

### Smokey Bear Award Annual Time Table

Year round	Nomination package available on the web
By September 15	Nomination solicitation letters and email notices will be sent  Order Statues from Wegner Metal Arts
November 15	Nomination reminder letter sent to the field
January 15	Nominations received by the CFFP Coordinators
By January 22	Nomination packages will be received by the National Symbols Program Analyst in the USDA Forest Service headquarters
By February 15	Nomination packages will be mailed to the CFFP Committee for review
By March 31	Committee will meet to select awardees  Discussion of Golden Award ceremony
Within 2 weeks	Invite appropriate Congressional staff of Gold winners  Discretionary communication by committee on award determinations  CFFP Coordinators will be notified of awardees in their region/area  Certificates and letters of recognition will be mailed to NASF to obtain signatures  Forward names to Wegner Metal Arts
By April 15	National announcement e-mail sent to Regional Foresters, Area Director, Station Directors, IITF Director, Deputy Chiefs, State Foresters and Department of Interior agency leads. Hard copy letter sent to nominators.  National comprehensive publicity plan finalized  Award statues will be received by awards coordinator  Background article information forwarded to Fire Management Today
First week in May	Signed certificates and letters will be returned to awards coordinator
By May 15	CFFP Coordinators will receive statues, certificates, and recognition letters
By October 15	Bronze and Silver Award Ceremonies National Golden Award Ceremony – held at the NASF National Meeting or other appropriate venue. Field will submit photos/materials for national publicity campaign  Award winners and project summaries on-line at Symbols.gov web site And other web sites that are willing to accept it.
October – forward	Highlight awards at regional meetings and during National Fire Prevention Month