NACo 2015 ACHIEVEMENT AWARDS PROGRAM CHECKLIST

Before submitting your application, please be sure that your application fulfills the following criteria:

- Did you **explicitly** state the program's start date?
- Is the file no larger than 2MB?
- Is the application written in a clear and concise way?
- Is the file converted to PDF?
- Does the application clearly address each of the application guidelines outlined in the Achievement Awards Brochure?
- Did you provide contact information? Is the program's point of contact different from the submitter?
- Is the program's point of contact different from the submitter? If so, did you provide a secondary contact?
- Did you upload your nomination summary?

SUBMITTING YOUR APPLICATION ONLINE

1. Submit the **general entry** information as it is outlined in the **Achievement Award Brochure**.

2. Continue to the check- out process in order to process the payment

   a. **Online**: Payment by credit card may be made through the online payment system. Once submitted, a receipt will be emailed to the email address provided.

   b. **By Mail with Credit Card or Check, Voucher or Purchase Order**: Please attach the check or voucher/purchase order to the emailed invoice along with any relevant instructions regarding this type of payment (please specify if an invoice referencing the PO number must be sent and to whom it should be addressed.

   Please mail payment and invoice to:

   NACo 2015 Achievement Awards