

AWARD FOR EXCELLENCE APPLICATION

Activities for October 1, 2006 to September 30, 2007

Final Filing Date: July 15, 2008

INSTRUCTIONS ON HOW TO APPLY

It is the applicant's responsibility to ensure that all required information is provided to the TEHA Executive Secretary / Treasurer by the final filing date. Applications which are incomplete or received after the deadline will not be considered.

All of the following are required:

- A completed, typed, and signed application submitted on this form only.
- Written justification for each qualifying category marked on Forms A – E.

\_\_\_\_\_  
City or Entity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Dept. size (# staff)

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Department Director Signature

FOR TEHA USE ONLY – ASSIGNED I.D. # \_\_\_\_\_

CERTIFICATE OF ACHIEVEMENT APPLICATION

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City or Entity

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Address

\_\_\_\_\_  
Dept. size (# staff)

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Department Director Signature

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TEXAS ENVIRONMENTAL HEALTH ASSOCIATION  
AWARD FOR EXCELLENCE

FORM A

Instructions for completion:

1. Written justification **MUST** be presented in such a manner that the applicant and its employees' identities are not revealed. Qualifying activities must have taken place between **activities for October 1, 2006 to September 30, 2007.**
2. Limit written justification for each performance measure to ONE page.
3. All justifying information must be TYPED.
4. All performance measures must be accounted for.
5. Forms may be reproduced.

QUALIFYING CATEGORY:

PROGRAM PLANNING & IMPLEMENTATION

- 1. Provide your mission statement and goals for this year.
- 2. Provide information on food inspection program.**
- 3. Provide information on enforcement.
- 4. Provide information on internal quality assurance.**

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TEXAS ENVIRONMENTAL HEALTH ASSOCIATION  
AWARD FOR EXCELLENCE

FORM B

Instruction for completion:

1. Written justification **MUST** be presented in such a manner that the applicant and its employees' identities are not revealed. Qualifying activities must have taken place between **activities for October 1, 2006 to September 30, 2007**.
2. Limit written justification for each qualifying category to ONE page.
3. All justifying information must be TYPED.
4. All performance measures must be accounted for.
5. Forms may be reproduced.

QUALIFYING CATEGORY:

EDUCATION PROGRAM

- 1. Provide information on community / public education programs.
- 2. Provide information on manager / food worker training programs.**
- 3. Provide information on training session for permitted facilities.

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TEXAS ENVIRONMENTAL HEALTH ASSOCIATION  
AWARD FOR EXCELLENCE

FORM C

Instruction for completion:

1. Written justification **MUST** be presented in such a manner that the applicant and its employees' identities are not revealed. Qualifying activities must have taken place between **activities for October 1, 2006 to September 30, 2007**.
2. Limit written justification for each qualifying category to ONE page.
3. All justifying information must be TYPED.
4. All three performance measures must be accounted for.
5. Forms may be reproduced.

QUALIFYING CATEGORY:

PROGRAM MANAGEMENT

- 1. Provide information on data management & utilization.
- 2. Provide information on analysis of outcomes.**
- 3. Provide information on support and resources.

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TEXAS ENVIRONMENTAL HEALTH ASSOCIATION  
AWARD FOR EXCELLENCE

FORM D

Instructions for completion:

1. Written justification **MUST** be presented in such a manner that the applicant and its employees' identities are not revealed. Qualifying activities must have taken place between **activities for October 1, 2006 to September 30, 2007**.
2. Limit written justification for each qualifying category to ONE page.
3. All justifying information must be TYPED.

QUALIFYING CATEGORY:

EXTERNAL INVOLVEMENT

1. Provide information on special events sponsored or supported by the applicant.
2. Provide evidence of applicant participation with: local establishments, schools, and corporate entities.
3. **Provide information on how the applicant is providing a leadership role in your community.**

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TEXAS ENVIRONMENTAL HEALTH ASSOCIATION  
AWARD FOR EXCELLENCE

FORM E

Instructions for completion:

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3. All justifying information must be TYPED.

QUALIFYING CATEGORY:

TEHA SUPPORT / MEMBER PARTICIPATION / TRAINING

- 1. Provide evidence of participation / membership in at least two professional organizations. (Number of field staff, number of TEHA members.)**
- 2. Provide staff participation records in local chapter, state, and national organizations.
- 3. Provide list of training for each staff member during the past year.
- 4. All staff must have Registration as Professional Sanitarian in the state of Texas.**
- 5. Provide certifications that haven been achieved during the qualifying time period.

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