

Exemplary SBHC Award

TIPS FOR WRITING A SUCCESSFUL APPLICATION

1 Start your application NOW



Don't wait until the last minute!

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 3-5 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 both NMASBHC's and your district's consent form.

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.



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 2018-2019 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**

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WHY APPLY?!

1 The Process Has Value:

- Reviewing the NMASBHC Characteristics of an Exemplary SBHC document with your team supports learning and quality improvement.
- The process can help your team assess your progress and identify areas for growth to best serve students/patients.
- The information your team gathers for the application can be used for other grant and recognition applications as well as presentations to partners and policymakers.
- The application process can help your team identify and further build relationships with school and community stakeholders and advocates.
- The information shared with NMASBHC supports our organization's efforts to support SBHCs!



2 The Outcome Has Value:



- Awardees receive a scholarship to attend the annual school health health conference the following year.
- Awardees receive two custom Exemplary SBHC art pieces to display in the SBHC and for the school Principal.
- Announcement of the award is made to state and local media.
- Announcement of the award is made on the NMASBHC website, in the annual calendar, and in the newsletter.
- The awardees receive state-wide recognition with state policymakers, legislators, school officials, and peers!
- Even if not awarded, the applying team receives feedback from NMASBHC to strengthen future applications.