

# ***SOCIETY FOR PUBLIC HEALTH EDUCATION***

10 G St., NE, Suite 605 Washington, DC 20002 Phone 202/408-9804 Fax 202/408-9815 Website www.sophe.org

## **PROGRAM EXCELLENCE AWARD** *Deadline for Nominations: August 1, 2011*

The Society for Public Health Education is accepting nominations for its Program Excellence Award. This award recognizes outstanding contributions by a program (not an agency) to the practice of health education. Award recipients must demonstrate systematic application of the following components:

- Health education principles including provision of a planned, reinforcing series of educational experiences over time;
- Involvement of the target population in planning and implementation; and
- A well defined evaluation component.

### NOMINATION REQUIREMENTS

#### **Nomination Proposal Document**

Format Guidelines:

- The body of the proposal should be no more than 6-pages of single spaced text; no smaller than 12 point font.
- Tables, figures, and bulleted lists should be used to summarize information.
- No more than five appendices can be included. Appendices should be succinct and used judiciously to clarify or expand some aspect of the body of the application, as appropriate.

Document Requirements:

1. Program goals and objectives, including projected impact on risk factors, morbidity, and/or mortality (for example, a clearly outlined logic model would be appropriate here);
2. Assurance that program design, methods, and activities are consistent with the Health Education Profession-wide Code of Ethics (see attached Code of Ethics Assurance form);
3. Demonstration of the involvement of the target population in planning, implementing, and evaluating activities (provide specific examples);
4. Involvement of appropriate community organizations in program planning and implementation (provide specific examples);
5. Provision of a planned series of educational experiences over time (provide agendas, list of topics/sessions);
6. Linkage of program activities to policy advocacy or policy/environmental change (provide specific examples);
7. Evaluation component that includes:
  - a. Description of evaluation design (for example, pre-post test, post test only)
  - b. Description of process, impact and outcome evaluation methods and measures;
  - c. Description of results and how they provide guidance for further program development
8. Evidence of management support for the program (letter of support);

9. Evidence that program has been in existence for at least three years; and
10. Description of funding, if applicable.

### **Letters of Support**

Requirements:

Three to five letters of support must be included in the nomination packet. Those submitting letters are not required to be SOPHE members. Each letter should describe the following:

1. The letter writer's relationship to the program
2. How the Community organization and/or target population was involved in development of the program
3. Success of the program
4. How the program applies principles of health education

### NOMINATION INSTRUCTIONS

- Nomination materials must be received by the SOPHE office on the due date.
- All nomination materials must be assembled by the applicant 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

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

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## **PROGRAM EXCELLENCE AWARD**

### **Code of Ethics Assurance**

The design, methods, and activities of the nominated program are consistent with the code of ethics of the health education profession.

\_\_\_\_\_  
Program Director or Principal Investigator  
Print

\_\_\_\_\_  
Program Director or Principal Investigator  
Signature

### **Code of Ethics for Health Education Profession**

Regardless of job title, professional affiliation, work setting, or population served, Health Educators abide by these guidelines when making professional decisions.

Article I: Responsibility to the Public

Article II: Responsibility to the Profession

Article III: Responsibility to Employers

Article IV: Responsibility in the Delivery of Health Education

Article V: Responsibility in Research and Evaluation

Article VI: Responsibility in Professional Preparation

Full description can be found at: <http://www.sophe.org/ethics.cfm>

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## PROGRAM EXCELLENCE AWARD

Nomination Form

Deadline: August 1, 2011

Name of Program \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Program Contact Person \_\_\_\_\_

Phone ( ) - Fax ( ) - E-mail \_\_\_\_\_

Nominator \_\_\_\_\_

Phone ( ) - Fax ( ) - E-mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

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



### NOMINATION CHECK LIST



- Completed "Nomination Form"
- Completed "Nomination Proposal Document" (including all required elements)
- SOPHE Code of Ethics Assurance form
- If selected, nominator or representative will attend the SOPHE Annual Meeting Awards Ceremony
- 3-5 Letters of Support (list names below):

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

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

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

4. \_\_\_\_\_

5. \_\_\_\_\_