**2018 - 2019**

**What do I need to know before filling out the application?**

* Submissions must use this template.
* Complete each category by adding content to the gray form boxes in accordance with stated word limitations.
* Content for Sections 1 through 7 are limited to a total of 10 pages.
* Unlimited appendices may be added at the end of the report to include supporting material.
* Applications must be submitted to studentservices@assp.org in .pdf format by

**April 1, 2019**.

* Visit https://www.assp.org/membership/awards-and-honors/group-awards/outstanding-student-section-award for examples of winning OSSA applications from previous years.

**Student Section Information**

Application Date (No later than April 1, 2019):       (MM/DD/YY)

Activity Dates: **April 1, 2018-March 31, 2019**

Student Section Name:

Parent Chapter:

Faculty Advisor:

Number of students pursuing an academic degree in safety or another safety related discipline:

Number of Student Section Members:

Names and titles of Student Section officers and leaders

(i.e. President, Vice-President, Committee names and Chairs, etc.)

|  |  |
| --- | --- |
| Name | Title |
|       |       |
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**Contact Information**

We attest that the information provided in this application is a true representation of the Student Section activities for the period specified. **This must be hand signed.**

Signature – Student Section President

Signature – Faculty Advisor

Student Section Address: Phone Number:

**Annual Minimum Requirements**

\*If Student Section fails to include evidence for each annual minimum requirement the application will not be considered by the OSSA evaluation committee.

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| --- | --- |
| **Check off** | **Annual Minimum Requirements** |
|  | Attach at least four newsletters published by Student Section to the appendices. If Section uses social media in place of newsletters, please include several screenshots/printout examples. Social media postings should include more than just announcements and should instead be an informative educational tool. These social media postings should occur regularly. Section updates in the parent Chapter’s newsletter and general emails do not count towards this requirement.  |
|  | Include dates of attendance and subject matter of a minimum of 2 parent-chapter hosted General Membership or Executive Committee meetings attended by a Student Section representative within the academic year.  |
|  | Include at least 6 Section meetings, with 4 being of technical content, held by the Section within the academic year. The definition of “technical” in this context is a process or procedure directly relating to OSH practice (social gatherings, resume building, interviewing skills, recruiting, employment, and other soft skills would not be considered “technical” in this context). Please include a brief one sentence description outlining the content of each meeting. A meeting may only be counted once in the totals. Please note the 2018-2019 award only includes activity from April 1, 2018–March 31, 2019. |
|  | Attach faculty advisor letter of support or recommendation to the appendices.  |
|  | Include at least one community or campus activity sponsored or participated in by the Student Section in Judging Criteria 3.0.  |

Judging Criteria

1. Professional Development and Enhancement - Please include information in the tables below.

1.1Parent-chapter hosted general membership or executive committee meetings attended by Student Section representative(s). There must be a minimum two meetings in this section.

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| --- | --- | --- | --- |
| Meeting Date | Topic | Speaker | Student Section Representative(s)  |
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|  |  |  |  |
|  |  |  |  |

1.2Technical meetings (examples include: risk assessment, ergonomics, site tours, etc.). The definition of “technical” in this context is a process or procedure directly relating to OSH practice (social gatherings, resume building, interviewing skills, recruiting, employment, and other soft skills would not be considered “technical” in this context). There must be a minimum of four meetings in this section. This table must be completed in its entirety for it to qualify for the award.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Date | Topic | Speaker | Brief one sentence description outlining the content of the meeting | # of Section Members in Attendance |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1.3Other meetings (examples include: interviewing and networking skills, Student Section planning or social gatherings). Please list all local/national ASSP professional development conferences, including the Future Safety Leaders Conference, here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Meeting Date | Topic | Speaker | Brief one sentence description outlining the content of the meeting  | # of Section Members in Attendance |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

2.0Section-Sponsored Research and Applications - please indicate how many Student Section members participated in each project.

\*Research conducted as part of class work, an internship or graduate research should not be included in the application.

(Limited to 1500 Characters Total)

2.1Research is defined as the use of a methodological process by which a question of broad or focused interest is answered. The outcomes of the research have merit and applicability among a relatively wide audience. Research involving humans, whether data collection is through biological monitoring or through questionnaires and interviews, requires approval by the school’s or another body’s institutional review board. See your faculty advisor, ASSP and the [*Professional Safety Journal*](https://www.assp.org/publications/professional-safety) for guidance.

2.2Applications of established safety and health approaches are defined as determining, monitoring, and controlling workplace hazards that may pose safety and health risks to workers. Reports in the applications subsection should, as appropriate, address details of the process used to find, monitor or evaluate, and control the hazard or hazards that have been addressed.

3.0 Community Involvement - please indicate how many Student Section members participated in each activity

 (Limited to 1500 Characters Total)

3.1 Section-sponsored community activities (Section-sponsored is defined as activities initiated, planned and executed by the Student Section):

3.2 Section-sponsored campus activities (Section-sponsored is defined as activities initiated, planned and executed by the Student Section):

3.3 Section participation in community activities:

3.4 Section participation in campus activities:

 *3.5* Section engagement with and/or support of the ASSP Foundation –

Examples of ways to engage with the ASSP Foundation include:

* Discuss Foundation scholarships at Student Section meetings
* Engage with the Foundation on LinkedIn or Facebook
* Send a representative to your local ASSP chapter meeting to discuss the Foundation

\*Outstanding Student Sections are not required to engage with the ASSP Foundation. Our aim is to gather information on how student sections interact with and give back to the Foundation.

###### 4.0 Recognition

 (Limited to 1000 Characters Total)

5.0 Student Section Participation

 (Limited to 1000 characters total)

6.0 Endorsements

 (Limited to 250 characters total, provide endorsement letters in Appendix)

###### 7.0 Other Support Documentation

 (Limited to 1000 characters total)

###### Appendices (Unlimited)

###### Samples or supporting documents should be submitted in addition to the application in electronic format. This supporting documentation must be limited to applicable information concerning activities outlined in the application.