



**CACUBO**

Central Association of College  
& University Business Officers

## 2024 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 2024 Best Practices Proposal Form.
- Proposals must be submitted by June 21, 2024.
- Proposals are to be submitted to [bestpractices@cacubo.org](mailto: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 with results; winners will be invited to present at the [CACUBO Annual Conference](#) held on September 29 - October 1.

### Questions?

- Questions regarding the program should be submitted to Memory Buffington, CACUBO Best Practices Awards coordinator, at [bestpractices@cacubo.org](mailto:bestpractices@cacubo.org).