

## **The ACUMA Incorporated Awards for Excellence in Campus Service**

### **Application Categories**

The ACUMA Awards for excellence are designed to recognize excellence in the design, production and implementation of services and products by ACUMA member organisations.

The ACUMA Awards aim to reward the valuable service that campus service organisations provide to their members and campuses throughout the year.

The ACUMA awards also act as a showcase of member skills, talent and innovative approaches to issues that faced their campus throughout 2009.

You are required to submit examples of products which can be judged against other member submissions.

Winning awards will be presented at the annual ACUMA Conference Dinner.

For information on past winners of ACUMA Awards, please visit <http://www.acuma.org.au> and follow the ACUMA Awards link.

### **How to apply**

1. Read the Awards judging criteria and application forms before applying
2. Complete the 2-page award application cover sheet (1 per organisation)
3. Attach a document supporting the application for the award no longer than 200 words per award (minimum 12 point font)
4. Attach up to 2 photos of your product in use (high resolution digital or standard prints)
5. Send to the address below before the submission deadline of August 28<sup>th</sup> 2009

Forward your completed application and awards submissions to be received no later than ONE CALENDAR MONTH before the annual ACUMA Incorporated Conferenc to:

ACUMA Awards  
ACUMA Incorporated  
Locked Bag 1333  
Launceston  
Tasmania 7250

Please note that only 1 item per category will be accepted with submissions. If more than one item is sent per category, the item to be judged should be clearly marked "JUDGING ITEM".

Members who wish to send extra items may display these items in a designated non-judging area of the ACUMA conference; please contact ACUMA Administration for more details closer to the time.

For further information regarding the ACUMA Awards categories please contact ACUMA Administration by email at <[admin.acuma@acuma.org.au](mailto:admin.acuma@acuma.org.au)> or by telephone on (03) 6324 3935.

## ACUMA Incorporated Awards for Excellence in Campus Service

Organisation:

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Contact Person:

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Position:

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Contact Phone:

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Mobile:

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Email:

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Signed:

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Print name:

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Date:        /        /

### Authorised by

GM / CEO:

Print name

Signature

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### Application Checklist

Have you completed all of parts of this application? Use the checklist below to ensure your application is 100% ready to go.

- Read all judging criteria and application forms
- Completed and attached Awards cover sheet with submission
- Completed and attached supporting document  
(max 200 words - min 12 point font unless otherwise stated)
- Included up to 2 photos of submission with application
- Completed application and posted to the address below, to be received no later than ONE CALENDAR MONTH before the ACUMA Incorporated Conference:

ACUMA Awards  
ACUMA Incorporated  
Locked Bag 1333  
Launceston  
Tasmania 7250

## Award Categories

Please mark the awards that you are applying for from your organisation. Please note that only one product or item will be accepted per category per organisation (eg. Newspaper category - please send only 1 edition). See judging criteria for more information. Attach this list with your submission.

**Tick  
Applicable**

**Name/brief  
description**

Newspaper / Magazine / E-News: \_\_\_\_\_

Student Diary: \_\_\_\_\_

Annual Report: \_\_\_\_\_

Orientation Handbook: \_\_\_\_\_

Website: \_\_\_\_\_

Handbill / Flyer: \_\_\_\_\_

Promotional Clothing / Product: \_\_\_\_\_

Promotional Brochure / Poster: \_\_\_\_\_

New / Refurbished Facility: \_\_\_\_\_

Student Development Program: \_\_\_\_\_

Staff Development Program: \_\_\_\_\_

Community Outreach Program: \_\_\_\_\_