***Mail Center of the Year***

The NACUMS MAIL CENTER OF THE YEAR AWARD is established by the NACUMS Board to recognize any organization for outstanding contribution(s) to their institution and to the profession. This award takes into consideration accomplishments made by the Mail Center throughout the past year but is not limited specifically to that period. Projects can entail years of planning before execution, and all activities leading up to a major accomplishment is to be provided for review. The recipient of this award is recognized by their peers who deem them worthy of being honored for their institutions professional accomplishments and for sharing their experiences with other member institutions. Any member can make nominations for this award for any other member, by completing an application. Member schools may self-nominate.

All nominations should be submitted directly via the NACUMS website.

**Award Criteria:**

* The nominee must be a member in good standing with NACUMS and current in dues payment.

**Nomination Information:**
Please complete each section and provide detailed information to explain why you feel this institution is best qualified to receive this award. Nominations should be well written, complete, and proofed for grammatical errors. Submissions chosen for the award will be published in the official awards program. Please feel free to use as much space as needed to describe in detail the attributes required to make a determination for the award. If you are not self-nominating, you are encouraged to contact the nominee to verify any information.

**Nominee Information:**College/University Name:
Department Name:
Address:
Phone:

1. **Employee Engagement:**
	1. Describe departmental wide initiatives to improve workplace environment
2. **New Technology:**
	1. Provide major equipment inventory of center with an emphasis on new acquired equipment, then discuss in detail the impact each piece of equipment had on the department and institution as a whole
		1. Equipment Date Added & Impact:
3. **List the supervisor/manager and all staff members of the department including title and area:**
4. **Process & Operational Procedure Improvements:**
	1. Describe improvements over former processes (examples of specific areas are listed) Provide as many details and specifics as possible to help clarify the improvements.
		1. Campus Mail Services:
		2. Bulk Mail Services:
		3. Print Services:
		4. Student Mail Services:
		5. Passport and Photo Services:
		6. Other Services:
5. **Describe inter- and intra-departmental processes implemented by the Mail Center:**
6. **Cost Reduction:**
	1. Describe any initiatives or countermeasures developed to reduce departmental and corporate costs
7. **Industry and community involvement:**
	1. Describe any contributions to our industry, education and the community in general. These were the contributions to the community and/or our industry.
8. **Name and phone # of someone in nominee's institution who can confirm the information submitted:**
	1. Name:
	2. Title:
	3. Telephone #:

Nomination submitted by:

Phone: Email:

Address: