

New Mexico Alliance for School-Based Health Care's

Exemplary SBHC

TIPS FOR WRITING A SUCCESSFUL APPLICATION

1 Start your application NOW



Don't wait until the last minute!

2 Determine the key members of the planning team and when the planning team will meet to:

- Identify specific ways your SBHC meets the characteristics.
- Discuss the strengths of your SBHC and where they fit in the application.
- Select the main “writer” of the application but don't leave it all up to that person.
- Determine who will gather information or documents needed by the main writer and who will have the primary responsibility for making the video.
- Determine deadlines including, when the team will review and discuss the first draft of the application.
- Ensure descriptions of how your SBHC meets the characteristics are complete and compelling. Be sure nothing GREAT about your SBHC is omitted.



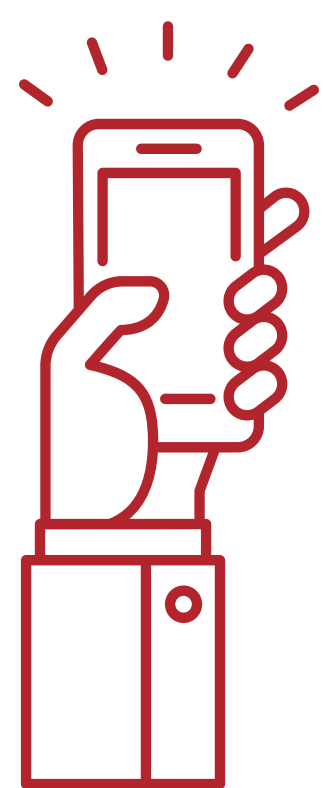
3 Limit your attachments to 1 attachment per characteristic

Choose attachments that best illustrate how your SBHC meets each characteristic (not each criterion within the characteristic). There are 7 characteristics. You should have 7 attachments. Provide only 1 attachment per characteristic.

Name attachments using the characteristic number and document name (e.g. 1-SBHC Annual School Health Fair Flyer).



5 For your video:



- Limit the video to no more than 3 minutes.
- Provide a brief introduction about your clinic.
- Introduce your staff and key school staff that work with your SBHC.
- Talk about and show those things of which you are most proud.

*If you film students, obtain consent. Use NMASBHC's and your district's consent form.

4 Don't forget to include your school's total enrollment number

If you don't have it for the current school year, you may use the previous school year enrollment found at:

<https://webnew.ped.state.nm.us/bureau/information-technology/stars/>

To find your school data scroll all the way down to “STARS ENROLLMENT DATA” and click on 2017-2018 Enrollment by district, by location, and by grade.

The best applications are those that reflect a comprehensive picture of your school-based health center, described with input from everyone who works in and with your center.

For additional technical assistance please contact info@nmasbhc.org