



The Association of School Business Officials of
Maryland & District of Columbia
Brice & Shirley Phillips Best Practice Awards

Sponsored by:



The ASBO MD & DC Brice & Shirley Phillips Best Practice Awards recognize outstanding practices and new ideas that result in significant contributions to school entities or the profession of school business management and can be replicated by other school business officials. Your application must meet the following requirements to be eligible for consideration:

1. The ASBO MD & DC Brice & Shirley Phillips Best Practice Awards are open to active ASBO MD & DC members only. Please note only one person from a school system is eligible to receive an ASBO MD & DC Brice & Shirley Phillips Best Practice Award each year. If the submission is a team effort, only the person applying for the award will be recognized as a potential recipient. The outstanding practice or new idea being submitted must have been developed and executed by the applicant and implemented in the last three years.
2. Members serving on the ASBO MD & DC Board of Directors or the Brice & Shirley Phillips Best Practice Awards committee are ineligible.
3. For the purposes of this award, applicants must be a school business official employed full time by a school district and a member of ASBO MD & DC.
4. Applications must include an ASBO MD & DC Brice & Shirley Phillips Best Practice Awards official application form. Submissions should be submitted electronically as a word document to asbomddc1@gmail.com and must be received by October 1, 2014.

HOW TO APPLY

Step 1 - Application Form

Complete the ASBO MD & DC Brice & Shirley Phillips Best Practice Awards Application Form (reverse side) and attach it to the front of the application. Each application must have a concise, descriptive title that conveys the subject.

Step 2 - Summary (Please answer each item separately and limit each item to 200 – 300 words.)

- three pages maximum
- one-sided
- single or double spaced
- 12 pt. Time New Roman font
- 1" margins
- typed on plain 8 1/2" x 11" white paper

The summary should be organized to include:

1. Summary of idea/project
2. How is this a new idea?
3. Why do you feel the project is innovative?
4. Is this project replicable by other schools/entities?
5. Cite measurable examples of the improvements/savings
6. How does this project affect student achievement?

The guidelines for criteria include how the idea or practice:

- promotes and enhances the overall operation of the school system or the profession
- is innovative for the school system or the profession
- can be implemented or effectively utilized by the profession or another school system
- enhances or has a positive effect on student achievement.

Recipients will receive:

1. Recognition in news and trade media, and at the ASBO MD & DC Fall Conference.
2. A recognition plaque
3. Opportunity to display or present submission materials at the Spring Conference.

4. The top winner will receive \$1,500.00 towards ASBO MD & DC professional development offerings that can be used by the recipient or designee.

5. A free ocean front spring conference registration for themselves and 1 guest.

NOTE: If a group submission is selected to receive an ASBO MD & DC Brice & Shirley Phillips Best Practice Award, one plaque and one free registration will be presented to the designated lead person; other individuals will receive a certificate.

DEADLINE

All entries must be submitted electronically as a word document to asbomddc1@gmail.com and must be received by October 5th.

Applications should be emailed to:
asbomddc1@gmail.com

APPLICATION

Date Practice or Idea Was Implemented (must be within the last three years): _____

Descriptive Title (not longer than 10 words): _____

Name of Applicant _____ Title _____

School System/Employer _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

E-mail _____

Enclosed is my application for a new practice or idea implemented within the last three years. I hereby certify that the information is true and correct, and I authorize release of this information to ASBO MD & DC to publicize it in whatever way they consider appropriate.

Signature _____ Date _____

Email your application and submission as a word document to:

asbomddc1@gmail.com

Applications must be submitted by October 1, 2014.