

APPLICATION FORM

Georgia Oglethorpe Award Process, Inc.

See instructions which follow...
Please print or type except where
signature is required.

2012 Submission Deadlines: Step 4- December 31, 2011 • Steps 2 & 3- February 29, 2012 • Step 1- March 15, 2012

1. APPLICANT ORGANIZATION

OFFICIAL NAME OF APPLICANT ORGANIZATION

STREET ADDRESS

CITY

COUNTY

ZIP CODE

2. SIZE OF APPLICANT ORGANIZATION

Total number
of sites _____

Total number
of employees _____

3. FEEDBACK/RECOGNITION OPTION PREFERRED Georgia Focus Recognition- Step 1 Georgia Challenge Award- Step 2 Georgia Progress Award- Step 3 Georgia Oglethorpe Award- Step 4

4. CATEGORY AND SIZE DESIGNATION

- Business Industry Government
 Education Healthcare Nonprofit
 Sub Unit

- Greater than 500 employees
 Less than or equal to 500 employees
 NON-AWARD/RECOGNITION SEEKING

5. ORGANIZATION UNIT DESIGNATION

Is applicant a unit, division, or like organization
of a parent organization? No (go to Item 6) Yes (continue)

NAME OF PARENT ORGANIZATION'S HIGHEST RANKING OFFICIAL

TITLE

PARENT ORGANIZATION NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

6. OFFICIAL CONTACT

NAME OF OFFICIAL CONTACT

TITLE

TELEPHONE NUMBER

STREET ADDRESS

CITY

COUNTY

ZIP CODE

E-MAIL

7. HIGHEST RANKING OFFICIAL

NAME OF APPLICANT ORGANIZATION'S HIGHEST RANKING OFFICIAL

TITLE

TELEPHONE NUMBER

STREET ADDRESS

CITY

COUNTY

ZIP CODE

E-MAIL

8. ORGANIZATIONAL PROFILE

An Organizational Profile must be submitted along with this form as a separate document. Please refer to the instructions which follow to locate the content required for this profile.

9. FEE AND MAILING ADDRESS

Refer to the instructions accompanying this form, which follow for payment options, mailing address, and where to locate applicable fee amounts.

10. STATEMENT OF AUTHORIZATION

We understand that people knowledgeable of the Criteria for Performance Excellence and certified by Georgia Oglethorpe Award Process, Inc. will review this Application Form and Application Package. If eligible and selected for a Site Visit, we agree to host the Site Visit Team so they can verify and clarify the information we provided in our Application Package. We will also pay related Site Visit fees and the Examination Team's travel and expenses. Additionally, we agree to public recognition as appropriate.

X _____

HIGHEST RANKING OFFICIAL'S SIGNATURE

NAME (PLEASE PRINT)

TITLE

DATE

12. SITE LISTINGS AND DESCRIPTORS

A completed Site Listings and Descriptors Form which is available on our website must be submitted as part of the Application Package.

13. PLEASE INCLUDE ALL ITEMS LISTED BELOW (AND BIND TOGETHER THOSE HIGHLIGHTED IN RED):

- APPLICATION FORM This form, completed and signed
 SITE LISTINGS Completed form
 ORGANIZATIONAL PROFILE Organizational Profile & 1-page Organizational Chart
 APPLICATION FEE Check/Charge
 SELF-ASSESSMENT or CRITERIA RESPONSE Total number of pages permitted varies

CREDIT CARD PAYMENT INFORMATION

VISA MasterCard Amount: \$ _____

Expiration Date: _____ Security Code: _____

Acct. #: _____

Name on Acct.: _____

Authorized Signature: _____

11. SELF-ASSESSMENT OR CRITERIA RESPONSE

An Application Package (Self-Assessment or Criteria Response) must be submitted along with this form. Please see next page for instructions.

Instructions for Completion of Application Form

1. Applicant Organization

Provide the official name and all information requested for the organization applying to *Georgia Oglethorpe Award Process, Inc.*

2. Size of Applicant Organization

Give the number of sites and employees of the applicant organization as of the date of this application.

3. Feedback/Recognition Option Preferred

Check the appropriate box for which the applicant organization is applying.

4. Category and Size Designation

Check the appropriate boxes that best describe the applicant organization (see *How to Apply* booklet available on our website).

If non-Award seeking, please check appropriate box.

This feedback may be based only on a written application.

5. Organization Unit Designation

If yes, provide the name and all information requested for the parent organization and the name of the highest ranking official of the parent organization.

6. Official Contact

Provide the requested information for the applicant organization's official with the authority to provide additional information and to arrange for a Site Visit.

7. Highest Ranking Official

Provide the name and all information requested for the applicant organization's highest-ranking official (General, Chairman of the Board, Chief Executive Officer, Garrison Commander, President, Owner, General Manager, Superintendent, Principal, Plant Manager, Division Manager, etc.).

8. Organizational Profile

Prepare as a separate document [up to FIVE (5) PAGES plus a one (1) page organizational chart] a general overview of the applicant organization.

The content required for the Organizational Profile can be found:

- ❖ **Georgia Focus Recognition (Step 1), Georgia Challenge Award (Step 2), Georgia Progress Award (Step 3)** - in the front pages of these documents respectively, and available for download on our website.
- ❖ **Georgia Oglethorpe Award (Step 4)** - in the pages just before the *Criteria for Performance Excellence*, located in the booklet *Georgia Oglethorpe Award (Step 4) Criteria for Performance Excellence*.

The Organizational Profile provides an examination team basic information needed to complete an assessment. It aids them in understanding what is relevant and important to the applicant organization's business. It is a vital part of the overall application and is used in all stages of the application review.

9. Fee and Mailing Address

All applicant organizations are required to pay certain fees according to the Fee Schedule available from the Georgia Oglethorpe office below.

A check should be made payable to **Georgia Oglethorpe Award Process, Inc.** Charge cards are also accepted.

Include payment information along with the completed Application Package to address below.

10. Statement of Authorization

The signature of the applicant organization's highest ranking official is required. This indicates that the applicant organization will comply with the terms and conditions stated.

11. Checklist

The person preparing this *Application Form* should review the checklist to ensure that all required items are included in the mailing package.

NOTE

Please reference the *How to Apply* booklet available on our website for details on submitting an Application Package. The booklet covers such information as required font size and much more.

The Application Package may be duplicated and single or double-sided pages submitted.

If you have any questions related to this Application Form or Georgia Oglethorpe, please contact -

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Atlanta, GA 30303-1751

VM: 404-232-3808 · Alpharetta Office 770-889-4011

EM: office@georgiaoglethorpe.org
www.georgiaoglethorpe.org

Georgia Oglethorpe Award Process, Inc. welcomes your comments on any part of the assessment, feedback, and recognition process.