



2008 *Indoor Air Quality Tools for Schools* National Special Achievement Award Nomination

Indoor Air Quality (IAQ)

IAQ *TfS* Special Achievement Award Introduction

Does your school system or community have a champion for improving school indoor environments and protecting children's health? Is there an individual or organization whose efforts have led to successful implementation of indoor air quality (IAQ) management practices in your community, region, or state? Have you identified a mentor who has helped your school or district implement an effective IAQ management program? If so, the U.S. Environmental Protection Agency (EPA) encourages you to nominate this individual or organization for the *IAQ Tools for Schools (IAQ TfS)* National Special Achievement Award. Each year, EPA recognizes individuals and organizations from across the country whose commitment and passion for improved school indoor environments has led to tangible, sustainable IAQ management programs in their communities. These individuals and organizations demonstrate a significant dedication to student and staff health and wellness and have taken steps to leave a positive, lasting impact on their school system, the staff and students, and the entire community.

EPA is pleased to announce that it is accepting applications until **September 12, 2008**, for the 2008 *IAQ TfS* Special Achievement Award. Below you will find all of the information required to successfully submit a Special Achievement Award nomination.

We invite you to join us in demonstrating that individual action around IAQ management can and does improve lives and create safer, healthier learning environments for our nation's children.

Benefits of the *IAQ TfS* Special Achievement Award

The *IAQ TfS* Special Achievement Award is a national symbol of individual and organizational commitment and excellence. Special Achievement Award winners will be publicly recognized at the *IAQ TfS* National Symposium in Washington, D.C., **December 4-6, 2008**, and will receive:

- An engraved *IAQ TfS* Special Achievement Award plaque;
- A fully paid trip for an individual award winner or one representative from an award-winning organization to Washington, D.C., to receive the Award at the *IAQ TfS* National Symposium;
- Complimentary registration for the *IAQ TfS* National Symposium;
- Recognition on EPA's Web site;
- National media attention in an EPA press release about the annual award winners; and
- A press kit containing press release templates, fact sheets, and contact information to increase visibility of the *IAQ TfS* Special Achievement Award winner.

Eligibility Criteria

Recipients of the *IAQ TfS* Special Achievement Award are selected through a competitive process. To qualify for an award, the nominee must:

- Be an individual or organization whose efforts to promote healthy school indoor environments have demonstrated an extraordinary commitment to improved indoor environments in schools and a commitment to improved student and staff health and productivity;
- Be nominated by a peer (preferably someone in the school system or that works closely with the system) that is very familiar with the nominee's efforts and their impact; and
- Fully complete the attached Nominee/Nominator Contact Information form and Nomination Narrative.



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Nomination Process

As you complete the nomination, please note the following:

- **The application is a fill-in form, which will allow you to save what you have filled in on your computer and submit it electronically via e-mail.**
- A complete contact information form (attached) must be included for each individual or organization being nominated.
- Page limit – Nomination Narrative may be no more than two pages double-sided.
- Supplemental materials may be provided, but materials should be no more than an additional five pages double-sided.
- A minimum font size of 11 point.

All nominations and supplemental materials for the 2008 *IAQ TFS* Special Achievement Award must be received by **September 12, 2008**, in order to be evaluated.

Evaluation Process

A panel of government experts in IAQ, EPA's *IAQ TFS* program, children's health, health policy, and school-based environment, safety, and health issues will review *IAQ TFS* Special Achievement Award nominations. Nominees will be judged solely on the information in the Nomination Narrative.

Complete nomination packages may be submitted by e-mail to:

ATTN: *IAQ Tools for Schools* Awards Coordinator

awardscoordinator@cadmusgroup.com

Facsimile:

ATTN: *IAQ Tools for Schools* Awards Coordinator

(703) 247-6001

U.S. Mail (or Special Delivery):

ATTN: *IAQ Tools for Schools* Awards Coordinator

The Cadmus Group, Inc.

1600 Wilson Blvd, Suite 500

Arlington, VA 22209

(703) 247-6000

All nominations for the 2008 *IAQ TFS* Special Achievement Award must be received or postmarked by **September 12, 2008**.



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Instructions

Part 1: Nominee/Nominator Contact Information

Please provide all of the information requested in the table in the Special Achievement Award Application. *Note: If the nominator is a school employee and is not in school during the summer break, please provide additional contact information (i.e., cell phone, alternate contacts) to allow EPA to contact you if necessary about your application.*

Part 2: Nomination Narrative

To merit an *IAQ TFS* Special Achievement Award, nominators should tell the story of how the individual or organization they are nominating has contributed to improved indoor environments in schools in their community, region, or state. The narrative should also include information on why the nominator feels that the nominee deserves special recognition for their efforts.

To assist you in preparing the Nomination Narrative, please consider addressing the following guiding questions. You are not required to answer the questions below in your narrative. They are designed to help you write your narrative and prompt you to think about how to best describe the efforts of the nominee.

Guiding Questions

1. How did this individual or organization get involved with their school or school system's IAQ program? Was there a natural connection between their role and the effort (e.g., the individual or organization is involved in implementing other environment or health programs in the school system; the individual sits on a school committee; etc.)? How long have they been involved with the IAQ program or IAQ issues in general?
2. At what stage in the process of developing and/or implementing an IAQ management program did this individual or organization get involved (e.g., they initiated the process; they joined the IAQ team in its early organizing stages)? How did their involvement help influence the process?
3. How did the individual or organization assist with communicating the program to internal school audiences or the larger community?
4. How has this individual or organization contributed to sustaining the IAQ program, either within the school system or within the larger community?
5. Describe the most important contributions this individual or organization has made to advancing IAQ management, either at the school system level or in a broader context.
6. Describe what unique attributes this individual or organization brought to bear that helped contribute to IAQ program success (e.g., their position in the school or community as a trusted leader on health issues).
7. Describe any mentoring role this individual or organization has taken to expand the *IAQ TFS* program or IAQ management beyond their community. If they have served as a mentor to other school systems, how did they identify districts to mentor? What assistance did they provide?
8. If available, describe any measurable impacts this individual or organization has had on advancing and sustaining the IAQ program or improving the school environment and health (e.g. secured additional funding for school repairs; demonstrated measurable improvements to student and staff performance and/or productivity related to IAQ improvements).



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Part 3: Supplemental Materials

Nominators may attach supplemental materials that document or provide additional support for the information in the Nomination Narrative if they are:

- Clearly titled, referenced, and their relevance is explained in the body of the narrative. Materials that are not referenced, explained, and given a title will not be considered during the evaluation.
- Not in excess of five additional pages (double sided) of information.



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The application is a fill-in form, which will allow you to type your answers directly into the form, save what you have filled in on your computer, and submit it electronically via e-mail.

Nominee Contact(s) Information	
Name (Individual or Organization)	
Name of Key Contacts (if Organization)	
Title	
Department	
Address	
City, State, Zip Code	
Telephone	
Fax Number	
E-mail Address	
Nominator Contact Information	
Name	
Title	
Department	
Address	
City, State, Zip Code	
Telephone	
Fax Number	
E-mail Address	



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