## **UPCEA REGION WEST**

In Honor of Excellence

2014 Awards Application

**CATEGORY: OUTSTANDING ADMINISTRATIVE PROCESS OR SERVICE**

Please complete this form and *email* a copy to the chair listed below. Please note: if your program wins, your institution is responsible for any travel costs to the fall regional conference (Oct. 1-3, Las Vegas, NV) should your institution like to accept the award in person.

***Submission must be received by August 8, 2014***

**Criteria and Eligibility**

* The nominated process or service must be offered by a UPCEA member institution.
* A description of the process or service must include a statement explaining the purpose of establishing the process or service, how the process or service was implemented, a description of the target clientele, and a summary of the effectiveness of the process or service (if applicable).
* The process or service must demonstrate a contribution to the field of continuing education, which can be replicated by other higher education institutions.
* The process or service must be cost effective in a manner consistent with the stated program objectives.
1. Name of program or office: i.e. “Acme University Admissions Department” or “Admissions Advisement Program”
2. Name and address of institution:
3. Name of director responsible for implementing process or service:
4. Name of the administrative process or service to be listed on award plaque (if entry is selected):
5. Describe purpose of process or service, how it was implemented, clientele served, and how the clientele were informed of the process or service.
6. To what degree the implementation of the process or service successful.
7. Discuss the specific impact this process or service had on individuals, institutions, or the community.
8. Was the process or service cost effective? Please provide a simple income/expenditure analysis.
9. Discuss specific problems encountered and solved.
10. Discuss any innovation or technology implemented for the implementation of the process or service.
11. Did this process or service result in research or publications?
12. If your nomination wins, would you or someone from your institution be willing to do a presentation about your program during the award luncheon at the fall regional conference in Las Vegas, NV? Please note: if your nomination wins and you are willing to present, your institution is responsible for any travel and conference cost.

( ) Yes ( ) No

1. Please provide us with a short paragraph below (approx. 200 words) describing the program you are nominating in Word format (not PDF please). This will appear on the UPCEA West Region conference website.

**Please *email* this completed document and any supporting material to** **melissa.nakamura@hawaii.edu****.**

Melissa Nakamura, Awards Committee Chair

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