

“Solutions at Work” Award
Campus Safety Health and Environmental Management Association
(CSHEMA)

Application Requirements and Instructions

PURPOSE:

- To promote interest in developing programs that solve or improve specific safety problems at colleges and universities, and
- To encourage institutions to share ideas or projects that work for them.

CRITERIA: The criteria to be used to evaluate a program should include:

1. Reason for selection of problem
2. Cost of implementation
3. Method of implementation
4. Cost effectiveness
5. Scope of program
6. Applicability at other institutions

SUBMITTAL PROCESS:

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 contained in a three-ring binder(s) or similar presentation material.
3. Divider pages and tabs should be used to separate and identify sections.
4. Reference material such as photographs, brochures, pamphlets, memos, posters, etc., should be included in an appropriate section or in a separate binder.
5. Each entry must contain a table of contents to indicate where various questions, answers, and subject matter are located within the entry.

AWARDS:

Members of the Awards and Recognition Committee will review entries for recognition and awards will be presented at the Awards Luncheon at the annual conference. Recognition will be given for each entry that meets the above criteria. There are two levels of recognition: Award of Distinction and Award of Recognition. A plaque will be presented to the submitting institution's

representative at the annual conference, and CSHEMA will forward a letter of recognition to the institution's highest official as listed on the application form.

EVALUATION:

- 0-20 points: identification of a specific safety problem and what affect it has had (or would have had) on the institution.
- 0-50 points - cost and method of implementation for the unique or innovative correction program and its cost effectiveness.
- 0-15 points - organization and presentation of material for evaluation and review.
- 0-15 points - applicability at other institutions.

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: _____