

Instructions for Completion of **APPLICATION 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 application.

3. **FEEDBACK/RECOGNITION OPTION PREFERRED**

Check the appropriate box for which of the feedback and recognition options the applicant organization is applying.

4. **ELIGIBILITY CATEGORY AND SIZE DESIGNATION**

Check the appropriate boxes that best describe the applicant organization (see How to Apply booklet available on our website).

If non-Award seeking, please check appropriate box.

This feedback will 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. **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 respectively:

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

The Organizational Profile provides the Examination Team with the basic information needed to complete an assessment and aids them 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.

8. **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, Plant Manager, Division Manager, etc.).

9. **FEE AND MAILING ADDRESS**

All applicant organizations are required to pay certain fees determined according to the schedule described in the How to Apply booklet available on our website.

A check, made payable to Georgia Oglethorpe Award Process, Inc., should be submitted or you may charge your fee to your Visa or MasterCard by providing:

- Method of payment- Visa or MasterCard.

- The total amount to be charged.

- Your card number and expiration date.

- Cardholder name.

- Authorized signature for permission to be charged.

Include payment along with the completed Application Package 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 preparer of the Application Form should review this checklist to ensure that all required items are included in the mailing package.

NOTE

Please reference the How to Apply booklet available on our website for details on submitting an Application Package.

The booklet covers such information as fees, required font size and much more.

The Application Package may be duplicated in single or double-sided page.

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

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