

ELIGIBILITY/INTENT TO APPLY FORM

Georgia Oglethorpe Award Process, Inc.

See instructions which follow...
Please print or type except where
signature is required.

<h3>1. APPLICANT ORGANIZATION</h3> <p>OFFICIAL NAME OF APPLICANT ORGANIZATION _____</p> <p>STREET ADDRESS _____</p> <p>CITY _____ COUNTY _____ ZIP CODE _____</p>	<h3>2. SIZE OF APPLICANT ORGANIZATION</h3> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Total number of sites _____</td> <td style="padding: 5px;">Total number of employees _____</td> </tr> </table>	Total number of sites _____	Total number of employees _____										
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<h3>3. FEEDBACK/RECOGNITION OPTION PREFERRED</h3> <p> <input type="checkbox"/> Georgia Focus Recognition- Step 1 <input type="checkbox"/> Georgia Challenge Award- Step 2 <input type="checkbox"/> Georgia Progress Award- Step 3 <input type="checkbox"/> Georgia Oglethorpe Award- Step 4 </p>													
<h3>4. CATEGORY AND SIZE DESIGNATION</h3> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Business</td> <td><input type="checkbox"/> Industry</td> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> Greater than 500 employees</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Healthcare</td> <td><input type="checkbox"/> Nonprofit</td> <td><input type="checkbox"/> Less than or equal to 500 employees</td> </tr> <tr> <td><input type="checkbox"/> Sub Unit</td> <td colspan="3"><input type="checkbox"/> NON-AWARD/RECOGNITION SEEKING</td> </tr> </table>		<input type="checkbox"/> Business	<input type="checkbox"/> Industry	<input type="checkbox"/> Government	<input type="checkbox"/> Greater than 500 employees	<input type="checkbox"/> Education	<input type="checkbox"/> Healthcare	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Less than or equal to 500 employees	<input type="checkbox"/> Sub Unit	<input type="checkbox"/> NON-AWARD/RECOGNITION SEEKING		
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<h3>5. ORGANIZATION UNIT DESIGNATION</h3> <p>Is applicant a unit, division, or like organization of a parent organization? <input type="checkbox"/> No (go to Item 6) <input type="checkbox"/> Yes (continue)</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">NAME OF PARENT ORGANIZATION'S HIGHEST RANKING OFFICIAL _____</td> <td style="width: 50%;">PARENT ORGANIZATION NAME _____</td> </tr> <tr> <td>TITLE _____</td> <td>STREET ADDRESS _____</td> </tr> <tr> <td>CITY _____</td> <td>STATE _____ ZIP CODE _____</td> </tr> </table>		NAME OF PARENT ORGANIZATION'S HIGHEST RANKING OFFICIAL _____	PARENT ORGANIZATION NAME _____	TITLE _____	STREET ADDRESS _____	CITY _____	STATE _____ ZIP CODE _____						
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<h3>8. ORGANIZATIONAL PROFILE</h3> <p>An Organizational Profile must be submitted along with this form as a separate document. Please refer to the instructions which follow to locate the content required for this profile.</p>	<h3>10. STATEMENT OF AUTHORIZATION</h3> <p><i>We understand that people knowledgeable of the Criteria for Performance Excellence and certified by Georgia Oglethorpe Award Process, Inc. will review this Eligibility/Intent to Apply Form and our subsequent Application package. If eligible and selected for a Site Visit, we agree to host the Site Visit Team so they can verify and clarify the information we provided in our Application package. We will also pay related Site Visit fees and the Examination Team's travel and expenses. Additionally, we agree to public recognition as appropriate.</i></p> <p>X _____</p> <p>HIGHEST RANKING OFFICIAL'S SIGNATURE</p> <p>NAME (PLEASE PRINT) _____</p> <p>TITLE _____ DATE _____</p>												
<h3>9. FEE AND MAILING ADDRESS</h3> <p>Fee: A non-refundable \$200.00 fee payable by check, Visa or MasterCard is required to cover initial processing and eligibility determination.</p> <p>Mailing Address: Completed <i>Eligibility/Intent to Apply Form</i>, accompanying documents and payment should be sent to:</p> <p>Georgia Oglethorpe Award Process, Inc. 148 Andrew Young International Blvd., NE, Suite 250 Atlanta, GA 30303-1751</p>	<h3>11. PLEASE INCLUDE ALL ITEMS LISTED AND BIND TOGETHER</h3> <p style="color: red;">THOSE HIGHLIGHTED IN RED BELOW:</p> <ul style="list-style-type: none"> <input type="checkbox"/> ELIGIBILITY/INTENT TO APPLY FORM This form, completed and signed <input type="checkbox"/> ORGANIZATIONAL PROFILE Organizational Profile & 1-page Organizational Chart <input type="checkbox"/> PROCESSING FEE Check/Charge (circle appropriate one) 												
<div style="border: 2px solid black; padding: 5px;"> <h3>CREDIT CARD PAYMENT INFORMATION</h3> <p><input type="checkbox"/> VISA <input type="checkbox"/> MasterCard Amount: \$200.00</p> <p>Expiration Date: _____ Security Code: _____</p> <p>Acct. #: _____</p> <p>Name on Acct.: _____</p> <p>Authorized Signature: _____</p> </div>													

