

Campus Safety Health and Environmental Management Association

Newsletter "AWARD OF EXCELLENCE"

Application Requirements and Instructions

1. Entries must be received by February 15, or the first business day after if it falls on a weekend:

Send to:

CSHEMA
Jack Voorhees
One City Centre, Suite 204
120 W. Seventh St.
Bloomington, IN 47404-3839

2. Entry material must be neatly submitted in a binder.
3. The Entry Application Information Sheet or a copy must preface the entry.
4. The entry must be a newsletter published at the member's campus and submitted by a member of the Campus Safety, Health and Environmental Management Association.
5. All newsletters must relate to general campus or laboratory safety. Newsletter material must be intended for faculty, staff, students, or a combination thereof. It may address safety both on and off the job.
6. At least six (6) different issues of the newsletter must be submitted, half of which must have been published within the previous year. Electronic newsletters may be submitted; however, paper copies must also be included.
7. Colleges and Universities that have previously received an award in this category are not eligible to resubmit an entry of the same newsletter for three years (eg. an entry that receives an award in 2007 may not be resubmitted until 2010.)

Points will be awarded in judging the entries as follows:

Contents	20 points
Writing	20 points
Illustrations	10 points
Design and Printing	10 points
Variation of Subject Matter	20 points
Frequency of Publication	10 points
Distribution	10 points

PART I Certification

(Submit this page in duplicate)

Name of institution: _____

Name/Title of person submitting this entry: _____

Address: _____

Phone: _____ **Fax:** _____

email: _____

Signature: _____ **Date:** _____

The authority of this entry is attested by the president/ chancellor or vice president/vice chancellor whose signature appears below:

Name/Title: _____

Address: _____

Signature: _____ **Date:** _____

Certification (Submit this page in duplicate, that is, an original and one copy)

Name of institution:

Name of CSHEMA Member:

Name of Newsletter:

Editor's Name

Name/Title of person who should be recognized as the awardee:

	Address:	Phone:
		Fax:
		Email:
	Signature:	Date:

	How long has the newsletter been published?	
	Frequency of publication (monthly, Quarterly)?	
	No. of copies per issue distributed last year?	
	No. of students?	
	No. of campus employees: Faculty?	
	Staff?	
	Does each campus employee receive a copy?	
	If not, how is newsletter distributed?	
	Signature:	Date:

For Notification and Publicity Purposes: (Submit this page in duplicate)

1. Name of institution:

Name of CSHEMA Member:

Name of Campus Safety Newsletter:

Editor:

Address:

Phone:

Fax:

Name/Title/Credentials of President:

Address:

Phone:

Fax:

2. Institution's Public Relations Department:

Name/Title:

Address

Phone:

Fax:

3. Local newspapers:

Name/Title:

Address

Name/Title:

Address

4. Other Professional Organizations and/or Publications to which publicity about your award may be submitted (please include addresses):

Name:

Address