



An Affiliate of the League of
Kansas Municipalities
www.aakc.online

Award Recipients

2010 ~ Beth Ann Turner
City of Iola

2012 ~ Susan Wettstein
City of Garnett

2014 ~ De Nelson
City of Wichita

2016 ~ Celyn Hurtado
City of Garden City

2018 ~ Cassie Johnson
City of Lindsborg

2019 ~ Brenda Swearingian
City of Olathe

2022 ~ Jennie Hiatt
City of Abilene

2024 ~ Terice Watts
City of Arkansas City

Nancy Crain Municipal Administrative Professional of the Year Award

The Nancy Crain Award, formerly known as the AAKC Municipal Administrative Assistant Award, was established in 2009 to recognize the exceptional contributions of Administrative Assistants to their profession, communities, and municipalities.

In 2010, the award was renamed in honor of Nancy Crain, a founding member of the AAKC, following her courageous battle with cancer. Nancy exemplified the highest standards of professionalism and dedication to Arkansas City. She was known for her selflessness in supporting her colleagues, particularly those new to municipal government. This prestigious award now serves as one of the most esteemed recognitions in the career of an administrative professional.

Eligibility:

The nominee must be a member of AAKC for five (5) years prior to date of nomination and currently employed in an administrative, secretarial, clerical or related position for at least five (5) years with the same Kansas city/county.

Nominations:

Nominations may be submitted by a city/county manager/administrator, supervisor or AAKC member. The nomination form should be completed and sent to the Chairperson of the Selection Committee by March 13, 2026. The selection committee will judge the nominations and announce the winner at the Spring AAKC Conference. The award will be presented at the Kansas League of Municipalities Fall Conference.

Selection:

A Selection Committee will review all nominations. The Selection Committee will consist of three (3) active AAKC members (all of which are past award recipients with the most recent recipient as the Chairperson of the Selection Committee). The Selection Committee will serve under the direction of the Professional Development committee chair.

Judging Standards:

Quality and quantity of contributions will be evaluated. No more than one award may be awarded in one year. Applications not awarded will be kept on file for judging in future years. The application will be reviewed on the following standards:

- Service and contribution to the AAKC Organization, including serving as an Officer, Chairperson or committee member
- Contributions to their profession
- Contributions to their community or municipal government
- Professional development/education/training
- Essay summary of why the nominee should receive the award

Nancy Crain Nomination Form

Please complete and email to: twatts@arkansascityks.gov

Nominee: _____

Current Position: _____

City/County: _____

Nominee Address: _____

Please check (√) all that apply and expound on each:

Nominee has served and/or contributed to the AAKC organization as an officer, chairperson, committee member or on special projects. (Please name the position(s)):

Nominee has contributed to their profession and/or other professional associations. (Please specify associations, past and current):

Nominee has contributed to their community or municipal government. (Please describe in what way(s) they have contributed)

Nominee has made an effort to enhance their professional development; which may include CMA, CPS, etc., certificates, attendance of municipal seminars or conferences, college work or classes in the related field. (Please list certificates, credits, etc., earned or completed)

Please include an essay summary of no more than 500 words stating why the nominee should receive the award. I hereby declare to the best of my knowledge and ability the foregoing information to be true and correct as I offer the person as a nominee for the AAKC Nancy Crain Municipal Administrative Professional of the Year Award.

Nominator Signature: _____

Date: _____

Position & City/County: _____

Phone: _____

Nominator E-mail: _____

Address: _____