



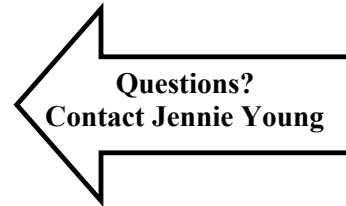
Application Guidelines

4th Annual *Indoor Air Quality Tools for Schools* National Symposium
October 25-28*, 2003 in Washington, DC

For the 2003 training, NEA HIN has redirected the focus of the Symposium from training individuals to training teams of NEA members and UniServ staff. By recruiting teams we hope to foster successful implementation of IAQ management plans in schools across the country. Teams must submit application packages that demonstrate why their collaboration will be successful in improving the IAQ in their school and/or school district. **The deadline to submit an application package is August 6, 2003.** Teams will find out if they have been accepted the week of August 18th, 2003. Additional applications can be downloaded at www.neahin.org/programs/environmental/index.htm.

Application packages should be submitted via fax or U.S. Mail to:

Jennie Young, Senior Project Coordinator
NEA Health Information Network
1201 16th Street, NW, Suite 521, Washington, DC 20036
202/ 822-7481 (phone) 202/ 822-7775 (fax)



When applying please adhere to the following guidelines:

- ❑ Because signatures are required, applications must be submitted by **fax or by U.S. Mail on or before August 6, 2003**. Application packages sent by U.S. Mail must be **postmarked** by August 6. Team leaders will be notified that their completed application package has been received.
- ❑ Teams must consist of no less than three and no more than five individuals.
- ❑ Teams may be comprised of NEA members or a combination of NEA members and UniServ staff. UniServ staff may apply with members from one or more schools and/or school districts.
- ❑ Teams must submit both a Team Application as well as Individual Team Member Applications. If at all possible, please submit the Team Application and Individual Team Member Applications together.
- ❑ Before submitting an application, each team must identify a team leader. This person (at a minimum) will be responsible for representing the team in required follow-up procedures and will be the primary point of contact for NEA HIN IAQ program staff.
- ❑ Accepted teams will be required to sign an agreement committing themselves to: (1) improve the IAQ in their school and/or school district through implementation of an IAQ program such as *IAQ TFS* and (2) to participate in follow-up procedures consisting of bi-monthly conference calls and short email progress updates. (At a minimum, the team leader must participate in the follow-up procedures.) NEA HIN recognizes that NEA members and UniServ staff are often overloaded and will design follow-up activities and procedures that can be completed in the most efficient manner possible.
- ❑ Special consideration will be given to teams who are comprised of a diverse group of educational staff and include both teachers and ESP. Teams with custodial or maintenance staff representation will have an advantage in the application process as will teams with local or state leadership representation.
- ❑ When reviewing applications, NEA HIN will consider the applicant's need for assistance (poor attendance levels, lack of a current IAQ management plan, health complaints and concerns, etc.) and a variety of school/school district characteristics such as size, geographic nature (urban, rural, suburban), and demographic indications such as poverty levels.

Dates to Remember:

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| August 6th | Applications due to NEA HIN (postmarked or received by). |
| Week of August 11th | State Presidents approve the applicants and sign the commitment agreements. |
| Week of August 18th | Applicants notified of acceptance/non-acceptance. |
| Week of Sept. 1st | Team leaders receive, sign and return commitment agreements to NEA HIN. |
| October 25-28th | NEA HIN pre-Symposium session and EPA's <i>IAQ TFS</i> National Symposium. |