



District Awards Application

Entry Deadline: December 4, 2009

Use a separate application form for each award category entry.

Select ONE Award Category:

- Outstanding Adviser
- Outstanding Organization
- Outstanding Internal Program
- Outstanding External Program
- Outstanding Student Leader

**Full Name of Nominee,
Nominated Program or Organization**

Institution Name

Entry Submitted By

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Organization Information

Student Organization Name: _____

District: _____

Adviser's Name: _____

Adviser's Email: _____

Phone: _____

List all entry materials accompanying this form:

CASE ASAP USE ONLY

Date application received: _____

Confirmation receipt sent: _____

Date application reviewed: _____

Result letter sent: _____

All required materials provided: _____

Other: _____

Awards Application General Guidelines

1. **Eligibility:** Student organization must be a CASE ASAP member in good standing. **Programs eligible for awards consideration must be completed between December of 2008 and November of 2009.** We encourage institutions to include students in the award submission process to support their learning experience.
2. **Number of Entries:** Your student organization may make a submission in all categories that pertain to your organization. **Only one submission per organization per category is allowed.** Use a separate application for each category.
3. **Consecutive Year Entry:** The same person may not win Outstanding Student Leader or Outstanding Adviser two years in a row. The same internal & external programs or organization may not win its category two years in a row. Examples of allowable and not allowable submissions:
 - Mary Smith from XYZ University’s Student Alumni Council (SAC) won Outstanding Student Leader during 2008, so John Brown from XYZ University SAC can apply for Outstanding Student Leader during 2009, but Mary Smith cannot.
 - Traditions Day sponsored by XYZ University SAC won Outstanding External Program during 2008, so XYZU SAC can apply for the Outstanding External Program Award for the Freshman Recruitment Program during 2009. XYZU SAC cannot submit the Traditions Day as an Outstanding External Program submission during 2009.
 - XYZU SAC won Outstanding Organization during 2007, so it cannot apply to be the Outstanding Organization during 2008. XYZU SAC can reapply during 2009.
4. Submit additional materials as category entry instructions stipulate.
5. Submit complete award submission packets via e-mail to BOTH your district representative and CASE ASAP Headquarters (asap@case.org). When e-mailing, send each category of awards as one Microsoft Word or PDF Document (i.e., Outstanding Adviser Entry will be one attached document and Outstanding External Entry will be a second attached document.) Please include in the subject line of your e-mail: CASE ASAP District <number> Awards:<Name of Your University>. For example:

Subject: CASE ASAP District 6 Awards: University of Northern Iowa
6. Awards submissions will not be returned to the organization. All submissions become property of CASE ASAP.
7. Winners of the CASE ASAP District Awards will go on to be judged for the CASE ASAP International Awards conferred at the 37th Annual CASE ASAP Network Convention, August 5 – 7, 2010 in Kansas City, Missouri. **Only district award winners will be eligible to compete for the CASE ASAP International Awards.**

E-mail completed entry form and accompanying materials by **December 4, 2009 to your district representative. (Name and e-mail found in the accompanying letter) and Robyn Neeley at asap@case.org.**

CASE ASAP Student Advancement Sample Collection

As an entrant to the 2010 CASE ASAP District Awards Program, CASE ASAP requests permission to include your application on the CASE Web site. The information will be posted as a PDF for members. We will retain your original formatting and text.

- Yes, we allow CASE ASAP to post our Awards Application on the CASE & CASE ASAP Web site.
- No, CASE ASAP is not to post our Awards Application.

Outstanding Adviser Award

1. Complete the Awards Application. Select Outstanding Adviser category.
2. Submit an abstract of no more than four single-sided pages. Include the following information about the nominee (adviser):
 - Educational background
 - A brief description of current job responsibilities
 - Professional affiliations, honors, and accomplishments
3. Submit an essay of two to four pages, including the following elements:
 - Impact your adviser has had on the individual members of the organization
 - Ways in which the adviser has assisted the organization in its growth and development
 - One example in which your adviser provided “above and beyond” leadership through outstanding service and exceptional dedication to your organization and/or its individual members.

