

Campus Safety, Health and Environmental Management Association

(CSHEMA)

Perks for Peers Award

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

Purpose: To promote interest and encourage development of innovative programs that will be beneficial to the local institution, and to improve fire and life safety awareness at colleges and universities.

Criteria: The criteria to be used to evaluate a submittal will include:

- Reason for selection of project – Development of an EH&S program element, within the fire and life safety arenas that is currently not operational or is substantially underdeveloped.
- The ability of the proposed project to address an issue that can substantially improve fire and life safety concerns on the campus.
- Cost of implementation
- Method of implementation
- Cost effectiveness
- Scope of program
- Flexibility of the program to be adapted at other institutions

Application Process:

1. Entry material may be submitted in hard copy or electronic format. If in hard copy form, the entry material must be contained in a three-ring binder(s) or other similar binder(s). Electronic submissions should be in Microsoft Word for Windows or a rich text (rtf) format. The submissions will be reviewed by CSHEMA members.
2. The application package should contain an executive summary of the project, a clear and concise description of the project, and a statement on how the project will improve the institution's fire and life safety program, and a detailed budget.

3. Divider pages and tabs should be used to separate and identify sections. Reference material such as photographs, brochures, pamphlets, memos, and posters should be included in an appropriate section, as well as any links to necessary data or back-up information.
4. Please be as concise as possible. When compiling answers and material for the entry, consider that the reviewers are not familiar with your program. Do not assume that the reviewers know your program has certain policies or administrative statements.
5. References to "OSHA," "state, local and federal," refer to U.S. regulations. Institutions outside the U.S. should meet these criteria by submitting the following: 1) verification that they are in compliance with their own local and national regulations; and 2) explanatory documents and/or copies of applicable standards.
6. Entry format:

Executive Summary

Section I - Certification (Use Form Below)

Section II - Description of specific project and action taken to improve or eliminate the problem.

Section III - Cost of implementation and expected outcome of the project.

Section IV - Copies, samples, and examples of material to be used in the program.

Review: The Awards and Recognition Committee will review entries with recommendations for recognition forwarded to CSHEMA for announcement and presentation of awards at the annual International Conference on Campus Safety Health and Environmental Management Association.

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: _____

Part II -For Notification and Publicity Purposes (Please submit in duplicate):

A. Name of institution: _____
President/Chancellor: _____

Name/Title of person submitting this entry:

Address: _____

Phone: _____ Fax: _____

email: _____

Signature: _____ Date _____

B. Institution's Public Relations Department:

Name/Title: _____

Address: _____

Phone: _____ Fax: _____

C. Local newspapers:

Name/Title: _____

Address: _____

Phone: _____ Fax: _____

Name/Title: _____

Address: _____

Phone: _____ Fax: _____

D. Other Professional Organizations or Publications to which publicity about your award may be submitted:

Name: _____

Address: _____

Please provide the URL where your institution will be recognized. This will be linked from the CSHEMA Home Page. URL: _____