



IPMA Award Entry Guidelines

Deadline: March 15, 2010

The In-Plant Printing and Mailing Association (IPMA) offers several award-winning opportunities for in-plants that not only provide national recognition, but also build customer confidence and boost staff morale. Submit your entry in one or all of the categories below. The deadline for entries is March 15, 2010. Winners will be recognized at IPMA's Awards Banquet during IPMA's 2010 Conference at the Hotel Albuquerque, Albuquerque, New Mexico.

In-House Promotional Excellence Award

Purpose: To recognize excellence in promotional vehicles and/or campaigns developed by and used to promote an in-house corporate publishing facility during the 2009 calendar year.

Entries can include:

- ◆ Information and samples showing the promotional concepts, presentations, products and events.
- ◆ Information about the results of the promotions including the effectiveness, return on investment, employees and customers experience and feed back.

You may enter as many different promotional vehicles or campaigns as you wish. You are encouraged to include any additional information/materials that may be helpful to the judges when making their decision.

Management Award

Purpose: To recognize a corporate publishing operation that excels in efficient management practices in furthering the objectives of the parent company during the 2009 calendar year.

a. While contributions of individual managers are important, this award judges and recognizes the efforts of the entire in-house staff.

Entries can include:

- ◆ Information about your operations and organization including: staff size, performance, budget, productivity, new technology, new policy and procedure implementations, promotional efforts, etc.

You are encouraged to include any additional information/materials that may be helpful to the judges when making their decision.

Mail Center of the Year Award

Purpose: To recognize an entire corporate mail center for outstanding improvements during the 2009 calendar year.

Entries can include:

- ◆ Improvements in the areas of new technology, the role of staff/manager in this improvement, cost savings, process improvements, and inter-and extra-departmental processes implemented by the mail center.
- ◆ Any in-house facility offering corporate mailing services is eligible for nomination.

While contributions of individual managers are important, this award judges and recognizes the efforts of the entire mail center staff.

You are encouraged to include any additional information/materials that may be helpful to the judges when making their decision.

Outstanding Contributor Award

Purpose: To recognize an IPMA member in good standing for at least six months who has demonstrated dedication and support to the association and made positive contributions to the chapter during the 2009 calendar year.

- ◆ Any IPMA member may submit a nomination, even on behalf of himself or herself.
- ◆ The nomination should include a description of the individual's contributions to the association. Biographical information about the nominee should also be included.

Nominees may not be a member of the international IPMA board of directors.

James M. Brahney Scholarship

Purpose: This scholarship is presented annually in memory of James M. Brahney, a founder of IPMA and its first international president. This scholarship serves to promote education in the field of in-house corporate publishing or management.

- ◆ A maximum of five scholarships will be given annually in amounts of up to \$1,000 each.
- ◆ Any IPMA member, a child of a member, or a grandchild of a member, is eligible to apply.
- ◆ Applications should include information about the student's future plans and goals, as well as supporting materials describing the educational program.
- ◆ Scholarships should be used to pay educational fees at a college, university or vocational/technical/trade school offering a curriculum in in-house corporate publishing or management. Brahney Scholarships must be used within 12 months from the date of acceptance. Before a check is authorized, scholarship recipients must provide a current transcript or proof of enrollment in an accredited school or educational program. All of the scholarship dollars must be applied toward tuition, books, or school fees. A copy of the paid receipt must be provided to IPMA Headquarters. Any unused portion of the scholarship funds, after authorized expenses are paid, must be returned to IPMA's Brahney Scholarship Fund.

Scholarships can also be used to help members defray a portion of the registration fee for IPMA's upcoming Educational Conference IPMA 2010 in Albuquerque, New Mexico. If you are applying for a scholarship to help cover a portion of this year's conference registration fee, include in your essay why you believe conference attendance would be especially valuable to you and your organization at this time

To be considered for any of the above awards/scholarships:

Your entry should include the following information:

- ◆ Name of the award for which you are applying or nominating;
- ◆ Your name, address, telephone number and e-mail address;
- ◆ The name or names, address, telephone number and e-mail address of the person or organization you are nominating. Whom should be an IPMA Member.
- ◆ Attach an essay of 2500 words or less outlining the following:
- ◆ Activities/accomplishments during the 2009 calendar year, as well as any specifics about why you or your nominee would be especially deserving of the award. (Refer to the specific elements identified under each award category.)
- ◆ You may also include any additional information/materials that the judges may find helpful in making their decision.

In-House Promotional Excellence Award

Management Award

Mail Center of the Year Award

Outstanding Contributor Award

James M. Brahney Scholarship

Nominee Name & Title

Company _____

Phone _____

Email _____

YES I am an IPMA Member

Submit your entry by March 15, 2010 to:

**IPMA Awards Program
105 S. Jefferson St., Suite B-4
Kearney, MO 64060**



If you have questions, contact IPMA at 816.903.4762