



CACUBO[®]

Central Association of College and University Business Officers



MEMBER NYSE/SIPC.
PRODUCTS AND SERVICES OFFERED
BY RBC DAIN RAUSCHER INC.

2009 BEST PRACTICES AWARD PROGRAM

Guidelines for Submission

In order to be considered for the 2009 CACUBO RBC Capital Markets Best Practices Award, each participant must submit a proposal providing detail of a best practice. One finalist, based upon the proposal submitted, will be selected to present their “best practice” at the CACUBO Annual Meeting (October 4-7, 2009) in Cincinnati, Ohio. The participant/institution with the overall “best practice” will receive an honorarium of \$1,000. Two runner-ups will receive \$500 each.

Proposal Format

Each proposal must be submitted via electronic mail as an attached Word document to CACUBO at bestpractices@cacubo.org. Submission details are noted below.

Title Page

Each proposal must have a title page in bold 14 font (left justified). The author of the proposal should be listed directly under the title in bold 12 font. Beneath the author, with single spacing, list the institution or organization affiliation of the author. If there is more than one author, double-space, and follow the directions as listed with a single author.

Include the name, mailing address, telephone numbers, and email address of the primary author on the title page.

Abstract

The abstract, or executive summary, should not exceed one page. This abstract is the first page of the proposal. It should be single-spaced and 12 font.

Introduction of the Organization

Following the abstract, please introduce and describe the institution or organization that was benefited by the "best practice." This description may be as brief or as detailed as you like, but do this with double-spaced paragraph form in 12 font. Please do not simply list the information.

Statement (Restatement) of the Problem/Initiative

Using double-spaced paragraph form (12 font), state (restate) the challenge that required correction or improvement.

Design

Using double-spaced paragraph form (12 font), describe the methodology used to develop the best practice initiative. There may be any number of tasks that were needed to develop your best practice. This information would be helpful if another institution would wish to pursue the same endeavor. Did the initiative require additional personnel, capital equipment purchases, or electronic systems solutions? What were the cost and/or budget ramifications? Please include any faculty, student, or administrative involvement required or solicited during the planning stage.

Implementation

Using double-spaced paragraph form (12 font), describe the implementation process. Information that concerns the timeline, pitfalls, and issues is helpful to those interested in duplicating your best practice.

Benefits

Using double-spaced paragraph form (12 font), discuss the benefits enjoyed by implementing the best practice. Cost savings, efficiencies, personnel performance improvements, student satisfaction or other benefits that occurred as a result of the best practice implementation.

Retrospect

Using double-spaced paragraph form (12 font), discuss anything that might have been done differently. (If applicable)

Proposal Evaluation

Submissions will be evaluated by CACUBO member evaluators based on the following weighted criteria:

- Submission guidelines. Did the writer follow required instruction? Grammar? Point value 0 - 10. Weighted 5%.
- Does the proposal address a problem common to higher education business practices? Will the solution benefit other institutions, or is it specific to the individual institution? Point value 0 - 10 Weighted 15%.
- Can the proposal be measured? Will/did the best practice reduce cost for the institution through actual cash savings, reduced employee turn-over, efficiencies, or in other areas? Point value 0 -10 Weighted 30%.
- Was the best practice a single solution, or will it provide future institutional benefits? Point value 0 - 10 Weighted 25%.
- If the best practice can be replicated at another institution, can/should similar results be expected? Point value Weighted 25%.

Proposal Delivery and Deadline

The deadline for submission is **February 1, 2009**. Each proposal must be submitted via electronic mail as an attached Word document to CACUBO at its website, bestpractices@cacubo.org. A “Best Practices Award Committee” link will be identified on CACUBO’s home page.

Questions?

Questions regarding the program should be submitted to bestpractices@cacubo.org or by contacting:

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