



INSTRUCTIONS FOR APPLYING FOR AN AWARD

In addition to completing the Annual Reporting Form, we encourage all Partners to apply for an award. Applying for an award lets us know which [SEC program requirements](#) in the three life cycle phases—purchasing, use, and end-of-life management – that you’ve completed, and allows us to recognize you for your SEC program accomplishments!

There are three award levels – bronze, silver, and gold – depending on how many life cycle phases you’ve completed. For example, if you’ve completed the SEC program requirements for purchasing and end-of-life, you’re eligible for a Silver Award. If you’ve completed all program requirements for just purchasing, you’re eligible for a Bronze Award. Or, why not go for the Gold Award by completing the use phase too! **Remember that you can claim credit for activities you completed before joining the SEC.**

To apply for an award, follow these steps:

- 1) **Ensure eligibility.** Did you complete all [program requirements](#) for at least one life cycle phase? If yes and you submitted an Annual Reporting Form, your organization is eligible for an award.
- 2) **Complete the Application for Recognition.** This form mirrors the program requirements checklist, but allows Partners to provide explanatory text or documentation that demonstrate completion of the program requirements. Click [here](#) for the application form.

a) Select award level based on how many life cycle phases you’ve completed:

Bronze	1 of 3 lifecycle phase — purchasing, use, and/or end-of-life management
Silver	2 of 3 lifecycle phases — purchasing, use, and/or end-of-life management
Gold	All 3 lifecycle — purchasing, use, and/or end-of-life management

b) Check off which life cycle phases you’ve completed.

c) For each program requirement completed, provide a narrative description of your activities or an explanatory document.

- 3) **Email your completed application** and any supporting documentation to lynn@nerc.org.

If you have any questions, contact us at lynn@nerc.org.