxx-xxxx
 E-Mail: xxxxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxx.xxx



**(Insert year) AACPM
HENNING AWARD NOMINATION EVALUATION CRITERIA
With summary statement of information requested****

- I. Career Accomplishments** **(20 Points Maximum)**
- Professional positions and accomplishments that can be considered highlights of nominee's career.*
- II. Society and American Academy Activities** **(50 Points Total Maximum)**
(20 Points Max. – AACPM)
(30 Points Max. – Society)
- CPM-related activities, including offices held, committee involvement in Academy and Society, and how nominee contributed to organization's success.*
- III. Innovation and Contributions to Management** **(10 Points Maximum)**
- Initiatives from nominee's career that can be considered innovative and/or unique and how they contributed to improved management and programs.*
- IV. Leadership Activities** **(10 Points Maximum)**
- Activities and outcomes demonstrating nominee's leadership effectiveness.*
- V. Community Service** **(10 Points Maximum)**
- Activities that illustrate community involvement and commitment to community service.*

**** The complete definition of requested information is located on the AACPM Henning Award Nomination Form, which accompanies this document.**