2012-2013 Bison Ball and Excellence Awards

**Crème de la Crème**

**Community Service Organization of the Year Application**

**CHECKLIST FOR COMMUNITY SERVICE ORGANIZATION OF THE YEAR**

* Completed TYPED application
* 2012-2013 Programming List
* Co-Sponsorship Forms (3 max)
* Appropriate flyers and room requisitions related to programs
* 3 Hardcopies of essay responses
* Required SECTION V-SIGNATURE page
* Creative element; not to exceed 3 minutes (tape or video) or 25

 pages (written/photographs).

* 3 organizational photos to be included in slide presentation (Please email photos to (huexcellenceawards@gmail.com)
* **Submit application in SEALED envelope with your signature across the seal.**

*Upon submission for judging, all materials become the property of the Howard University Student Association and will not be returned.*

Questions should be directed to:

Jaeron Mann

huexcellenceawards@gmail.com

SECTION I – GENERAL INFORMATION

Official Name of Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization E-Mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of Organization Officers:**

Printed Names: Position Title:

1.

2.

3.

4.

5.

**Organization Contact Information:**

President’s E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President’s Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization Information:**

Is your organization recognized by Howard University? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When was your organization chartered at Howard University? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a national chapter of your organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, are you affiliated with the national chapter? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many members are in your organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are the general membership requirements of your organization? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION II—PROGRAMMING (30 PTS TOTAL)**

In this section, you must provide specific information about the programs your organization hosted during the 2012-2013 academic year. Also, attach all documents (programs or flyers with stamp of approval from the Office of Central Scheduling) supporting the veracity of each program. This part of the application must be TYPED and submitted with the completed application.

**FORMAT:**

Name of Program

Date(s) of Program/Duration of Program

Person of Contact

Position/ Title

Telephone Number

E-Mail Address

Brief Program Description and Significance of Program

Signature of Advisor/Supervisor

**EXAMPLE:**

*Campus Clean-Up Day*

*October 12, 2011*

*John Doe*

*Volunteer*

*(202) 555-5555*

*Jdoe@email.com*

*Campus Clean-Up Day was a day when more than 50 students and I went to various areas on campus and picked up trash. I also raked leaves and painted playground equipment for the pre-school. This contributed to the community by providing a clean area for the Howard community. Now that the campus is a little cleaner, I feel that now students will feel obligated to keep the campus clean.*

*4 hours*

*John Doe*

**SECTION III—CO- SPONSORSHIP INFORMATION**

Per the Excellence Awards criterion your organization should have co-sponsored at least 2 programs or events with other on-campus organizations during this academic year. Fill in the name of each program below and completely fill out the attached co-sponsorship forms. Carefully follow instruction listed on the top of the form. You may select any of your programs for this section including those listed in Section II. **ALL programs MUST be verified through room requisitions or flyers stamped by the Office of Central Scheduling and submitted with the application.**

1. **Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **Name of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION IV – ESSAY QUESTIONS**

This section allows your organization an opportunity to express itself freely and further demonstrate excellence. To complete this section, answer **BOTH** questions in **500 words each** and submit **3 HARDCOPIES**.

Formatting instructions:

1. Type essays in Microsoft Word
2. Use only one document to answer all questions
3. Do not use a heading on document
4. Essays must be double spaced
5. Use a 12pt standard font
6. Type the question followed by the response
7. **DO NOT** include the name of the name of the organization **ANYWHERE** in the essays. Refer to the organization as “our organization”, “we”, etc.
8. Remember to keep responses to **500 words**.

**ESSAY QUESTIONS**

1. **List and describe what community service projects did the organization charter that helped the Howard University and/or the DC metropolitan area this year.**
2. **List and describe what the organization did to aid or inform the Howard community about a major social or political issue.**

**SECTION V --- SIGNATURES**

*By signing this document, I affirm that the application summated and all its contents are true and accurate to the best of my knowledge. I further understand that any false information will result in the immediate disqualification of my application for the 2012-2013 Bison Ball & Excellence Awards.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Name Vice President’s Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date Signature and Date

**2012-2013 CO-SPONSORSHIP FORM**

***COPY AS NEEDED***

**INSTRUCTIONS: Fill out form completely. All organization Presidents MUST sign this form to verify application participation.**

**Name of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Co-Sponsoring Organization(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date and Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co- Sponsoring President’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Co-Sponsoring President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**