Outstanding Organization Award

Organization descriptions are as follows:

Student Alumni Association: Sponsored by the alumni relations office and primarily involved with alumni programs (i.e., Student Alumni Council and Student Alumni Relations Committee).

Student Foundation: Sponsored by the development office and primarily involved with annual giving campaigns, senior challenge, and other fund-raising activities (i.e., Student Development Board).

Student Ambassadors: Members are primarily involved as institutional ambassadors at functions sponsored by the admissions office, alumni office, or president's office (i.e., tour guides).

Spirit Groups: Usually affiliated with public relations, residence life or athletics, student spirit organizations enrich the quality of the institution by promoting pride, loyalty, support, and tradition. Many spirit organizations are the keepers of the campus mascot.

1. Complete the Awards Application. Select Outstanding Organization Leader category.
2. Submit an abstract of no more than four single-sided pages. Include the following information about the nominated entity (organization):
 - Organization's mission or purpose statement, size and budget
 - A brief organizational history
 - An organizational chart of officers and committee chairs including a brief description of the officer and committee chair duties
 - A complete LIST of programs completed during the current school year. Choose up to three of these programs and provide a brief description, including intended audience, purpose, outcome, publicity and media coverage
 - A brief description of a challenge the organization faced during the past year and how it was resolved

Outstanding Internal Program Award

An internal program is a program that is designed for your specific organization to help the structure, the budget or the comradery of your organization. Examples: a leadership retreat, fundraising to go to conferences, or creating a float for homecoming.

1. Complete the Awards Application. Select Outstanding Internal Program on the entry form.
2. Submit an abstract of no more than four single-sided pages. Include the following information about the nominated entity (internal program):
 - A brief history of the program, including how it came to be developed, when it was first implemented, and number of occurrences since being created
 - Summary of the program planning process, including timeline and committee structure
 - Description of program purpose and goals
 - A copy of the program budget (if applicable)
 - Description of program results, including how the program met expectations and goals
 - Amusing anecdotes (including ways that this has helped your organization)

Outstanding External Program Award

An external program is a program that is designed to involve more than just your organization such as your campus, alumni, and prospective students. Examples: running homecoming events, organizing a mud-volleyball tournament, or planning a high school recruitment campaign.

1. Complete the Awards Application. Select Outstanding External Program on the entry form.
2. Submit an abstract of no more than four single-sided pages. Include the following information about the nominated entity (external program):
 - A brief history of the program, including how it came to be developed, when it was first implemented, and number of occurrences since being created
 - Summary of the program planning process, including timeline and committee structure
 - Description of program purpose and goals
 - A copy of the program budget
 - Description of program results, including how the program met expectations and goals
 - Amusing anecdotes
 - Publicity and media coverage, if applicable

Outstanding Student Leader Award

1. Complete the Awards Application. Select Outstanding Student Leader category.
2. Submit an abstract of no more than four single-sided pages. Include the following information about the nominee (student leader):
 - A summary of the nominee's history with the organization, including positions held and honors received
 - A brief description of other campus and/or community leadership experience, including positions held and honors received
 - Major and GPA (2.5 minimum for eligibility)
3. Submit an organization adviser letter of no more than two single-sided pages in support of the nominee. Letter should address and provide examples of the following aspects of the nominee:
 - Commitment and dedication to the organization
 - Initiative and dependability
 - School spirit and loyalty
4. Submit a peer letter of no more than one page. Letter may:
 - Describe an experience the nominee had in the organization that ultimately developed leadership skills
 - Provide advice learned from an experience with the nominee in which the nominee demonstrated exceptional leadership
 - Address another topic related to the leadership of the nominee that might be helpful to other student leaders