



Application Guidelines

8th Annual Indoor Air Quality Tools for Schools National Symposium
December 5-8*, 2007 – Washington, DC



APPLICATION SUBMISSION PROCESS:

- Complete Application Packages should be submitted **via email on or before Tuesday, September 25th** to Jennie Young at jyoung@nea.org.
- This is a **competitive application process** to attend EPA's *IAQ TFS* Symposium and the NEA HIN Pre-Symposium training. The submission of an application to NEA HIN **does not guarantee** acceptance to attend.
- Teams must submit an Application Package which includes a Team Application AND an Individual Team Member Application for each team member. **If possible, please submit the Team Application and Individual Team Member Applications together.** Application Packages will not be considered complete and eligible for review until the Team Application AND each Individual Team Member Application are received. A confirmation email will be sent to the team once NEA HIN has received all necessary documents.
- **Applications must be typed** using the Microsoft Word "Form" feature. Handwritten applications will not be accepted. Instructions on using this feature are as follows:
 - Go to <http://www.neahin.org/programs/environmental/symposium.htm> and scroll down to the Application Package section.
 - Double click on the Team Application and save the Microsoft Word document (by clicking "Save") to your computer. The team leader should submit the Team Application.
 - Once saved to your computer, open the document and begin filling it out by clicking on each gray box. The Microsoft Word Form Feature should allow you to type in each box.
 - Once complete save the Team Application to your computer. If possible, name the document using your team's name. (Example, **LittleRockMoldBusters.doc**)
 - Individual Team Members should repeat these steps using the Individual Team Member Application. If possible, name the document so that it includes the team name and the last name of the team member. (Example, **Little Rock-Young.doc**)
 - Email the completed Team Application and each Individual Team Member Application (email together if possible) to jyoung@nea.org by **Tuesday, September 25th**.
 - If you would like the Application Package emailed to you, please contact Jamila Boddie (jboddie@nea.org) or Jennie Young (jyoung@nea.org).
- Teams of NEA members and UniServ staff (or other appropriate state association staff) who are interested in competing for funding through this process should **submit Application Packages (a Team Application and Individual Team Member Applications) directly to NEA HIN.** The **NEA HIN IAQ Symposium Application Review Committee** will then review Application Packages and select teams based on a set of previously developed criteria.
- NEA HIN encourages you to inform your State President and NEA HIN (Jennie Young) of your intent to apply.

WHO CAN APPLY/ATTEND:

- NEA HIN is accepting Application Packages from **TEAMS of NEA members and UniServ staff** (or other appropriate state association staff). Only **TEAMS** can apply to receive NEA HIN funding. Individuals cannot apply to receive funding. Applications submitted by individuals **will NOT** be considered.
- **Only NEA members and UniServ Staff** (or other appropriate state association staff) are eligible to compete for NEA HIN funding through this process. **NON-NEA** individuals (school principals, facilities managers, school board members, superintendents, and other school staff) **are NOT eligible to receive NEA HIN funding.** These individuals may attend (the NEA HIN Pre-Symposium training and/or the EPA's *IAQ TFS* Symposium) as part of your team if they are able to secure funding from another source. Please list any of these individuals that are attending as part of your Team at the appropriate place on the Team Application

and have them submit pages 1-2 of the Individual Team Member Application (being sure to check the appropriate boxes). To register for EPA's *IAQ TFS* Symposium they must go to www.iaqsymposium.com (they cannot register through NEA HIN).

- **NEA members/staff (teams or individuals) that do not wish to compete for funding** through this process (because they have secured funding from another source such as state/local association, school district, or personal funds) may register to attend the NEA HIN Pre-Symposium training and/or the EPA's *IAQ TFS* Symposium. Teams or individuals must notify NEA HIN of their intent to attend using their own funds by **Thursday, September 27th**. Please list any of these individuals that are attending as part of your Team at the appropriate place on the Team Application and have them submit Individual Team Member Applications (being sure to check the appropriate boxes). NEA HIN will register self-paid individuals/teams for the NEA HIN Pre-Symposium training and/or the EPA's *IAQ TFS* Symposium as well as make hotel reservations for attendees. Hotel costs and registration fees will be invoiced to the appropriate individual/office after the conference (please provide the contact information for this person on the Individual Team Member Application).
- **Teams that applied and WERE ACCEPTED to attend a previous Symposium (2003, 2004, Jan. 2006, Dec. 2006) using NEA HIN funds ARE NOT eligible to reapply for funding to attend this year's training.** Previously NEA HIN funded teams can apply for a "Progress Recognition Award" which will be used to identify 1-3 teams that have done an exceptional job in advocating for better IAQ since attending a previous Symposium.
- **Teams that applied to attend a previous Symposium** (2003, 2004, Jan. 2006, Dec. 2006) but **WERE REJECTED** may reapply. Reapplication does not guarantee acceptance to attend.

