

NMASBHC Exemplary School-Based Health Center Award Application 2020 Instructions

Introduction

The New Mexico Alliance for School-Based Health Care (NMASBHC) recognizes exemplary school-based health centers (SBHC) as part of its annual statewide award program. Awardees will be selected by NMASBHC and recognized at the 2020 Head to Toe School Health Conference SBHC Pre-Conference and at the NMASBHC Annual Celebration in April.

Exemplary SBHC Award applicants are expected to have met the basic *School-Based Health Centers in New Mexico Definition, Description, and Defining Characteristics* AND demonstrate in the application how they are meeting the *Defining Characteristics of Exemplary School-Based Health Centers (both located at (<https://www.nmasbhc.org/school-based-health-centers/exemplary-sbhc-program/>))*. The goal, when completing the application, is to describe as clearly as possible why the SBHC deserves recognition as an exemplary SBHC. If you have questions about the application or the award process, please email info@nmasbhc.org.

NOTE: Each individual SBHC that has previously received the Exemplary SBHC Award is ineligible to resubmit an application for three (3) years.

Requirements for Submitting Your Application

- Use your SBHC name to save the application (e.g. Albuquerque High SBHC Exemplary Application 2020);
- Submit your application electronically by **February 29, 2020** (read and follow the “Electronic Submission Instructions” included in the application packet);
- Utilize your entire SBHC team to collaborate on completing the application;
- Complete the entire application before submission;
- Provide the required signatures of support from your sponsor agency and school administration;
- Provide one (1) supporting document per characteristic (seven total are required). Supporting documents can include flyers, reports, testimonials, pictures, etc. Choose documents that best illustrate how your SBHC meets each characteristic (not each criterion within the characteristic);
 - If you don’t have an existing document to support this requirement you may submit a one paragraph (250 words or less) description of your practices. For example, you could describe your weekly meetings with school staff that demonstrates your strong collaboration with school administration and staff. Please make sure the documents or practices you describe are current (within two years of submission of your application).
- Name the supporting documents using the characteristic number and document name (**e.g. 1-SBHC Annual School Health Fair Flyer**);
- Please do not copy and paste answers from previous characteristics or other SBHC applications;
- Submit your 3-5 minute video application component; and
- We encourage applicants to utilize spelling and grammar check. We want the scoring committee to score the work your SBHC is doing, not the grammar.

If your sponsor operates more than one SBHC:

- ✓ Select your strongest SBHC(s);
- ✓ Multiple SBHCs can apply from one sponsor organization, but ensure you have enough time to complete each individual application;
- ✓ Emphasize what is unique and extraordinary about **each individual SBHC**; and
- ✓ Submit a separate application for each SBHC and ensure each application and supporting documents **are unique to the specific SBHC** (please do not copy and paste identical application answers for multiple SBHCs).

Requirements for Completing Your Video Submission

- Utilize a smartphone or point and shoot camera with video capabilities. These videos do not have to be filmed with a video camera, and we do not expect a professional style video.
- Limit the video to **3-5 minutes**.
- Provide a brief introduction about your clinic.
- Introduce your staff and key school personnel who work with your SBHC.
- Talk about and show us the features of your SBHC of which you are most proud.
- If you film minors, obtain consent using NMASBHC's photo and video release form. Submit these photo and video release forms with your application. We assume consent of adults included in the video.
- We also recommend that if your district and organization has photo and video consent requirements, you obtain and keep records of these consent forms as well.
- If you have any questions, please email, info@nmasbhc.org, for support.