

The 2010 ACUMA Incorporated Awards for Excellence in Campus Service

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 innovations in addressing the issues that face their campus each year.

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

Winning awards will be presented at the annual Conference dinner event.

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. Ensure that you clearly mark which membership category your organisation falls into:
1 to 3: Organisational turnover of **less than** \$5million annually
or
4 to 6: Organisational turnover of **more than** \$5million annually
4. Attach a document supporting your application for each award, no longer than 200 words per award (minimum 12 point font)
5. Where applicable, attach up to 2 photos of your product in use (high resolution digital or standard prints)
6. Send to the address below before the submission deadline of:

5pm Friday August 27th 2010

UWA Student Guild - Media Office
University of Western Australia
M300
35 Stirling Highway
CRAWLEY WA 6009

Judging items

Only 1 item per category will be judged, and this must be clearly marked "JUDGING ITEM".

Non-judging items

In 2010, members are strongly encouraged to send additional items for display in a designated non-judging area of the Conference; please contact ACUMA Administration for more details by email at admin.acuma@acuma.org.au, or by telephone on (03) 6324 3935.

2010 ACUMA Awards for Excellence in Campus Service: Judging Criteria

The qualifying period for submissions is from 1st December 2009 to August 27th 2010.

Unless otherwise addressed in the judging criteria all submissions may be accompanied by an explanation of the submission in writing (maximum 200 words and included with up to 2 photos) and attached to the award application.

Please note: Deadline for submissions is 5pm on Friday August 27th 2010.

The judging criteria include but are not limited to the following:

Newspaper or Magazine or Email Newsletter - 1 submission max.

Submit with your application: A maximum of three editions or issues of a campus magazine or newspaper over 1 page in length produced during the award judging period.

Criteria:

- Content
- Layout / Design
- Cover Design
- Readership
- Distribution / Quantities

Student Diary - 1 submission max.

Submit with your application: A maximum of one copy of a member/student diary.

Criteria:

- Content
- Practical application
- Layout
- Design / Cover Design
- Distribution

Annual Report - 1 submission max.

Submit with your application: Maximum one printed copy of an Annual Report produced and made available to members during the qualifying period.

Criteria:

- Information / Content
- Layout / Design

Orientation Handbook/Program - 1 submission max.

Submit with your application: Maximum one printed copy of an Orientation Handbook or program.

Criteria:

- Cover Design
- Information / Content
- Layout / Design

Website - 2 submissions max.

Submit with your application: Maximum five A4 colour screen shots of up to 2 of your organisation's websites, including URLs.

N.B. Site(s) will also be viewed online during judging process.

Criteria:

- Practical application
- Layout / Design
- Accessibility
- Usability
- Information / Content

Handbill/Flyer - 3 submissions max.

Submit with your application: A printed copy of up to 3 handbills / flyers produced and distributed during the qualifying period.

Criteria:

- Design / Layout
- Aptness
- Information
- Distribution

Promotional Clothing or Product - 3 submissions max.

Submit with your application: A sample of up to 3 items of the clothing / product produced and distributed during the qualifying period. This may include, but is not limited to, hats, t-shirts, stickers, bandanas.

Criteria:

- Creativity
- Price / Cost Effectiveness
- Design
- Quality
- Distribution

Promotional Brochure or Poster - 3 submissions max.

Submit with your application: A copy of up to 3 promotional brochures or posters designed, produced and distributed during the qualifying period.

Criteria:

- Design / Layout
- Aptness
- Content / Information
- Quality
- Creativity
- Distribution

New or Refurbished Facility - 1 submission max.

Submit with your application: Maximum 5 A4 colour pages of graphics, pictures or plans relating to the new or refurbished facility. Provide before and after photos where possible of the facility that was produced and made available for use to members during the qualifying period.

Criteria:

- Creativity
- Usefulness
- Cost Effectiveness
- Member / Student Benefits

Student Development Program - 3 submissions max.

Submit with your application: A copy of up to three student development program plans, briefs or strategies including copies of presentation aids and tools that were produced during the qualifying period.

Criteria:

- Strategy
- Recruitment Process
- Research
- Student / Member Benefits
- Cost Effectiveness

Staff Development Program - 1 submission max.

Submit with your application: One copy of the staff development program plan, brief or strategy including copies of presentation aids and tools that were produced and made available to staff during the qualifying period.

Criteria:

- Strategy
- Presentation
- Research
- Staff Benefits
- Cost Effectiveness

Community Outreach Program - 2 submissions max.

Submit with your application: A copy of up to 2 Community Outreach program plans, briefs or strategies including details of its successes and any tools / collateral that were produced during the qualifying period.

Criteria:

- Strategy
- Research
- Benefits
- Cost Effectiveness
- Results

Award Categories

Please mark the categories below that you are submitting items to for judging.
Please note that only one judging 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 submissions.

**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:

Your organisation's membership category:

1, 2 or 3

4, 5 or 6

ACUMA Incorporated Awards for Excellence in Campus ServiceOrganisation:
_____Contact person:
_____Position:
_____Contact tel.:
_____Mobile:
_____Email:
_____Signed:
_____Print name:

Date: / /

Authorised by

GM / CEO:

Print name

Signature

Your organisation's membership category:

 1, 2 or 3 4, 5 or 6**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 5pm on Friday August 27th 2010:

UWA Student Guild - Media Office
University of Western Australia
M300
35 Stirling Highway
CRAWLEY WA 6009