

2018 Annual Recognition



LOGISTICS

- Everyone should be connected via their computer – you do not need to call in and you are automatically muted
- Presentation will be recorded and posted to Affiliate Portal
- Submit any questions you have for the presenter(s) in the Chat box
- If you are having trouble with any aspect of the broadcast, use the Chat box to message the Host directly

AGENDA

- Affiliate Annual Requirements
- Online Dues
- Annual Report
- Training Requirement
- Activity Requirement
- Recognition
 - ❖ Good Standing
 - ❖ Silver and Gold Star

MISSION

To inspire and empower Texans to keep our communities clean and beautiful.



2018 AFFILIATE ANNUAL REQUIREMENTS & DUE DATES

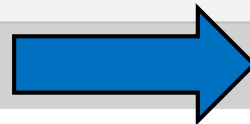
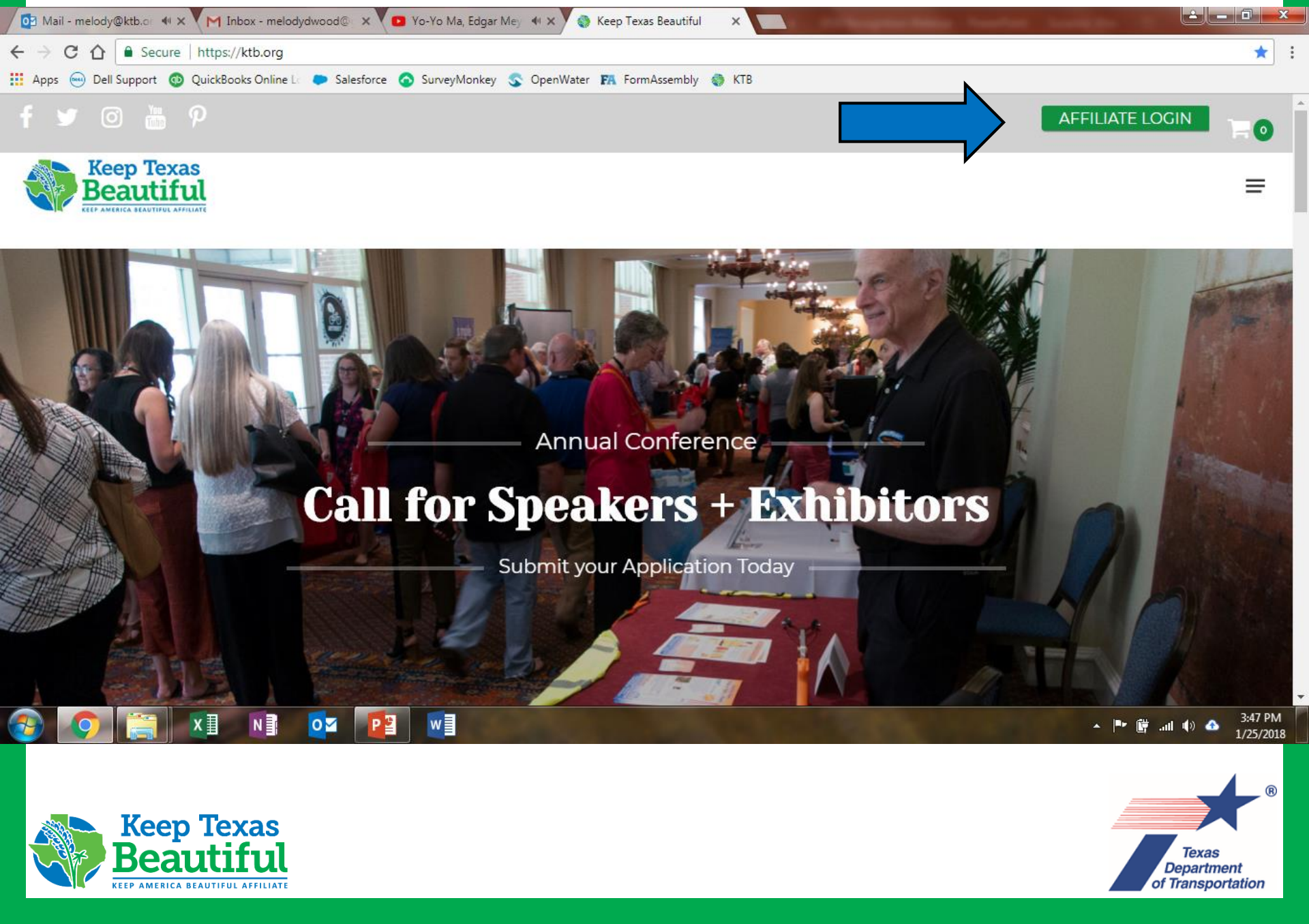
Minimum Requirements

