



# *SOCIETY FOR PUBLIC HEALTH EDUCATION*

10 G Street, Suite 605 • Washington, DC 20002-4242 • Phone 202/408-9804 • Fax 202/408-9815 • Website [www.sophe.org](http://www.sophe.org)

## **CHAPTER AWARD FOR EXCELLENCE**

*Deadline for Nominations: August 1, 2011*

The Society for Public Health Education is accepting nominations for the annual Chapter Award for Excellence. The purpose of this award is to recognize and publicize creative, effective and replicable methods implemented by chapters to deliver one or more core member services.

- The chapter selected as the recipient will receive a cash award of \$250.00

### ELIGIBILITY AND REQUIREMENTS

1. Any chapter with active designation status in National SOPHE may be nominated.
2. The innovation must be designed for effective delivery of one or more of the following chapter core services: membership, fiscal management, board and leadership development, communications, continuing education, alignment of chapter and national strategic plans, and/or bylaws and policies.
3. The innovation must be implemented (initially or as part of an ongoing activity) during the SOPHE fiscal year in which the chapter is nominated for this award.
4. A nomination letter must be submitted and signed by at least three National SOPHE members in good standing.
5. While it is desirable for at least one of the nominators and a representative of the chapter selected as the award recipient to attend the Awards Celebration at the SOPHE Annual Meeting, it is recognized that this may not be possible and therefore is not required. However, if they cannot attend, both the nominators and the chapter must designate an individual who is willing and able to represent them at the Awards Celebration.

### **Nomination Letter Requirements:**

1. Identify measurable objectives for the innovation.
2. Specify which core member service(s) the innovation addresses (membership, fiscal management, board and leadership development, communications, continuing education, alignment of chapter and national strategic plans, and/or bylaws and policies).
3. Provide a clear, detailed description of the innovation as well as how and by whom (i.e., chapter board, committees and/or membership) it was planned, implemented and evaluated.
4. Document the effectiveness of the innovation in achieving its objectives.
5. State how the innovation may be replicated/adapted by other SOPHE chapters with similar needs/challenges.
6. State that the innovation is consistent with the Code of Ethics for the Health Education Profession and Chapter.

7. Letter must be signed by at least three national SOPHE members in good standing (these individuals may or may not be members of the nominated chapter).
8. Include, if any other group or organization had a major role in planning, implementing or evaluating the innovation, a letter of support from that group or organization.
9. May include up to five pages of written materials related to the implementation of the innovation (optional).

#### NOMINATION INSTRUCTIONS

- Nomination materials must be received by the SOPHE office on the due date.
- All nomination materials must be assembled by the lead nominator and delivered as a single submission.

Materials may be mailed or faxed:

Society for Public Health Education (SOPHE)

10 G Street, N.E, Suite 605

Washington, DC 20002

Fax: 202/408-9815

Questions: Nicolette Warren [nwarren@sophe.org](mailto:nwarren@sophe.org)

***Awards are recommended by the SOPHE Awards Committee and approved by the Executive Committee***

**CHAPTER AWARD FOR EXCELLENCE**

Nomination Form

*Deadline: August 1, 2011*

**Name of Chapter being nominated** \_\_\_\_\_

**Nominators:**

Names of 3 National SOPHE members in good standing who are submitting this nomination (communications regarding the nomination will be directed to the first listed nominator):

1. Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

3. Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

**Contact person at nominated chapter:**

Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_



NOMINATION CHECK LIST



- Completed "Nomination Form"
- Completed Nomination letter (including all required elements)
- Nomination letter signed by at least 3 National SOPHE members in good standing
- Letter from supporting organization (if applicable)
- Written materials related to implementation of the innovation (optional)