The League of United Latin American Citizens (LULAC) since its inception has valued extraordinary voluntary activities contributing to the wellbeing of our country’s citizenries by the uniformed services and civilians of DOD, NOAA and HHS who support those in uniform. In recognition of individual and team contributions to our fellow citizens, The League of United Latin American Citizens request nominations for its Uniformed Services Public Service Awards in accordance with the following criteria.

Award Application

**Purpose.** To recognize excellence in public service in the advancement of education, economic, health and diversity accomplishments, particularly within underrepresented populations of the Nation that demonstrate exceptional achievements by the uniformed services in the United States Army, United States Marines, United States Navy, United States Air Force, United States National Guard, United States Coast Guard, the Public Health Service and National Oceanic and Atmospheric Commissioned Corps – active, reserve guard and civilians in support of the uniformed services.

**Award Criteria.**

**Eligibility** – Uniformed Services (individual and/or team) and Civilians (individual and/or team) in support of the Uniformed Services.

**Activity Period** – A minimum of one year is required for consideration.
**Description of the Activity** – Briefly describe the situation or context of a project, program or challenge that was addressed and any relevant stakeholders. Use specific examples and don’t be vague. Indicate the date started and if completed, the end date.

**Action Taken** – Describe the exact actions taken as an individual or by a team that made a significant contribution within the Purpose of the Award. Refrain from vague or ambiguous statements.

**Impact of Activity** – Explain the results and impact of an individual or by a team’s action in describing why what they did mattered, how it made a difference and/or whom was affected. Think about how the work performed is part of a bigger picture and if and how it impacted a community.

**Submission Requirements.**

Applications are to be submitted by forwarding endorsements certifying the nomination(s) and acknowledging that if selected for an award it will fund the awardee/s travel and per diem for the award presentation and other activities for the individual or team. Applications must be sent via Email to lulaceawards@lulac.org for receipt by **Friday, April 27, 2018**.

If you require additional information, please contact Ms. Sara E. Clemente, Director of Federal Affairs by calling 202 734-7200 or via Email at sclemente@lulac.org. Submissions must conform to the following format:

1. Applications are to be completed as a Word Document in standard portrait page in 12-point type Times Roman or Times New Roman with standard 1” margins.

   Applicant and Nominating Official’s Information:
   a. **Name of the Nominee**:
      i. Position Rank/Title/Grade
      ii. Organizational Component/Agency-Command/Organization
      iii. Mailing address
      iv. Email address(s)
      v. Work phone number
      vi. Fax number
   b. **Nominating Officials’ Name**
      i. Position Rank/Title/Grade
      ii. Title
      iii. Organizational Component/Agency-Command/Organization
      iv. Mailing address
      v. Email address
      vi. Office phone number
      vii. Fax number
2. **Content Sequence for the Application**: [see above Application Criteria for content descriptions]

   a) **Description of Activity** to be no more than a quarter of a page or less.
   b) **Action Taken** to be no more than half of a page or less.
   c) **Impact of Activity** to be no more than half of a page or less.

   In addition, submit the following:
   i. **Biographical Summary** no more than half a page. If a team submission provide a summary description of their collective talents, range of service.
   ii. **Photograph** – chest high portrait in color – JPG format at 300 dpi resolution. If a team, submission a group photograph waist high in color.

**Award Notification and Attendance Requirements** – Award Recipients and their organizations shall be notified at the email addresses provided by June 4, 2018. Organizations should make the necessary funding and travel arrangements for Award Recipients to arrive by noon Wednesday, July 18, 2018. All awardees must attend the rehearsal meeting and award ceremony. The rehearsal meeting will be held on Wednesday, July 18 at 1:00 p.m. and the award ceremony will be held on Thursday, July 19, 2018.

**Award Ceremony Location** – The Excellence in Service-Public Service Award Ceremony will take place at the Defenders of Freedom breakfast on Thursday, July 19, 2018 at the League of United Latin American Citizens’ 88th National Convention being held in the Phoenix Convention Center in Phoenix, AZ. Additional information will be provided to Award recipients on the specific location within the Phoenix Convention Center as soon as it becomes available.

Recipients may bring guests to the Ceremony and must contact/notify Ms. Clemente by email and/or by calling 202 734 7200 to provide guest names and coordinate their attendance.

**Lodging:**
Organizations should make the necessary funding and lodging arrangements for Award Recipients to arrive no later than noon Wednesday, July 18, 2018.

Host Hotels in the immediate area of the Convention Center are:

**Hyatt Regency Phoenix**
- 112 N Second Street
- Phoenix, AZ 85004
- Main: (602) 252-1234
- Single/Quad: $93
- Cutoff date: June 22, 2018

**Sheraton Grand Phoenix**
- 340 N 3rd Street
- Phoenix, AZ 85004
- Main: (602) 817-5304
- Single/Double: $99,
- Cutoff date: June 22, 2018