



2023 BEST PRACTICES AWARD PROGRAM

Guidelines for Submission

- The Best Practices Award Program is intended to showcase the best of college and university business officers' efforts in creating better, more efficient, and customer friendly business practices.
- College and university business officers wishing to compete in the CACUBO Best Practices Award Program must submit a completed 2023 Best Practices Proposal Form.
- Proposals must be submitted by June 15, 2023.
- Proposals are to be submitted to Memory Buffington, CACUBO Best Practices Awards coordinator, at bestpractices@cacubo.org.
- The primary contact identified on the proposal must be a CACUBO member institution of higher education.
- Up to three additional contacts, member institutions or business partners can be identified on the proposal.

Proposal Evaluation

- The Best Practices Program Evaluators representing a variety of CACUBO institutions will review each proposal based on the following criteria:
 - Does the proposal address a problem common to higher education business practices?
 - Did the best practice solution improve service delivery or produce efficiencies, cost savings or increased revenues?
 - Will the solution provide future or ongoing institutional benefits?
 - Can the solution be replicated at other institutions?
- All participants will be contacted by August 2023 with results and winners will be invited to present at the CACUBO Annual Meeting in October 2023.

Questions?

- Questions regarding the program should be submitted to Memory Buffington, CACUBO Best Practices Awards coordinator, at bestpractices@cacubo.org.