



The American Association of Code Enforcement

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AACE AWARDS

(Entry deadline September 1)

Entry Guidelines

1. You may submit as many entries as you want. There can never be enough successful programs.
2. The competition is open to all local government jurisdictions and agencies.
3. More than one entry may be submitted in any category. Complete submission packages, including attachments and application forms, are required for each submission.
4. An entry package consists of a complete set of the following:
 - A completed entry form.
 - The entry itself, such as newsletters, publications, videos, program plans. For Web sites, include the URL address, plus a printed copy of selected Web pages. Please submit at least two, but no more than four, different issues of newsletters.
 - A descriptive letter as outlined.
 - Supporting materials, such as pictures, testimonials or survey results.
 - If possible, send all information electronically.

Descriptive Letter

The letter is limited to three pages. It must include the following information:

- 1. Problem/Opportunity Statement.** Describe the situation or environment that created the need for this project or program.
- 2. Intended Goals or Outcomes.** Describe the measurable outcomes this project or program was designed to achieve.
- 3. Documentation of Achievement.** Describe quantitative or qualitative measures of the degree of the success. Include copies of relevant materials, such as surveys, election results, media coverage, citizen evaluations, levels of participation, and descriptions of citizen access.
- 4. Budget and Use of Outside Resources.** Provide details in regard to project budget, including quantity printed (if applicable). Describe other resources used and percentage of work produced in-house and by outside vendors.

How It Works

The awards are presented for creative and successful programs in three areas:

- Marketing Programs for Code Enforcement
 - This could include any way you provide positive marketing to the community.
- Printed Materials
 - Any printed materials used to educate the public on codes or processes
- Innovative Enforcement Techniques.
 - Showcase new, innovative or unique ways that codes can be enforced.

ENTRY FORM

Complete one form per award entry.

ENTRY TITLE: _____

Contact Person: _____

Jurisdiction: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Category: Marketing _____ Printed material _____ Techniques _____

Send entire packet to: **AACE**
5310 E. Main St., Suite 104
Columbus, OH 43213