



The Association of School Business Officials of  
Maryland & District of Columbia  
Brice & Shirley Phillips Best Practice Awards

Sponsored by:



The ASBO MD & DC Brice & Shirley Phillips Best Practice Award recognize outstanding practices and new ideas that result in significant contributions to school systems or the profession of school business management, and can be replicated by other school business officials. Your application must meet the following requirements to be eligible for consideration:

1. The ASBO MD & DC Brice & Shirley Phillips Best Practice Award is open to active ASBO MD & DC members only. Please note only one person from a school system is eligible to receive an ASBO MD & DC Brice & Shirley Phillips Best Practice Award each year. If the submission is a team effort, only the person applying for the award will be recognized as a potential recipient. The outstanding practice or new idea being submitted must have been developed and executed by the applicant and implemented in the last three years.
2. Members serving on the ASBO MD & DC Board of Directors or the Brice & Shirley Phillips Best Practice Awards sub-committee are ineligible.
3. For the purposes of this award, applicants must be a school business official employed full-time by a school district and a current member of ASBO MD & DC.
4. Applications must include an ASBO MD & DC Brice & Shirley Phillips Best Practice Awards official application form. Submissions shall be submitted electronically as a word document to [asbomddc1@gmail.com](mailto:asbomddc1@gmail.com) and must be received by October 1st.

#### HOW TO APPLY

##### Step 1 - Application Form

Complete the ASBO MD & DC Brice & Shirley Phillips Best Practice Award Application Form (reverse side) and attach it to the front of the application. Each application must have a concise, descriptive title that conveys the subject.

##### Step 2 - Summary (Please answer each item separately and limit each response to 200 – 300 words.)

- Three pages maximum
- Single-sided
- Single or Double-spaced
- 12 pt. Time New Roman font
- 1" margins
- Typed on plain 8 1/2" x 11" white paper

##### The summary should be organized to include:

1. A Summary of idea/project
2. How is this a new idea?
3. Why do you feel the project is innovative?
4. Is this project replicable by other school systems?
5. Cite quantifiable examples of the improvements/savings achieved.
6. How does this project affect student achievement?

The evaluation guidelines for criteria include how the idea or practice:

- Promotes and enhances the overall operation of the school system or the profession
- Is innovative for the school system or the profession
- Can be implemented or effectively utilized by the profession or another school system
- Enhances or has a positive effect on student achievement.

##### The Recipient will receive:

1. Recognition in news and trade media, and at the ASBO MD & DC Fall Conference;
2. A recognition plaque;
3. The opportunity to present the submission at the Spring Conference;
4. \$1500.00 to be used for ASBO MD & DC professional development events that may be used by the recipient or designees.
5. A free Spring Conference registration including an Oceanfront hotel room.

**NOTE:** If a group submission is selected to receive an ASBO MD & DC Brice & Shirley Phillips Best Practice Award, one plaque and one free registration will be presented to the designated lead person; other individuals will receive a certificate.

#### DEADLINE

All entries must be submitted electronically as a word document to [asbomddc1@gmail.com](mailto:asbomddc1@gmail.com) and must be received by October 1st<sup>h</sup>.

Applications should be emailed to:  
[aasbomddc1@gmail.com](mailto:aasbomddc1@gmail.com)

### APPLICATION

Date Practice or Idea Was Implemented (must be within the last three years): \_\_\_\_\_

Descriptive Title (not longer than 10 words): \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

School System/Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Enclosed is my application for a new practice or idea implemented within the last three years. I hereby certify that the information is true and correct, and I authorize release of this information to ASBO MD & DC to publicize it in whatever way they consider appropriate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

***Email your application and submission as a word document to:***

***[asbomddc1@gmail.com](mailto:asbomddc1@gmail.com)***

**Applications must be submitted by October 5<sup>th</sup>.**