Instructions for Completion of **ELIGIBILITY/INTENT TO APPLY FORM**

1. **APPLICANT ORGANIZATION**

Provide the official name and all information requested for the organization applying to *Georgia Oglethorpe Award Process, Inc.*

2. **SIZE OF APPLICANT ORGANIZATION**

Give the number of sites and employees of the applicant organization as of the date of this submission.

3. **FEEDBACK/RECOGNITION OPTION PREFERRED**

Check the appropriate box for which the applicant organization is applying.

4. **CATEGORY AND SIZE DESIGNATION**

Check the appropriate boxes that best describe the applicant organization.

If non-Award seeking, please check appropriate box.

This feedback may be based only on a written application.

5. **ORGANIZATION UNIT DESIGNATION**

If yes, provide the name and all information requested for the parent organization and the name of the highest ranking official of the parent organization.

6. **OFFICIAL CONTACT**

Provide the requested information for the applicant organization's official with the authority to provide additional information and to arrange for a Site Visit.

7. **HIGHEST RANKING OFFICIAL**

Provide the name and all information requested for the applicant organization's highest-ranking official (General, Chairman of the Board, Chief Executive Officer, Garrison Commander, President, Owner, General Manager, Superintendent, Principal, Plant Manager, Division Manager, etc.).

8. **ORGANIZATIONAL PROFILE**

Prepare as a separate document [up to FIVE (5) PAGES plus a one (1) page organizational chart] a general overview of the applicant organization.

The content required for the Organizational Profile can be found:

- ❖ **Georgia Focus Recognition (Step 1), Georgia Challenge Award (Step 2), Georgia Progress Award (Step 3)** - in the front pages of these documents respectively, and available for download on our website.
- ❖ **Georgia Oglethorpe Award (Step 4)** - in the pages just before the *Criteria for Performance Excellence*, located in the booklet *Georgia Oglethorpe Award (Step 4) Criteria for Performance Excellence*.

The Organizational Profile provides an examination team basic information needed to perform an assessment. It aids in understanding what is relevant and important to the applicant organization's business. It is a vital part of the overall application and is used in all stages of the application review. It may be modified for submission with your application.

9. **FEE AND MAILING ADDRESS**

The applicant organization is required to pay a non-refundable fee of **\$200.00** to cover the costs associated with initial processing and eligibility determination. A check should be made payable to **Georgia Oglethorpe Award Process, Inc.** Charge cards are also accepted. Include payment information along with the completed *Eligibility/Intent to Apply Form* and send accompanying documents to address below.

10. **STATEMENT OF AUTHORIZATION**

The signature of the applicant organization's highest ranking official is required. This indicates that the applicant organization will comply with the terms and conditions stated.

11. **CHECKLIST**

The person preparing this *Eligibility/Intent to Apply Form* should review the checklist to ensure that all required items are included in the mailing package.

If you have any questions related to this Eligibility/Intent to Apply Form or Georgia Oglethorpe, please contact -

Georgia Oglethorpe Award Process, Inc.
148 Andrew Young International Blvd., NE, Suite 250
Atlanta, GA 30303-1751

VM: 404-232-3808 • Alpharetta Office: 770-889-4011

EM: office@georgiaoglethorpe.org
www.georgiaoglethorpe.org

Georgia Oglethorpe Award Process, Inc. welcomes your comments on any part of the assessment, feedback, and recognition process.