

ELIGIBILITY/INTENT TO APPLY FORM

Georgia Oglethorpe Award Process, Inc.

2011 Deadlines for 2012 Submissions: Step 4 - October 31 • Steps 1, 2 & 3 - December 31

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

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 Greater than 500 employees
 Education Healthcare Nonprofit Less than or equal to 500 employees
 Sub Uni 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

Fee: A non-refundable \$200.00 fee payable by check, Visa or MasterCard is
required to cover initial processing and eligibility determination.

Mailing Address: Completed *Eligibility/Intent to Apply Form*,
accompanying documents and payment should be sent to:

Georgia Oglethorpe Award Process, Inc.
148 Andrew Young International Blvd., NE, Suite 250
Atlanta, GA 30303-1751

CREDIT CARD PAYMENT INFORMATION

- VISA MasterCard **Amount: \$200.00**
Expiration Date: _____ Security Code: _____
Acct. #: _____
Name on Acct.: _____
Authorized Signature: _____

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 Eligibility/Intent to Apply Form and our subsequent 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 _____

11. PLEASE INCLUDE ALL ITEMS LISTED AND BIND TOGETHER

THOSE HIGHLIGHTED IN RED BELOW:

- ELIGIBILITY/INTENT TO APPLY FORM**
This form, completed and signed
 ORGANIZATIONAL PROFILE
Organizational Profile & 1-page Organizational Chart
 PROCESSING FEE
Check/Charge (circle appropriate one)

Instructions for Completion of **ELIGIBILITY/INTENT TO APPLY 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 submission.

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.

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 perform an assessment. It aids 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. It may be modified for submission with your application.

9. Fee and Mailing Address

The applicant organization is required to pay a non-refundable fee of **\$200.00** to cover the costs associated with initial processing and eligibility determination. A check should be made payable to **Georgia Oglethorpe Award Process, Inc.** Charge cards are also accepted. Include payment information along with the completed *Eligibility/Intent to Apply Form* and send accompanying documents 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 *Eligibility/Intent to Apply Form* should review the checklist to ensure that all required items are included in the mailing package.

If you have any questions related to this Eligibility/Intent to Apply Form or Georgia Oglethorpe, please contact -

Georgia Oglethorpe Award Process, Inc.
148 Andrew Young International Blvd., NE, Suite 250
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.