RUTH HENDY AWARD OF EXCELLENCE & CERTIFICATE OF ACHIEVEMENT

Purpose
TEHA wants to recognize entities throughout Texas that achieve a high degree of professionalism and commitment to the communities they serve. TEHA will be awarding entities meeting the designated standards.

TEHA will present the “Award of Excellence” and “Certificates of Achievement” based on size. There are four classifications. There will be one award in each of the following classifications: small jurisdictions, with a staff of one to ten; mid-size jurisdictions, with a staff of 11 to 25; large jurisdictions with a staff of 26 to 50; and extra large jurisdictions, with a staff of 51 or more. Staff includes: field staff, administrative assistants, management and part-time staff.

TEHA will be awarding “Certificates of Achievement” to all entities meeting the designated standard (by meeting the categories with asterisks). For a “Certificate of Achievement” submit an application for “Certificate of Achievement” with the appropriate form (Forms A – E).

For an “Award of Excellence” submit an application for “Award of Excellence” with one of each of the submittal forms (Forms A – E).

Submittal
To apply for the Award of Excellence applicants must submit a description of their food and beverage sanitation program, covering activity over the past year in which sustained improvements and excellence are demonstrated.

Certificate of Achievement
An applicant can receive a Certificate of Achievement by submitting written justification in the following categories:

1. Planning Program & Implementation
2. Education Program
3. Program Management
4. External Involvement
5. TEHA Support /Member Participation / Training

The justification must be submitted for each qualifying category on the appropriate form. By meeting the qualifications set above, an applicant will be awarded TEHA’s Award of Achievement. To be considered for the Award of Excellence, an applicant must submit justification in all categories.
Entry Requirements

1. Identification of the applicant will be placed on the application form. This form will be assigned an identification number by the TEHA Executive Secretary / Treasurer and held separate from the entry.

2. 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 to September 30. For subsequent years the time frame will be October 1 to September 30 of the following year.

3. Limit written justification for each performance measure to ONE page. Page measurements are 8 ½ X 11 inches. All justifying information must be TYPED using Times New Roman; the type must be no smaller that 12 point; line spacing no smaller than 1 ½, and the margins no smaller than one half inches on all four sides.

4. Any charts, graphs or other supporting material should be included within the one page entry itself.

Evaluation

It is the responsibility of the TEHA Awards Committee to evaluate all applications for the Certificate of Achievement and the Award for Excellence and determine the award recipient in each category.

In the event the criteria for the Certificate of Achievement or the Award of Excellence are not met the Awards Committee may elect not to present the certificate or award.
QUALIFYING CATEGORIES

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.

EDUCATION PROGRAM
1. Provide information on community / public education programs.
2. Provide information on manager / food worker training programs.
3. Provide information on training sessions for permitted facilities.

PROGRAM MANAGEMENT
1. Provide information on data management & utilization
2. Provide information on analysis of outcomes.
3. Provide information on support & resources.

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.

TEHA CHAPTER SUPPORT/MEMBER PARTICIPATION/ TRAINING
1. Provide evidence of participation/membership in TEHA as well as any other professional organization.
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 field staff must have Registration as Professional Sanitarian (R.S.) or Sanitarian-in-Training (S.I.T.) in the state of Texas.
5. Provide certifications that have been received during the qualifying time period.