

POP STAR Nomination Form Evaluation Sheet

City of Oakland Park Beautification Advisory Board

Purpose: Use this sheet to evaluate the existing POP Star Award Nomination Form. Your feedback will help improve the form's clarity, fairness, accessibility, and ability to recognize sustainability and beautification efforts in Oakland Park.

1. Clarity and Usability of the Form

Evaluation Criteria	Comments / Notes
Is the purpose of the POP Star Award clearly explained?	
Are the nomination instructions easy to follow (mailing, email, eligibility, etc.)?	
Is the form layout clear and easy to complete?	
Are any sections confusing, redundant, or missing important information?	

2. Criteria and Evaluation Content

Evaluation Criteria	Comments / Notes
Are the listed award criteria (trees, lawns, shrubs, building condition, etc.) appropriate and complete?	
Are any of the current criteria outdated or irrelevant?	
Do you see gaps where sustainability, environmental stewardship, or resilience could be included?	
Does the form fairly evaluate both residential and commercial properties?	

3. Accessibility and Engagement

Evaluation Criteria	Comments / Notes
Is the form accessible and easy for the public to use (language, format, digital access)?	
What might prevent residents or businesses from submitting nominations (time, awareness, effort)?	
How could the form or process encourage more participation?	

4. Recognition and Impact

Evaluation Criteria	Comments / Notes
Does the award process (certificate, sign, recognition at Commission Meeting) feel meaningful and motivating?	
Are there ways to make the recognition more appealing to nominees?	
Does the current award process reflect the city's broader sustainability and beautification goals?	

5. Suggestions for Improvement

Area	Your Suggestions
Changes to the form content	
Additions or deletions to the criteria	
Ways to integrate sustainability and resilience	
Improvements to promotion or outreach	
Other ideas to make the POP Star Program more successful	

6. Overall Evaluation

How well does the current POP Star nomination form capture what you believe this award should represent?

☐Excellent ☐Good ☐Fair ☐Needs Major Revision

Additional Comments: