



# Application Guidelines

5<sup>th</sup> Annual *Indoor Air Quality Tools for Schools* National Symposium  
December 1-4\*, 2004 – Washington, DC

Attachment B



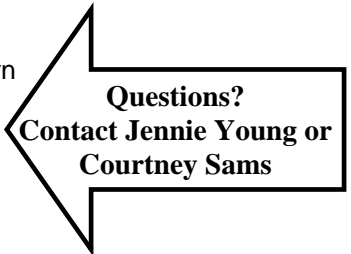
Building on last year's success, NEA HIN will once again recruit and sponsor teams of NEA members and UniServ staff. By recruiting teams we hope to foster successful implementation of IAQ management plans in schools across the country. Teams must submit application packages that demonstrate why their collaboration will be successful in improving the IAQ in their school/school district.

Additional applications can be downloaded at [www.neahin.org/programs/environmental/index.htm](http://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 16<sup>th</sup> Street, NW, Suite 521, Washington, DC 20036  
(202) 822-7481 (phone) (202) 822-7775 (fax)  
[jyoung@nea.org](mailto:jyoung@nea.org)

Courtney Sams, Intern  
(202) 822-7778  
[csams@nea.org](mailto:csams@nea.org)



## When applying please adhere to the following guidelines:

- Because signatures are required, applications must be submitted by **fax** or by **U.S. Mail**. **THE DEADLINE HAS BEEN EXTENDED!** Application Packages sent by U.S. Mail must be **postmarked on or before September 6<sup>th</sup>**. Applications submitted via fax **must arrive on or before September 10<sup>th</sup>**. Team leaders will be notified when their complete application package has been received.
- Teams must consist of **no less than 3** and **no more than 4** individuals.
- Teams may be comprised of NEA members and UniServ staff only. UniServ staff may apply with members from one or more schools/school districts. Members of other unions and other state association staff are not eligible to apply. However, they are welcome to join a team *if they are able to secure funding from another source*.
- Teams must submit a Team Application as well as Individual Team Member Applications. If possible, please submit the Team Application and Individual Team Member Applications together.
- Accepted teams will be required to sign a State IAQ Team Agreement committing themselves to: (1) improve the IAQ in their school/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.**
- 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. They will also sign the State IAQ Team Commitment Agreement with their State Association President.
- Special consideration will be given to teams who are comprised of a diverse group of educational staff and include ESP, teachers and UniServ staff. Teams with custodial/maintenance staff representation and/ or local/state leadership representation are encouraged to apply. Be sure to indicate on the Team Application if your state/local association does not represent ESP or custodial/maintenance staff.

- 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 indicators such as poverty levels.
- If applicable, please indicate on the Individual Application whether you will require substitute reimbursement. If you do, be sure to provide the appropriate contact name and information, as well as the cost of the substitute per day.

### **Important Dates to Remember:**

#### ***Application deadlines have been extended!***

<b>Monday 9/6</b>	<b>Extended Deadline for mailed</b> applications. (Must be postmarked by this date).
<b>Friday 9/10</b>	<b>Extended Deadline for faxed</b> applications.
<b>Week of 9/13</b>	State Presidents sign-off on accepted applicants and return signed State IAQ Team Commitment Agreements.  Applicants notified of acceptance/non-acceptance.
<b>Monday 9/20</b>	Attendance confirmation forms due.
<b>Wednesday 9/29</b>	Hotel and air confirmation forms due. (Deadline to book airline reservations and to submit hotel arrival/departure dates.)
<b>Week of 10/4</b>	Team Leaders sign and return State IAQ Team Commitment Agreements.
<b>Tuesday 11/30</b>	Participants arrive in Washington, DC.
<b>Wednesday 12/1</b>	NEA HIN Pre-Symposium IAQ Training.
<b>Thurs.-Sat. 12/ 2-4</b>	EPA's <i>IAQ TfS</i> National Symposium.
<b>Sunday 12/5</b>	Participants depart from Washington, DC.