



Cooperative Communicators Association
 174 Crestview Dr. | Bellefonte, PA 16823
 Toll Free: 877-326-5994 | Fax: 814-355-2452
 Email: CCA@communicators.coop
 Website: www.communicators.coop

Master Cooperative Communicator

New MCC Checklist and Points Verification (for your records only)

Please use this list to help prepare you for completion and upload of your MCC renewal application which can be completed at <https://ccacommunicators.awardsplatform.com/>

Personal Information (required) Includes: contact information, three years of employment history with contact information

Body of Knowledge (BOK) content (required) Must obtain 10 points in each of the six body of knowledge categories. Details for BOK categories are outlined within the Body of Knowledge Information document found on CCA's MCC webpage.

Knowledge of Cooperatives	_____	Publications & Writing	_____
Industry Knowledge	_____	Projects	_____
Tech. Communications Knowledge	_____	Planning & Programs	_____

CCA Cooperative Communicator Statement of Ethics (required) completed electronically within the system

Letter of Recommendation (required) (10 points) _____
 Statement should outline your activities and work in the past two years. Explain how they have advanced your cooperative, strengthened CCA and fit into your personal career development strategy.

Work Sample (required) (5 points) Includes: Title, BOK category, Your role, Audience, Objectives, How sample was used and when, Challenges, Result and how the sample met its goals _____

Service to CCA (optional) be prepared to list specific committee/chair positions and dates of service/award

(10 points) Chaired the CCA Committee(s) _____

(5 points) Served on the CCA Committee(s) _____

(25 points) Served on the CCA Board (years and offices held) _____

(30 points) Received Michael Graznak Award (date) _____

(30 points) Received H.E. Klinefelter Award(date) _____

(10 points) CCA Communications Contest Best of Show Award (award and date) _____

Total Points (minimum of 100) _____

Payment method (required) credit card online, or print invoice and mail a check