

SOCIETY FOR PUBLIC HEALTH EDUCATION

Chapter Award for Excellence

The Society for Public Health Education is accepting nominations for the annual Chapter Award for Excellence. The chapter selected as the recipient will receive a cash award of \$250.00. Nominations may be submitted by at least three national SOPHE members in good standing. The SOPHE National Office must receive nominations on or before **July 31st of each calendar year**. Recommendations of the SOPHE Awards Committee must be approved by the Board of Trustees.

Purpose: 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.

Eligibility:

- Any chapter with active designation status in national SOPHE may be nominated.
- 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.
- 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.

Nomination Letters

- Must include measurable objectives for the innovation.
- Must 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).
- Must 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.
- Must document the effectiveness of the innovation in achieving its objectives.
- Must state how the innovation may be replicated/adapted by other SOPHE chapters with similar needs/challenges.
- Must state that the innovation is consistent with the SOPHE Code of Ethics and Chapter

Roles and Responsibilities.

- 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).
- Must 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.
- Optional: May include up to five pages of written materials related to the implementation of the innovation.

Submit nomination letters and any accompanying materials **by July 31 of each calendar year** to:

Society for Public Health Education
Awards Committee
10 G St. NE Suite 605
Washington, DC 20002
Phone (202) 408-9804; fax (202) 408-9815

SOPHE CHAPTER AWARD FOR EXCELLENCE

Nomination Form

Deadline: July 31st of each calendar year

Name of chapter being nominated _____

Three 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 _____ City, state _____

3. Name _____ City, state _____

Contact person in nominated chapter:

Name _____ Phone _____ E-mail _____

✓ **NOMINATION CHECKLIST** ✓

Nominated chapter meets all award eligibility requirements.

Nomination is being submitted by at least three national SOPHE members in good standing.

Nomination letter includes all required information.

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 is included.

(Optional) No more than five pages of written materials related to the implementation of the innovation are included.

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 Banquet 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 Banquet