- Annual Dues (\$150.00): **March 16, 2018**
- Annual Report – **March 16, 2018**
- Activity participation – *January 1, 2017 – December 31, 2017*
- 4 hours training – *January 1, 2017 – December 31, 2017*

**Rescheduled Beautiful Communities series webinar included*

2018 ANNUAL DUES

- Invoices sent in January by mail and e-mail
- Pay online with credit card
- Mail in a check or your credit card information
- Due **March 16, 2018**



[AFFILIATE LOGIN](#)



Annual Conference

Call for Speakers + Exhibitors

Submit your Application Today





Affiliate Area

Welcome Keep Texas Beautiful affiliates! This section provides affiliate-only news, resources, ideas, and more to help you maximize the benefits of being a part of the KTB network.

Affiliate Forums

Share your ideas, ask questions and network with your fellow KTB affiliates!

Affiliate Recognition Requirements



Discover what is necessary to complete annual recognition, including paying your dues.

Training

Looking to brush up on your skills, submit a winning award application, or learn how your affiliate can get involved with your programs? KTB offers a variety of online and on-site training throughout fall and spring.

Affiliate Supplies and Resources

- 26** Deadline
KTB
- FEB 06** GCAA Application - Deadline
KTB | Grants/Funding
- FEB 08** WEBINAR - KTB Annual Reporting, Requirements and Recognition
Education | KTB
- FEB 13** WEBINAR - GCAA & KTB Awards Judging
Education | KTB



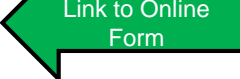
Affiliate Recognition Requirements


Affiliate Recognition will open **January 8, 2018**. Affiliate dues payment will be made available at that time.

Learn about the [2018 Affiliate Recognition Requirements](#).  Downloadable PDF

The reporting period for affiliate recognition is January 1, 2017 - December 31, 2017. KTB affiliates will receive Good Standing, Silver Star or Gold Star recognition on an annual basis (the KTB reporting period runs on the calendar year). Most grant and funding opportunities offered by KTB require a minimum of Good Standing.

Recognition collateral materials, annual dues and report must be submitted online by **March 16, 2018**. Affiliate recognition will be awarded at the Annual Conference in Georgetown.

[COMPLETE YOUR ANNUAL RECOGNITION](#)  Link to Online Form

[PAY YOUR ANNUAL AFFILIATE DUES](#)  Link to Pay Dues

Upcoming Events

JAN 26 Awards Judging - Deadline
KTB


FEB 06 GCAA Application - Deadline
KTB | Grants/Funding

FEB 08 WEBINAR - KTB Annual Reporting, Requirements and Recognition
Education | KTB

Browser tabs: - melody@ktb, Inbox - melodydwo, Steve Martin and, Affiliat

Address bar: Secure | https://ktb.org/pay-affiliate-dues

Navigation: Dell Support, QuickBooks Online L, Salesforce, SurveyMonkey, Oper





Resources

- Affiliates only resources and forums on KTB website
- Monthly eNewsletters
- Program planning toolkits
- Toll free number to call for assistance (1-800-CLEAN-TX)

Networking

- Access to a network of around 400 affiliates
- Access to other organizations offering grant opportunities
- Access to national programs

[Pay Now](#)



