**Silver Level Requirements**

**2021 PCC Premier Certificate Award Nomination Form**

**(PCC must self-nominate to qualify.)**

**Qualifying Period: January 1, 2020 through December 31, 2020**

**Nomination Form Deadline: January 29, 2021**

***It is the PCC’s responsibility to ensure this nomination is approved by the DM to meet the above deadline.***

**Name of PCC:**

**Point of Contact:**

**Phone Number:**

**Email Address:**

**Dated Submitted:**

**Important:** This form **must** be approved, signed, and dated by your respective District Manager (DM). Approval includes a review of supporting documentation and verification of each requirement by the DM. It is the sole responsibility of the PCC to provide supporting documentation to the DM.

**Complete** the ***2021 PCC Premier Certificate Award Form*** located on the PCC BlueShare site, and **submit electronically** using the PCC BlueShare site only.

To complete this form, insert an “x” next to the requirement in the **Achieved** column (as appropriate).

|  |  |
| --- | --- |
| **Administrative Requirements** | **Achieved** |
| 1. Establish a PCC Executive Board that consists of at least a Postal and Industry Co-Chair, Secretary, Postal Administrator, and Treasurer. |  |
| 2. Establish working committees: Education, Membership, and Communication. |  |
| 3. Conduct a local PCC recognition program. |  |
| 4. PCC events, excluding Executive Board meetings, must be listed on PostalPro through TeamSite. **(Minimum of 5)**  (e.g., General membership meetings, trainings, vendor shows, conferences, seminars, etc.) |  |
| **Meeting & Education Requirements** |  |
| 5. Hold a minimum of **six** Executive Board meetings each year. May be conducted face-to-face or by webinar/Zoom.  |  |
| 6. Conduct at least **five** general membership meetings (e.g., events, luncheons, educational training, etc) each year. May be conducted face-to-face or by webinar/Zoom.  |  |
| 7. Participate in **National PCC Week** by hosting an **individual or joint event** that enables PCC members to view the Postmaster General’s message. |  |
| 8. Participate in at least **three** nationwide PCC webinar/Zoom educational events hosted by the PCC Advisory Committee or the National HQ PCC Program Office.  |  |
| 9. Active involvement by the Area Vice President, Area Marketing Manager, Area PCC Coordinator, District Manager, District Marketing Manager or Plant Manager in PCC activities/events via webinar/Zoom or face-to-face. **(Minimum of 3)** |  |
| 10. PCC Representative, PCC Postal Co-Chair, PCC Postal Administrator, or Industry Co-Chair must attend the HQ Liaison Monthly Touchpoint calls. **(Minimum of 8)** |  |
| **Communication Requirements** |  |
| 11. Communicate at least **four times** with members via U.S. Postal Service mail. |  |
| 12. Submit at least **two** PCC success stories for inclusion in the PCC Insider Newsletter. (Send articles to the PCC mailbox at PCC@usps.gov.)  |  |
| 13. Submit at least **two** PCC Leadership Award nominations to be considered for the 2021 PCC Leadership Awards (submit nominations to the PCC BlueShare site during the submission period). |  |

**District Manager’s Signature: \_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(By signing this form, you are certifying that the information above is accurate, has been verified, and the requirements have been met by this PCC.)