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**Equity Commission**

(Proposed name change in 2016 - Equity, Diversity & Inclusion (EDI) Commission)

**2016 Best Practice Award**

***Call for Submission***

**Goal:**

To recognize the best practices that promote diverse, welcoming and just environments through the following categories: Building awareness for Equity, Diversity and Inclusion (EDI) issues relevant to college and student communities; Assessing the needs of diverse and underrepresented populations; Sharing EDI initiatives in higher education; Communication and support strategies that influence positive EDI changes at your institution.

**Applicant Criteria:**

* Must be an AFC member in good standing.
* Able to attend the Equity Commission Spring Conference: Thursday, May 19, 2016 at Valencia College.
* Able to attend the Annual Conference: November 2 – 4, 2016 at the Buena Vista Palace in Lake Buena Vista, FL.

**Award Overview:**

The Equity Commission will award the following Awards and Prizes:

* Equity Commission Best Practice: 1st Place Award - $300 check award\*
* Equity Commission Best Practice: Award of Merit - $200 check award\*
* Equity Commission Best Practice: Award of Honor - $100 check award\*

*\*The award recipient will be presented with a check to their chapter from the Equity Commission and a certificate at the Spring Conference to be held on Thursday, May 19, 2016 at Valencia College.*

**Submission Process:**

* Submission Packet is due via email to Daniel Cronrath at daniel.cronrath@fgc.edu
	+ Deadline: **5 p.m. EST, Friday, March 25, 2016.**
	+ Email subject line: “2016 Equity Best Practice Submission – [*program title*]”
* Submission Packet should be submitted in PDF or Word document
* Submit a **separate** Submission Packet for **each** category that your college would like to enter
	+ Submission Categories:
1. Building awareness for EDI issues relevant to college and student communities
2. Assessing the needs of diverse and underrepresented populations
3. Sharing EDI initiatives in higher education
4. Communication and support strategies that influence positive EDI changes at your institution

**Submission Packet:**

***Please use the following outline for submission:***

1. **Program/Project Start Date:** - *Please indicate the actual date(s) the program/project was presented.*
2. **Program/Project End Date:** - *Please indicate “ongoing” if project is continuing or actual end date.*
3. **Category** – *Please choose one per submission. (multiple submissions will be accepted)*
4. **Presenters** – *Provide full contact* *information including name, title, campus, address, telephone and email address for all presenters.*
5. **Program/Project Title**
6. **Summary** –*Summarize how your best practice submission was identified, planned and executed. Please limit your typed response to 500 words or less.*
7. **Need –** *Briefly explain why this program/project was established on your campus.*
8. **Planning Strategies** – *Briefly summarize the steps your campus utilized to establish the program/project*
9. **Expected Outcomes/Impact** – *Briefly explain: What did you hope this program/project would do for your campus? What were your goals?*
10. **Actual Outcomes** – *In a brief summary, please highlight specifically what this program/project did for your campus.*
11. **Lessons to be shared -** *In a brief summary, please highlight what you would repeat and change about the program.*

 **Presentation Details:**

* **Selected entries** will be notified to present a 5-7 minute overview of their program at the Equity Commission Spring Conference Thursday, May 19, 2016 at Valencia College. Following the presentations, awards will be presented.
* **Award winners** will present a 15 minute overview of their program/project at the Equtiy Commission Best Practice Session at the Annual Conference: November 2 – 4, 2016 at the Buena Vista Palace in Lake Buena Vista, FL.

**For questions,** please contact Daniel Cronrath, Equity Chair-Elect at (386) 754-4241or Daniel.Cronrath@fgc.edu; or Melissa Pinero, Equity Chair at (850) 873-3526 or mpinero@gulfcoast.edu.

**Submission Deadline:** **5 p.m. EST, Friday, March 25, 2016** via email to Daniel Cronrath at daniel.cronrath@fgc.edu