

2008 Health Awareness Promotion Awards

Entry Guidelines and Form

IMPORTANT! Please note the following requirements for qualification and changes in award categories. Any HAP Award entries that are not in compliance will automatically be disqualified.

- The HAP Award entry must be postmarked no later than **March 1, 2008**.
- All entries, unless submitted online, must contain the **official** entry form found on page 3.
- The identity of the county must NOT be included anywhere within the entry itself, only on the cover page. This is to insure impartiality.
- The complete description must NOT exceed four (4) pages.
- The entry must NOT include collateral materials (brochures, fliers, posters, etc.).
- Eight (8) copies of the entry must be included, unless submitted online.
- An electronic version (CD or email) must be sent, unless submitted online.

Recognizing Excellence

The Health Awareness Promotion (HAP) Awards were initiated in 1989 by the AMA Alliance to recognize excellence in the health promotion programs and projects of **COUNTY and RPS/MSS** Alliances throughout the nation. All **COUNTY and RPS/MSS** Alliances are encouraged to enter one program or project per category. However, the same project may **NOT** be submitted in more than one category.

HAP Award Honors

The HAP Awards are presented at the AMA Alliance Annual Meeting in June in Chicago. The AMA Alliance invites a representative from each winning county to make a short presentation and then honors the county during the opening ceremony of the House of Delegates. One award of \$1,000 will be given to the winners in each category. Although the county chooses the person to accept the award, that person **MUST BE** a current AMA Alliance member.

Eligibility

Only **COUNTY and RPS/MSS** Alliances are eligible for award consideration. Eligible projects must have been held and completed between March

1, 2007 and February 28, 2008. If the project was conducted in coalition with another group(s), the project must have been initiated by or have had major involvement of the County Alliance or RPS/MSS group. A project that has won a HAP Award cannot be resubmitted within three years of the win unless the project has been changed in some capacity or a new component has been added. Alliances can not win a HAP Award in the same category two years in a row.

Entry Deadline

All entries must be postmarked by **MARCH 1, 2008**. A confirmation e-mail will be sent to confirm that the AMA Alliance has received your entry. Winners will be notified in April.

Judging Process

The HAP Awards Judging Committee is composed of five AMAA members including the secretary, health promotion chair, immediate past president, and two board members. The entries are judged based on the written project summary that is submitted. The summary should contain the following:

- Goal description: Were the goals clearly stated? Were these goals met?
- Project summary: Summarize the details of the project including but not limited to the following criteria:
 - Was the project unique, innovative or creative? If so, please describe.

- Did it provide a new solution to a time worn problem?
- How did the community and/or target audience benefit?
- How did this impact the Alliance and its members?
- Was this a collaborative effort?
- Provide budget and donation summary. Were there any co-sponsors involved?

Decisions are based **ONLY** on the project description; please do not refer to attachments (press releases, news features, posters, etc.) in your description. All attachments will be placed in a *Project Bank* file. To maintain fairness, all entries are blinded and coded; please do not refer to your Alliance in the project description by name, county, city, or state.

HAP Award Categories

Each county or RPS/MSS group may submit only **ONE** program or project per category. However, the same project may **NOT** be submitted in more than one category.

Community Service/ Health Education

Two projects will be awarded in this category. Community Service and/or Health Education projects provide a health-related service in the community, and/or educate and bring awareness to a certain population on a particular topic (health screenings, in-school programs, health fairs, forums, workshops, public relations, etc.).

Fund-raising

One project will be awarded in this category. Projects will **NOT** be judged on the amount of money raised. Instead, projects should reflect efforts to plan and implement the fund-raiser (dances, dinners, races, grant programs, benefits, etc.).

S.A.V.E.

One project will be awarded in this category. SAVE/SAVE Today projects support the national Stop America's Violence Everywhere or S.A.V.E. program. (SAVE vigils, Faux Paw, shelter programs, Hands Are Not For Hitting, etc.).

Project Description

Please provide the information listed below. Limit descriptions to **one page (350 words online) per section**. Bullet points may be used. Please type and double-space each page. Use the completed Entry Form as your cover page. Judges will refer only to your project description when reviewing your entry. Please do not refer to attachments or the name of your Alliance in the project description.

Project Summary

Provide an overview of your project, your target audience, highlights of the project, your budget, funds, donations and whether or not any co-sponsors were involved.

Description of Goals

Briefly outline the project's goals, what planning was involved, and who was responsible for the implementation of the goals.

Impact of Project

Describe and evaluate ways in which your project met its goals and highlight all areas of success.

Submission Process

All entries must be postmarked by **MARCH 1, 2008**. Please send your completed HAP Award Entry Form and Project Description to:

American Medical Association Alliance, Inc.
515 North State Street, 9th Floor
Chicago, IL 60610
Phone: 312/464-4470
Fax: 312/464-5020
E-mail: AMAA@ama-assn.org
Web site: www.amaalliance.org

For Office Use Only: Project Bank #

American Medical Association Alliance, Inc. Health Awareness Promotion (HAP) Awards Entry Form

Entries will be judged **ONLY** on the written project summary submitted. The summary should contain the following: description of goals, impact on community or target audience, impact on the Alliance, and budget and donation summary.

Project Information

 Please print or type.

Name of Project: _____

New project

Project on-going from previous year(s)

(Project Bank #: ____ - ____ - ____ - ____)

HAP Award Category

 Check only **ONE** category.

Community Service/ Health
Education

Fund-raising

S.A.V.E

County Alliance Information

 Enter the number of:

County or RPS/MSS Alliance
members _____

Alliance members who actively
participated on project _____

State Alliance members _____

Alliance volunteer hours
on project _____

National Alliance members
in your county _____

Official County Alliance name: _____

County President name: _____ Phone: _____

Contact name: _____ County Alliance position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

This entry form automatically includes your project in Project Bank: The Encyclopedia of Public Health and Community Projects.