Browser tabs: Mail - melody@ktb, Inbox - melodydwo, Steve Martin and, Affiliat

Address bar: Secure | https://ktb.org/subscribe-to/1-ktb-annual-affiliate-membership

Navigation: Apps, Dell Support, QuickBooks Online L, Salesforce, SurveyMonkey, OpenV

Account Information

Name: Melody Alcazar
Email: melody@ktb.org

Billing Address

Affiliate Name (*)
Address (*)
City (*)
State (*)
ZIP (*)


Payment Information

You may also pay dues by check. Please make check payable to Keep Texas Beautiful for 2018 Affiliate

Keep Texas Beautiful
8850 Business Park Dr., Ste. 200
Austin, Texas 78759

Pay With: Credit Card

[Pay Now](#)



What is the....

1. Annual Report?
2. Affiliate Recognition Component?
3. Letter of Support?

ANNUAL REPORT

- Complete online
- Preview and print for your records when complete
- **Annual report and recognition forms combined this year**



2018 KTB AFFILIATE ANNUAL REPORT & RECOGNITION (for work completed in 2017)

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Save my progress and resume later | [Resume a previously saved form](#)



To complete the 2018 Annual Report & Recognition click on the "NEXT PAGE" button below. After you begin the form, you have the ability to save it and resume later. **Please save often to prevent losing what you have entered! After you complete and submit, a copy of the completed report will be emailed to the email address provided on the form.**

To remain in *Good Standing* with KTB, affiliates must annually submit a report, pay affiliate dues, attend at least 4 hours of training, and participate in at least one KTB-endorsed activity. Communities who seek to go above and beyond the established requirements, can receive *Silver or Gold Star* recognition. Review the complete list of 2018 Affiliate Recognition Requirements on the Affiliate Portal.

Official Affiliates completing all requirements, including the annual report, dues, training and activity participation by March 16, 2018 will be recognized as achieving at least Good Standing status for the reporting period.

***Provisional Affiliates** must have completed all requirements for official status prior to March 16, 2018 to be eligible for Good Standing, Silver or Gold Star recognition.

DUES – to pay your annual affiliate dues, please login to the Affiliate Portal on our website or mail a check to Keep Texas Beautiful (8850 Business Park Dr., Ste. 200, Austin, TX, 78759)

If you have any questions regarding your affiliate status, completing this report, recognition requirements or general affiliate-related questions, please contact Melody

ANNUAL REPORT SECTIONS

Part 1 -- General Information/Structure

Part 2 -- Board of Directors/Commission/Committee

Part 3 -- Funding and Support

Part 4 -- Affiliate Staff and Benefits

Part 5 -- Training and Program Activity

Part 6 -- Partnerships



RECOGNITION

-Good Standing

-Silver Star

-Gold Star

TRAINING

- 4 hours annually
- Attended by coordinator or affiliate representative
- Approved training:
 - ✓ KTB regional training, webinars and conference
 - ✓ TxDOT, TCEQ, TANO, TML, Texas Downtown Association, PTA, STAR, local Councils of Government, KAB, EPA, Texas Forest Service, Texas Parks and Wildlife
 - ✓ Others? Check with KTB program manager



ACTIVITY PARTICIPATION

- 1 KTB endorsed activity annually
- Approved activities include:
 - ✓ Great American Cleanup
 - ✓ Don't Mess with Texas Trash-off
 - ✓ Keep Texas Waterways Clean
 - ✓ Fall Sweep
 - ✓ Arbor Day
 - ✓ Earth Day
 - ✓ Texas/America Recycles Day
 - ✓ Make a Difference Day
 - ✓ Adopt a Highway
 - ✓ Texas Forest Service
 - ✓ Waste in Place workshop
 - ✓ Make a Difference Day
 - ✓ E-waste or HHW collection
- Others? Check with KTB program manager



RECOGNITION



Good Standing
Silver Star
Gold Star



GOOD STANDING

- Official affiliate (Provisional is not required to provide this yet)
- Annual Fee received by 3/16/2018
- Annual Report: Completed and submitted by 3/16/2018
- Affiliate participated in one KTB endorsed event in 2017. Recorded on Annual Report.
- Training: Coordinator, or affiliate representative, must have attended at least 4 hours of training in 2017. Recorded on Annual Report.

