



GEORGIA CHAPTER OF EXCELLENCE APPLICATION GUIDE



Georgia
Governor's Office of
Highway Safety



APPLICATION GUIDE

The application should document your chapter's overall efforts in prevention for Youth. The period that can be scored will be from October 1, 2020- September 31, 2021. The application will be due October 31, 2021.

To begin your application please fill out the Google Form application. This can be accessed under the Youth section of the GOHS website, or [here](#).

Who can participate?

All GOHS Grantee SADD Chapters. Chapter Advisors should submit applications for their entire chapter; applications from individual students will not be accepted. Students, especially chapter leadership, should be expected to obtain and write the application that the chapter advisor can submit on their behalf. Remember: STUDENT LED PROGRAM.

How are the Applications Evaluated?

A panel of experienced evaluators from our Youth and Young Adult Task Team will review each application and assign points based on established criteria. After the evaluation is completed, the evaluators' scores are averaged and a final score is assigned for each submission. The application will be evaluated on the totality of your chapter's efforts, not against other chapters. The winner will be announced at the biannual Youth and Young Adult Conference. The winner will hold the cup for two years, and then return the cup to the conference for the next winner to be announced.



EXCELLENCE CATEGORIES

The Georgia Chapter of Excellence includes three (3) main categories where points can be earned. Applicants must address each of these categories in their applications.

The categories are:

- Monthly Reports
- Chapter Activities
- National Campaigns

Applicants are expected to provide information about their efforts related to each of these areas. The purpose of these categories is to ensure participating chapters' address GOHS/SADD priorities, as well as areas unique to their school/communities. Within each of the main categories, a chapter will earn points for their overall score, by the judges.

**ALL APPLICATION PACKETS
SHOULD BE SUBMITTED BY
11:59 PM ON
OCTOBER 31, 2021**

Please contact the Program Coordinator (Katie Curtis kathryn.cardin@gohs.ga.gov) with any questions regarding the application process.



GUIDELINES

- Applicants should ensure each area is addressed in a thorough but concise manner. Activities not relating to the chapter's work should not be included.
- Applicants are required to submit documentation with the application. Applicants can also include graphs, data tables, charts, etc., in the attachment to demonstrate their activities and outcomes.
- Any activity outside of the scoring dates cannot be used for the application.
- The application will be scored according to the strength of the project rather than the size of the chapter
- The specific areas that should be addressed for each of the categories are included below. Additionally, these areas should not be considered all-inclusive.
- Applicants are encouraged to include additional activities as long as they relate to the category and chapter.
- Evaluators will be considering the chapter's overall approach and efforts towards each of these areas when awarding points.



CATEGORIES

Please note that these are ideas and examples that can be included in your project, and some may not apply to your chapter.

Reports*

- Monthly reports are on time (claim and PR)
 - Meeting the milestone on the report, Registered on the SADD portal, Press release out at correct time, Calendar or events for the year

*This section will be monitored by the Program Coordinator as well as the chapter advisor

Chapter Activities

- What the chapter has done throughout the year
 - Chapter meetings, Social media, activities, programs, member drives, seat belt checks, conference attendance, training attendance, bulletin boards, speaker, virtual chapter meeting participation
 - Traffic Safety, Substance abuse, Personal Health and Safety activities

National Campaigns

- Participation in any SADD National campaign or activity
 - Rock the Belt, SADD Shines, Student Leadership Council National Road Safety Foundation, Textless Live More, Presidential Service Award, etc.
- Participation in any Teens in the Driver Seat campaign or activity
 - Zero Crazy, Ride with Me, Respect the Rig, Teen Advisory Board, etc.
- Participation in any Student Focused campaign or activity, with approval from Program Coordinator



GENERAL TIPS FOR A WINNING SUBMISSION:

- Double-check all your materials to see if they meet all of the requirements. Evaluators cannot read attachments that are incorrect file types.
- First impressions count. A neat, well-organized application that is easy to follow during the evaluation makes a big difference. Have a colleague proofread your application and have it approved by the school, if needed, before submission.
- When organizing your application, it is important you do not feel obligated to answer every example under every section. Quality is more important than quantity; these suggestions are there to help you formulate and shape the materials you submit. Not every example may apply to your application.
- Feel free to include other activities that may apply to that specific section.
- Documentation is very helpful in illustrating your chapter's accomplishments. Better documentation=better application
- Scan any articles and photos you want included in the attachments for each category; these should be incorporated into the attachment. Remember to use captions and dates telling the evaluators what a picture is showing and how it applies to your program. Photo Release form should be attached in the monthly reports, for chapter members.
- Videos, audio, web-links, or computer-based documentation should be linked in the correct text box



APPLICATION QUESTIONS:

Application Example

School: _____

Advisor: _____

Year: _____

Categories

Reports:

Documentation

Chapter Activities

Documentation

National Campaign

Documentation

Additional Comments/links

Additional Documentation

I have read, agree, and finalized this report. I certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from the competition.

I agree



CONCLUSION

We suggest you look at this as an opportunity to show all of the good work your chapter has and is doing. Remember: The evaluators do not know your chapter or school, so you must tell them what you want them to know. Do not assume they will know something or expect them to read between the lines. Be Proud!

The Georgia Governor's Office of Highway Safety appreciates the efforts you have made in this process. We cannot make a difference on the highways of our great state without strong partnerships. We are grateful to have your chapter as our partner.

