



# DR. JACKSON R.E. PHILLIPS AWARD

## *Criteria and Application Form*

### **I. PURPOSE**

The purpose of the Dr. Jackson R.E. Phillips Award is to formally recognize Active Members of the Association of Public Treasurers of the United States and Canada (APT US&C) who have demonstrated professional leadership; have made a significant contribution to the management of public funds and to leadership development; and have increased innovative programs in the management of public funds.

- A. Dr. Jackson R.E. Phillips was a man whose dedicated interests were the principles of leadership development and innovative improvements in the management of public funds, which are so extremely vital to the efficiency of governments.
- B. The judges of the application are three or more APT US&C members who make their ratings independently of each other, but whose combined numerical ratings are used to determine the award winner. The chairman of the committee is the previous year's winner of the award. Only the judges and the Executive Director of APT US&C know the identity and number of nominees.

### **II. AWARD PRESENTATION**

The recipient is announced at APT US&C's Annual Conference. The Chairman of the Phillips Award Committee makes the formal plaque presentation and forwards the winner's application to APT US&C. All other applicants are urged to re-submit applications for future awards.

### **III. ELIGIBILITY**

All Active Members of the APT US&C are eligible to be nominated.

### **IV. NOMINATIONS**

Nominations may be made by fellow active members, by state or provincial public treasurers associations, by public bodies, or by self-nomination. Nominations can be made on this form and should include:

- A. Brief professional biography or detailed curriculum vitae of the nominee:

Name Address  
Government  
Position(s)  
Held

- B. Accomplishments of the nominee:

Provide a complete description of the accomplishment(s) for which the award is recommended, citing specific recognizable results rather than opinions or conclusions, reflecting current or relatively recent accomplishments rather than overall duties performed over a long period of years. Appropriate documentation and exhibits are desired. Send six copies of the application no later than July 1, to the APT US&C Phillips Award Headquarters.

C. Distinctive activity or activities which evidence the highest traditions of professionalism (50 points)

1. Its purpose(s) and significant contribution:

2. Methods used:

3. Its relationship to previous work attempted in this area: (If this is a new area, please state):

4. Names of cooperating individuals, departments or agencies:

5. Its beneficial impact on public government expressed in terms of cost savings, expanded services, decreased time requirements, and increased management capabilities:

6. Its beneficial impact on citizens of government:

7. List three people who are familiar with the nominee and the activities cited above (Please have these people provide a letter of reference for the nominee and include these letters with this nomination form):

(1) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

(2) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

(3) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**VI. APPLICATION DEADLINE – JULY 1**

Send six copies of each application to the Phillips Award Chairman:

Phillips Award Committee  
APT US & C  
P.O. Box 591  
Tawas City, MI 48764

NOTE: If this space is insufficient to provide the necessary information, please attach all additional materials to this form.

C. Name, address and telephone number of nominator:

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A letter of nomination should be enclosed.

**V. CRITERIA OF JUDGING APPLICATIONS**

A. Leadership in management of public funds (25 points)

1. Factors to be considered: Demonstrated initiatives or actions that have resulted in important savings or increased effectiveness in the use of public funds, time, materials, personnel and equipment.

B. Significant contributions to management of public funds (25 points)

1. Factors to be considered
  - a. Implementation of innovative programs
  - b. Outstanding accomplishments in such areas as:
    - (1) cash budgeting
    - (2) investment practices
    - (3) collection and deposit practices
    - (4) debt management practices
    - (5) accounting, reporting and internal controls
    - (6) automation of treasury functions
  - c. Exceptional efficiency

**APT US&C**  
**DR. JACKSON R.E. PHILLIPS AWARD**  
**APPLICATION SUMMARY**

**PURPOSE**

The Phillips Award, instituted in 1980, was designed to annually recognize one APT US&C member for professional leadership in and significant contribution to professional treasury management. The purpose of the Phillips Award, which is the Association's most honored award, is to encourage development of innovative programs in public finance.

**NOMINATIONS**

All active APT US&C members are eligible for nomination. Nominations may be made by a state or provincial MTA, a public body, other active APT US&C members, or through self-nomination. As the Phillips Award is presented at the APT US&C Annual Conference, individuals either self-nominated or aware of their nomination by another party are strongly encouraged to attend the conference.

**AWARD CRITERIA**

The Phillips Award Committee is responsible for evaluating nomination submissions. The Committee is chaired by the most recent recipient of the Phillips Award and is comprised of three or more long-standing APT US&C members. Committee members independently evaluate candidates, and combine evaluations to determine the Award winner. The following are the criteria by which nomination submissions are judged:

- Practicality, originality, and cost efficiency of the innovation(s)
- Value to the government, both present and future
- Value to the treasury management profession
- Clarity of presentation

\* Other considerations, such as timeliness of innovation(s), may contribute to the Committee's final decision.

**GUIDELINES FOR SUBMISSION**

Submissions must include a brief professional biography (form provided) with a resume (optional), and a submission statement (on separate paper) explaining the nominee's professional accomplishments for which the Phillips Award is recommended.

All submission statements should:

- Describe in detail the treasury problems which innovations were designed to address.
- Describe the innovations themselves, using any necessary supporting documentation.
- Indicate the methods by which the innovations were implemented, and why these methods were appropriate to the context of the government and its citizenry.

**APPLICATION**

Submit all entries to:

Phillips Award Committee  
APT US & C  
P.O. Box 591  
Tawas City, MI 48764

**SUBMISSIONS MUST BE RECEIVED NO LATER THAN JULY 1**

Applications are confidential. For more information regarding the Phillips Award, please contact: APT US&C, at (989) 820-5205.

**APPLICATION FORM**  
**DR. JACKSON R.E. PHILLIPS AWARD**

*BRIEF BIOGRAPHY*

NAME AND TITLE OF NOMINEE:

ADDRESS:

EMPLOYMENT HISTORY:

EDUCATION (DEGREE):

PROFESSIONAL INVOLVEMENT:

ORGANIZATION(S) (OFFICES HELD, COMMITTEES CHAIRED):

CERTIFICATION(S):

AWARDS:

PHILLIPS AWARD NOMINATOR (NAME/ADDRESS):

THREE PROFESSIONAL REFERENCES FOR THE PHILLIPS AWARD NOMINEE (NAME/ADDRESS/PHONE):

**NOTE: SUBMIT ORIGINAL PLUS SIX COPIES OF APPLICATION.**