TEAM MAKE-UP:

- Teams should consist of **3 - 4** individuals (a maximum of **4** individuals can receive NEA HIN funding per team). Teams **CANNOT** be comprised of **more NEA staff than NEA members**.
- Teams must include **at least one elected** NEA state/local association leader/officer (ex. local president, vice-president, sec-treasurer, building rep, etc.).
- Before submitting an application package, **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 on behalf of the team.

HOW TO ENHANCE YOUR APPLICATION:

- When reviewing applications, the NEA HIN IAQ Symposium Application Review Committee will consider the applicant's need for assistance (high absenteeism rates, lack of administrator/school board support, lack of a current IAQ management plan or school/district IAQ or health/safety committee, health complaints, etc.) and a variety of school/school district characteristics such as size, geographic nature (urban, rural, suburban), and demographic indicators such as poverty levels.
- It is recommended that teams are comprised of a diverse group of educational staff and include ESP, teachers and UniServ staff. Custodial/maintenance staff representation is encouraged. Be sure to indicate on the Team Application if your state/local association does not represent ESP or custodial/maintenance staff.

APPLICATION REVIEW/ACCEPTANCE PROCESS:

- In some cases NEA HIN may receive multiple applications from one State Association. Dependent upon the number and quality of applications received, NEA HIN reserves the right to accept one or multiple teams per State Association.
- During the week of **October 8th**, NEA HIN will notify State Presidents if a team from his/her state was accepted or rejected. The State President will be asked to give approval and show support for the accepted team. If a state/local association would like to fund an individual(s) or team without going through the

competitive application process, they must notify NEA HIN by Thursday, **September 27th**. These individuals should submit Individual Team Member Applications (being sure to check the appropriate box).

- During the **week of October 15th**, teams will be notified as to whether or not they were selected. Accepted teams will then be asked to sign the State IAQ Team Commitment Agreement (the team leader will sign on behalf of the team at the Pre-Symposium training) demonstrating the team's commitment to:
 - improve the IAQ in your school/district by advocating for the implementation of an IAQ management plan such as IAQ TfS;
 - plan and deliver at least one awareness building presentation, workshop, training or other activity for your school/district or local/state association;
 - write at least one IAQ blurb, tip or short article for your state/local association newsletter, school/district newsletter, or for your state/local/school/district website; and to
 - participate in follow-up procedures consisting of short email progress updates.

FUNDING DETAILS:

- If your team is selected to attend, NEA HIN will provide funding to cover all travel expenses (with the exception of alcohol). In addition, NEA HIN will make hotel arrangements and will coordinate the booking of airline/train reservations.
- Available funding will cover the cost of travel (airfare, train fare, mileage), conference registration fees, substitute teacher reimbursement (\$100/day), hotel (2 persons/per room), other incidentals (taxi fares, gratuities, parking, etc.) on days of travel and during the NEA HIN Pre-Symposium training and the EPA's IAQ TfS Symposium.
 - The approximate cost for one individual to attend the IAQ TfS Symposium and Pre-Symposium training is \$1,685 (5 days and 4 nights–this includes travel days).
 - The approximate cost for one individual to attend just the NEA HIN Pre-Symposium training is \$900 (3 days and 2 nights–this includes travel days). Individuals or teams interested in attending just the Pre-Symposium training are not eligible to compete for NEA HIN funding but may attend using funding from another source.
 - To maximize the usage of our funds, NEA HIN is requiring that, when possible, team members share a hotel room.

DATES TO REMEMBER:

Tues. 9/25	Application Packages Due
Week of 10/1	Application Review & Team Selection (by Symposium Application Review Committee)
Week of 10/8	State Presidents Notified of/Sign-Off on Teams Accepted
Week of 10/15	Applicants Notified of Acceptance/Non-Acceptance
Tues. 10/30	Airline and Hotel Reservations Forms Due (Deadline to book airline reservations and to submit hotel arrival/departure dates and rooming selections to NEA HIN)
Week of 11/5	Attendees Receive Symposium/Pre-Symposium Info Packets
Tues. 12/4	Participants Arrive in Washington, DC.
Wed. 12/5	NEA HIN Pre-Symposium IAQ Training & Reception (NEA Headquarters) <i>(Team Leaders Sign State IAQ Team Commitment Agreements)</i>
Thurs.-Sat. 12/6-12/8	EPA's IAQ TfS National Symposium (Grand Hyatt Washington)
Sat. 12/8	Participants Depart from Washington, DC. <i>(Symposium ends at 11:30a.m.)</i>

*NEA HIN is conducting a Pre-Symposium Training at NEA Headquarters on **December 5th** to address IAQ issues from the union/association perspective. The IAQ TfS Symposium will be held **December 6-8th** at the Grand Hyatt Washington. **This Pre-Symposium training is mandatory for NEA members and staff accepted to attend through this competitive application process.**

Questions? Contact Jennie Young, Senior Project Coordinator at 202-822-7481 or jyoung@nea.org.