



2018 CASE ASAP District Awards
Deadline: December 8, 2017

Thank you for applying for the **2018 CASE ASAP District Awards**, an annual tradition of the CASE ASAP program that honors, celebrates, and recognizes outstanding organizations and leaders in student advancement in each district.

Before you start the online application, please take a moment to read the following instructions.

1. **Online applications** must be completed by Dec. 8, 2017. No applications will be accepted after this date. All submissions become property of CASE ASAP.
2. **Supplemental materials.** Please read the instructions carefully for submitting materials. Additional pages will not be given to judges to score.
3. **Eligibility:** Student organizations must be a CASE ASAP member in good standing. Programs eligible for consideration must be completed between Dec. of 2016 and Nov. of 2017.
4. **Number of Entries:** Your student advancement organization may submit in all four categories. Only one submission per organization per category is allowed. (i.e., you cannot submit two students for the Outstanding Student Leader award or two programs for the Outstanding Advancement Program award.)
5. **Past District Award Winners.** The same person may not win Outstanding Student Leader or Outstanding Adviser two years in a row. The same organization may not win its category two years in a row. If you won a district award last year for outstanding external program, that program is not eligible to compete in the Student Advancement Program category this year. You may submit another program for this category. View 2017 district award [winners](#).
6. **Getting Started:** To submit you will need to create a profile. Click on “Join Now” under New Users to complete your profile. Once your profile is created you will be able to access the main awards page at any time thru December 8. Click on the Green circle with the white plus sign and begin your applications!

Award Categories

Outstanding Adviser:

Presented to a CASE ASAP organization adviser (staff member, faculty member, or graduate student) who has facilitated effective progress within the organization and has served as a mentor to involved students.

Outstanding Student Leader:

A dedicated student who has significantly improved the organization by inspiring growth, cultivating collaboration and developing meaningful relationships.

Outstanding Student Advancement Program:

Facilitated by a student advancement organization, these external programs involve students, alumni, prospective students and/or community members through education and awareness of engagement and philanthropic efforts. Examples may include homecoming events, alumni-student networking events, CASE's Student Engagement & Philanthropy Month programs, student campaigns and fundraising programs, or prospective student recruitment.

Outstanding Organization:

A CASE ASAP organization that develops membership with strong internal programs, and enhances the field of advancement through reputable external programs, effective engagement with university constituents, prosperous philanthropic efforts, and/or notable outreach to prospective students.

Outstanding Emerging Organization:

A CASE ASAP organization that develops membership with strong internal programs, and enhances the field of advancement through reputable external programs, effective engagement with university constituents, prosperous philanthropic efforts, and/or notable outreach to prospective students.

Awarded to a CASE ASAP organization within its first three years of existence. (To be considered emerging, an organization must have been chartered within three academic years or now operates as a new organization with new bylaws created within the past three academic years.)

Please direct any questions to Robyn Neeley at neeley@case.org. Thank you for your submission!

2018 CASE ASAP District Awards Application
Planning Worksheet
Please complete application [online](#).

Outstanding Adviser Award

Presented to a CASE ASAP organization adviser (staff member, faculty member, or graduate student) who has facilitated effective progress within the organization and has served as a mentor to involved students.

How many total years has the nominee been advising?

Please list your adviser's current job responsibilities.

Please list any professional affiliations, honors and accomplishments.

Give three concrete examples of how your adviser has helped your student advancement organization reach its membership goals. These examples need to be specific. While we all have wonderful advisers, judges are looking to see the specific ways your adviser has made an organization impact.

Supplemental Materials

Please submit two required letters of recommendation. One from a student in the organization and one from the adviser's supervisor.

Student letter should:

- 1) Describe adviser's commitment and dedication to student advancement
- 2) Give one example in which your adviser provided "Above and beyond" leadership through outstanding service, mentorship and exceptional dedication to your organization and/or its members.
- 3) Provide advice learned from experience with the adviser in which the adviser demonstrated exceptional leadership to the student advancement group

Supervisor letter should:

- 1) Describe adviser's impact on student advancement at the institution
- 2) Provide examples on how the adviser's leadership has influenced the success of the student advancement organization
- 3) Illustrate how the adviser's achievements have positively impacted the overall advancement goals of the institution

Outstanding Student Leader Award

A dedicated student who has significantly improved the organization by inspiring growth, cultivating collaboration, and developing meaningful relationships.

Please summarize the nominee's history with the organization, including positions held and honors received.

Describe the impact the student has had on members of the organization in reaching its goals.

Please give one anecdote illustrating the impact the student has had on the student advancement organization.

Supplemental Materials

Please submit two required letters of recommendation. One from a peer in the student advancement organization and one from the adviser.

Peer letter should:

- 1) Describe an experience the nominee had in the organization that ultimately developed their leadership skills.
- 2) How has the nominee's exceptional leadership and/or advice supported and inspired peers?
- 3) Demonstrate how the nominee has cultivated collaboration on behalf of the organization.

Adviser letter should:

- 1) Address and provide examples of the following characteristics of the nominee:
Commitment and dedication to the organization, initiative and dependability, school spirit and loyalty.
- 2) Letter may include examples of student's leadership outside the organization, but the main focus should be on the student's leadership within the student advancement organization.

Outstanding Student Advancement Program

Facilitated by a student advancement organization, these external programs involve students, alumni, prospective students and/or community members through education and awareness of engagement and philanthropic efforts. Examples may include Homecoming events, Alumni-Student Networking Events, Student Engagement & Philanthropy Month programs, student campaigns and fundraising programs, or prospective student recruitment.

Please give a brief description of the student-run program including how it developed, when it was first implemented, and number of occurrences since being created.

Please describe your program's objectives as it relates to your organization's mission. Include examples of how the program met expectations and return on investment goals and had a meaningful impact on its attendees.

List awards and special recognition.

Supplemental Materials

You may submit up to three attachments (one page each) to support your nomination. Any additional pages will not be scored as part of your application.

Your first attachment must be an itemized program budget.

The other two attachments can include timelines, committee structure charts, evaluation results, and/or promotional materials.

Outstanding Organization

A CASE ASAP organization that develops membership with strong internal programs, and enhances the field of advancement through reputable external programs, effective engagement with university constituents, prosperous philanthropic efforts, and/or notable outreach to prospective students.

Please check if your organization has existed for over three years or under three years. Applications for organizations three years and under will be considered for the Outstanding Emerging Organization category. (To be considered emerging, an organization must have been chartered no earlier than September 2013 or now operates as a new organization with new bylaws created within the past three academic years.)

Please describe your organization's mission and briefly discuss its history.

Please list programs completed during the year, including internal member development programs.

Please choose three of the above events (can include external and internal) and provide a brief description of each. Each description should include intended audience, purpose, program goals, budget and outcome. Give examples of how these events add value to the members of the organization and/or the intended audience of the events.

Please list awards and special recognition received.

Supplemental Materials

You may submit up to three attachments (one page each) to support your nomination. Any additional pages will not be scored as part of your application.

Attachments can include organization charts, budget outlines, promotional materials and/or partnership resources. Do not include answers to above questions in your supplementary materials.

Outstanding Emerging Organization

A CASE ASAP organization that develops membership with strong internal programs, and enhances the field of advancement through reputable external programs, effective engagement with university constituents, prosperous philanthropic efforts, and/or notable outreach to prospective students.

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