

## APSA Awards Requirements

All applicants must submit all required materials as specified. Failure to do so or any discrepancies may result in disqualification from consideration for the award.

- Applicants (and their references if applicable) are encouraged to be concise and ensure their submission stays within the specified guidelines. For each additional page or portion of a page beyond the limit (arial, font size 11, 1-inch margins), the overall score will be reduced by one point.

Applicants will be evaluated based on how effectively their letter of intent (and reference letters if applicable) demonstrate the traits outlined in the award description. Emphasis will be placed on experience within the past year. Each submission will be reviewed by at least three members of the Awards Committee, using the following scoring scale:

If there are two recipients for an award and non-council members have applied, priority will be given to ensuring at least one recipient is a non-council member (non-councilor including APSA members and officers)

### CONTENT:

(in consideration of both letter of intent and reference letters if applicable)

- 5: The letter demonstrates outstanding relevance to the award criteria, with detailed, specific, and well-supported examples that align perfectly with the award's purpose.
- 4: The letter is highly relevant and provides solid examples that mostly align with the award criteria, though some points could be further detailed.
- 3: The letter is moderately relevant, addressing the award criteria but with vague or underdeveloped examples.
- 2: The letter is only partially relevant to the award criteria, lacking sufficient focus or meaningful examples.
- 1: The letter does not address the award criteria or is completely irrelevant.

### GRAMMAR, SPELLING, AND PROFESSIONALISM:

(in consideration of both letter of intent and reference letters if applicable)

- 5: The letter is entirely free of errors, polished, and professional in tone.
- 4: The letter has one or two minor errors but maintains a professional tone and strong readability.
- 3: The letter contains a few noticeable errors or a slightly inconsistent tone, detracting somewhat from professionalism.
- 2: The letter has frequent errors or an unprofessional tone, significantly impacting its quality.
- 1: The letter is riddled with errors, unprofessional, or very difficult to read.