

## The Entry and Awards Process

### Meet the requirements

Join the Campus Safety Health and Environmental Management Association. Participation in the awards program is limited to members. Safety professionals at colleges and universities join through their EH&S department's organizational membership. (If your school isn't a member, [visit www.cshema.org](http://www.cshema.org) for information on how to join CSHEMA.)

Multiple entries may be submitted. You may participate in each of the four categories. (In the Solutions At Work category, you may even submit more than one entry!) Recipients of the Award of Honor in the Complete Environment, Health and Safety Program must wait four years before participating again in this category.

Instructions and application forms can be found on-line at [www.cshema.org](http://www.cshema.org).

### Prepare and submit the entry

Each year, entries in all categories except the Scholarship Award must be received by the first weekday on or after February 15. Entries for the Scholarship Award are due by March 31.

### Evaluations

The Awards and Recognition Committee perform judging. (Judges for the Complete Environment, Health, and Safety Program must be former recipients of this category's Award of Honor.)

### Notification

Written notifications of the judges' decisions are sent to entrants by the end of May. Evaluations are enclosed at that time.

As appropriate, the president of the CSHEMA writes congratulatory letters to the presidents of schools that submitted entries. Press releases are sent to each entrant's public relations department as well as to local newspapers.

### Awards Ceremony

Recipients are announced and plaques presented in July at the annual International Conference on Campus Safety Health and Environmental Management. Guests are invited to the ceremony and photos are taken.

### Displays

Entries are exhibited at the International Conference on Campus Safety Health and Environmental Management. The exhibit brings these exemplary programs right into the spotlight, giving the entries maximum exposure and providing attendees ample time to peruse the programs and discuss them with the entrants.