

## 2016 Public Service Award for Firms Overview and Guidelines

### Program Description

This award honors one firm that has demonstrated outstanding public service activities from among a select field of candidates, each of whom have been nominated by AICPA members or state societies. The AICPA Awards Committee reviews all applications three months prior to the AICPA Spring Meeting of Council and selects three finalists. This twice-narrowed, carefully screened group is then presented to a panel of three judges drawn from public life. Judges are asked to submit their recommendation several weeks after receiving the background information. The winner of this award is recognized at the AICPA Spring Meeting of Council. The deadline for nominations is the end of October each year.

### Goals

- ▶ To recognize CPA firms who have attained a high level of public service over a period of time
- ▶ To inform the public of the contributions that CPAs are making to their communities
- ▶ To promote and encourage public service activities by firms, by individuals in the firms and by the firms' clients
- ▶ To develop a worthy nominating pool for the AICPA Public Service Award for Firms

### Procedures

- ▶ Candidates may be submitted by state CPA societies, CPA firms and/or individual members; documentation of the firm's contributions (see attached instructions) to the community is important
- ▶ The Awards Committee will select finalists and determine if the award should be given in any specific year
- ▶ After reviewing the finalists, the Awards Committee will select the National Award winner
- ▶ The winner will receive a contribution from the AICPA to the charity of their choice
- ▶ The award will be presented at the AICPA's Spring Council meeting

Nomination forms should be submitted as a hard copy (at least five bound copies and one unbound copy) and one electronic copy by **Friday, Oct. 28, 2016**.

#### Hard copy responses:

**Heather Collins**

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#### Electronic response:

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#### Inquiries:

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## Instructions for Submitting Nominees for the AICPA Public Service Award for Firms

All nominees must complete the information on the forms provided and also submit the information to the questions below to be considered for the AICPA national award. Attachments, such as references and background articles, are welcomed. Please note that only public service activities should be described. Compensated Professional Services related to not-for-profit and community organizations are not considered in determining the award winner and, therefore, should not be included.

The first page of your packet should be the **2016 Public Service Award for Firms Nomination Form** that we have provided. An Executive Summary Sheet should also be included with each application. The summary should be no longer than one page. We have provided an Executive Summary Sheet for your use and submission. Next, we ask that you use the six underlined headings shown below to organize the firm's public service activities. Please type your responses using as many additional pages as necessary. List your responses/activities in order of significance to the firm. We strongly encourage you to include supplemental materials in addition to your responses to support your nomination. **We request both an electronic copy of your submission as well as at least one "unbound" copy for easy duplication by the AICPA staff. If you choose to submit your materials in a "bound" hard-copy format, please also send at least five copies for review by the awards judges.**

### 1. Name of organization and purpose

### 2. Firms activities and accomplishments

- Was firm instrumental in initiating or leading charitable efforts for this organization?
- How were community efforts organized within the firm?
- Has the firm taken a leading role in solving problems?
- How long has the firm been involved in these community activities?
- Did the firm identify a problem and devise a way to solve it? If so, describe briefly here.

### 3. Impact on community

- Describe the community served (i.e., number of residents, urban/suburban/rural, major demographic/economic employers and any other pertinent information).
- How has the firm's work improved the community in which the service was performed, including the number of people who benefited from the firm's activities?
- What have been the tangible benefits and the importance of those activities to the community's overall well-being?
- Also weigh whether it has had impact at the national, regional or local level.

### 4. Time commitment

- Assess a firm's current level of involvement, including hours devoted per month and the length of time the firm has been involved in charitable and/or civic activities.

### 5. Innovation

- Has the firm done something truly different or outstanding?
- Is the program or activity that the firm is involved with unique in any way?

### 6. Nominee's rationale

- Have representative from the firm describe why the firm is particularly worthy of receiving an award.



**1. FIRM INFORMATION**

Firm name \_\_\_\_\_

Firm address \_\_\_\_\_

Phone \_\_\_\_\_

Firm contact name \_\_\_\_\_

Firm contact email \_\_\_\_\_

Firm website address \_\_\_\_\_

Number of partners \_\_\_\_\_

Number of professional staff \_\_\_\_\_

Year firm was established \_\_\_\_\_

Composition of practice (i.e., 30% tax, etc.) \_\_\_\_\_

**2. NOMINATED BY**

Name and title \_\_\_\_\_

Firm/organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email address \_\_\_\_\_

Firm name \_\_\_\_\_

Summary