

Quality Program Award Application



**NIAAA Quality Program Awards Recognition
c/o Quality Program Awards Coordinator
9100 Keystone Crossing, Suite 650
Indianapolis, Indiana
46240**

School _____

Address: _____

Street

City

State

Zip

Contact Person (Check one) **Athletic Administrator** **Assistant Principal** **Other**

Name (Contact Person) _____

First

M

Last

Office Address: _____

Street

City

State

Zip

Phone: Work (____) _____

Cell (____) _____

Email: _____

Fax (____) _____

If Different from Above

Principal

Name _____

First

M

Last

Phone: Work (____) _____

Cell (____) _____

Email: _____

Fax (____) _____

Superintendent or Senior Executive of Schools

Name _____

First

M

Last

Office Address: _____

Street

City

State

Zip

Phone: Work (____) _____

Cell (____) _____

Email: _____

Fax (____) _____

State Athletic Directors Association Contact Made ONLY if Award is achieved

Name of State Athletic Directors Association _____

Attention State Athletic Director Association President _____

Email: _____

Address: _____

Street

City

State

Zip

Phone: _____

State Interscholastic Athletic Association Association Contact Made ONLY if Award is achieved

Name of State Interscholastic Athletic Association _____

Attention _____ Title _____

Email: _____

Address: _____

Street

City

State

Zip

Phone: _____

**Media Contact Made ONLY if Award is achieved
Local Newspaper(s)**

Name of Paper _____

Attention _____ Title _____

Email _____

Address: _____

Street

City

State

Zip

Phone: _____

Name of Paper _____

Attention _____ Title _____

Email: _____

Address: _____

Street

City

State

Zip

Phone: _____

Name of Paper _____

Attention _____ Title _____

Email: _____

Address: _____

Street

City

State

Zip

Phone: _____

Local Television/Radio Stations

Call Letters of Station _____ Radio _____ TV _____
Attention _____ Title _____
Email: _____
Address: _____
Street
City State Zip
Phone: _____

Call Letters of Station _____ Radio _____ TV _____
Attention _____ Title _____
Email: _____
Address: _____
Street
City State Zip
Phone: _____

Call Letters of Station _____ Radio _____ TV _____
Attention _____ Title _____
Email: _____
Address: _____
Street
City State Zip
Phone: _____

School Executive Validation

Signature of Contact Person and Title (if other than Athletic Director) Date

Signature of Athletic Director Date

As principal or senior administrator for the applicant school athletic program, I verify that the information and documentation of evidence provided in this portfolio is accurate to the extent of my knowledge.

Signature of Principal or Senior Administrator Date

Please enclose evidence of the LTC 799 course completion, validation of CAA, and necessary electronic documentation for each category (A minimum of five USB's are required). Include a check payable to NIAAA in the amount of \$200.00. Upon verification, from the NIAAA office, the QPA Program Coordinator will contact the applicant school and a final check of \$200.00 will be payable to the NIAAA office before review begins. A QPA Mentor will be assigned to the applicant school by the QPA Program Coordinator.

All reviews are conducted by two anonymous QPA Reviewers. If an applicant did not achieve the minimum points required, the applicant may re-apply. The QPA Coordinator will work with the appointed QPA Mentor and the applicant school to review those categories where additional documentation is being requested. Additional documentation to support awarding any additional points required for the award should be submitted within a time frame of no more than 18 months from the last review. The NIAAA re-application fee is \$50.

Reminder: All QPA evidence based documentation must be submitted no later than April 30th of the calendar year in which the applicant school would want to be considered for recognition at the National Athletic Directors Conference. NOTE: THERE IS NO REQUIRED TIME FRAME TO COMPLETE – ONLY IF A SCHOOL CHOOSES TO BE RECOGNIZED IN A REQUESTED YEAR.

Submit evidence based documentation by April 30

May – QPA reviews

June – Successful QPA evidence based documentation submitted to NIAAA Board

July - NIAAA Board reviews and approves applicant school documentation per QPA Coordinator recommendation.

July/August – successful QPA applicant school notified; letters sent out to school contacts, media sources, state A.D. Association, State Athletic/Activities Association.

Re-reviews – 18-month window to complete additional documentation from date of original application submittal. If submittal of additional Evidence based documentation can be done before the UPCOMING July NIAAA Board meeting or completion prior to the UPCOMING October Board meeting and if additional evidence based documentation is approved in the re-review, successful applicant school would be recognized at the proceeding National Athletic Directors' Conference.