GOOD STANDING

- Eligible for KTB pass through funding
- Don't Mess with Texas collateral
- Required to be considered for Keep America Beautiful certification
- Sustainable, active organizations



SILVER STAR



- All requirements for 2018 Good Standing met.
- *In addition to Good Standing requirements, please review the options below and select ONE:*
 - ▶ Submission of 2017 Governor's Community Achievement award application.
 - ▶ Submission of TWO 2017 Keep Texas Beautiful award applications.
 - ▶ Complete the Silver Star questions (project/program description)

GOLD STAR



- All requirements for 2018 Good Standing met.
- Letter of support dated between 1/1/18 – 3/16/18
- *Complete **TWO of FIVE** options below:*
 - ▶ Submission of 2017 Governor's Community Achievement award application.
 - ▶ Submission of **TWO** 2017 Keep Texas Beautiful award applications.
 - ▶ Complete a series of questions and provide supplemental support (Silver Star questions)
 - ▶ Complete the Gold Star questions (project/program description)
 - ▶ Be a KAB Affiliate in good standing

BENEFITS OF GOLD AND SILVER STAR

- Added recognition during KTB conference and throughout the year.
- Priority consideration when multiple affiliates eligible for pass through dollars.
- Digital Gold and Silver Star icons for web use.
- Locally, recognition can be leveraged for funding, publicity, recruit partners and volunteers.



Recognition Topics

Gold Star Topics

- Waste Reduction
- Grants/Funding



Silver Star Topics

- Recycling
- Community Greening



Silver Star Questions

2018 KTB AFFILIATE ANNUAL REPORT & RECOGNITION (for work completed in 2017)

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Page 9 – AFFILIATE RECOGNITION

Seeking the following Recognition in 2018: *

- Good Standing
- Silver Star
- Gold Star
- We are not seeking recognition this year

In addition to meeting all requirements for Good Standing, please review the options below and check all that apply.

- Submitted GCAA application in 2017
- Submitted 2 KTB Award applications in 2017
- Complete Silver Star Question
- Complete Gold Star Questions
- Are a Keep America Beautiful affiliate in Good Standing

Silver Star

The topic area my affiliate is covering in the Silver Star question is:

- Recycling
- Community Greening

Provide a brief summary, including the goal, of the project/program.

Gold Star Questions

2018 KTB AFFILIATE ANNUAL REPORT & RECOGNITION *(for work completed in 2017)*

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In addition to meeting all requirements for Good Standing, please review the options below and check all that apply.

- Submitted GCAA application in 2017
- Submitted 2 KTB Award applications in 2017
- Complete Silver Star Question
- Complete Gold Star Questions
- Are a Keep America Beautiful affiliate in Good Standing

Gold Star

The topic area my affiliate is covering in the Gold Star question is:

- Waste Reduction
- Grants/Fundraising

Provide a brief summary, including the goal, of the project/program.

Gold Star - Letter of Support & KAB Verification

2018 KTB AFFILIATE ANNUAL REPORT & RECOGNITION (for work completed in 2017)

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Page 10 - COMMENTS & CERTIFICATION

If you have any comments you would like to share regarding your affiliation with Keep Texas Beautiful, please provide in the space below.

Comments

Gold Star Status ONLY

Please upload your Letter of Support.

no file selected

Please upload your KAB Good Standing documentation (if applicable).

no file selected

CERTIFICATION

In submitting the 2018 KTB Annual Report & Recognition on behalf of my affiliate I certify the information provided to be true and accurate and all reported events and activities occurred during January 1, 2017 - December 31, 2017.

Thank you for all that you do to Keep Texas Beautiful!
-KTB Staff



FOR QUESTIONS CONTACT:

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Program Manager
melody@ktb.org
512-961-5262

