

## APPLICATION PROCEDURES

Thank you for your interest in the International Alliance For Invitational Education and the *Inviting School Award* program. We appreciate your interest and encourage you to participate. In an effort to ensure that schools intending to apply have sufficient time to complete the required work, it is suggested that the "Acceptance Verification" form be signed and returned by the target date of October 1, 2011. Each school/district/university applying for the *2012 Inviting School Award* will then submit your school's supporting documentation to the Chair by March, 2012.

Please display the portfolio contents in a THREE RING BINDER consisting of no more than 50 pages, or if you choose, in a power point presentation format on a CD Rom (no more than 50 slides). You may choose to have a decorative cover which "tells your story." The portfolio contains, but is not limited to the following information:

1. **COVER PAGE:** Name of school/district/university  
Type (Elementary, Middle, High School, Technical, Junior College, etc.)  
Contact name, address, phone, email address  
Mascot (optional)
2. **SIGNATURE PAGE OF INTENT FOR APPLICATION FOR THE INVITING SCHOOL AWARD:** This should include a diverse representative group of students, staff, families, faculty, administration, alumni, community leaders, Superintendent, Department Chair, University President or designee. If the organization submits a portfolio, this sheet should be included as part of the documentation.
3. **LETTER BY THE APPLICANTS(S):** Statement of why your school/district/university is deserving of The Inviting School Award.
4. **A ONE-PAGE SHEET OF INTRODUCTION TO YOUR SCHOOL:** If a person has never seen or heard of it, what would they see, hear, taste, smell, and feel?
5. **MINIMUM OF FIVE DIVIDERS:** Please label the five dividers in the portfolio with the 5 P's of Invitational practice...**PEOPLE, PLACES, POLICIES, PROGRAMS, and PROCESSES**. Within each of these categories, the award applicant will compile the samples of strategies used within each category to tell its story of the intentional plans implemented to make its organization more inviting.
6. **RESULTS OF THE INVITING SCHOOL SURVEY:** The survey can be obtained via the IAIE website. Schools seeking the Inviting School Award need to request a login and password to access the survey.

**NOTE:** Use your creativity and imagination to tell your story. You may wish to provide additional items for consideration, such as:

- Your school/district/university's written inviting plan
- Special recognition
- Awards received
- Training received in invitational philosophy
- Inviting survey, etc.

## **Important Information For 2012 Inviting School Awards**

*It is recommended that your application include the following supporting documentation in the format of a paper portfolio and/or a CD-ROM.*

The following guidelines are provided to assist your school in the process of working toward this award:

- **Complete the Inviting School Survey to gain information about your school's current inviting school practices. The survey is available on-line at the IAIE website. Your school will be able to access the survey upon receipt of your Acceptance Verification Statement to the Awards Chair.**
- **Document initial findings from the survey and other sources of information and determine a baseline of where your school is on your invitational journey.**
- **Provide a statement of invitational goals – objectives – strategies based on your initial findings**
- **Explain your plan of action based on your established goals, objectives and**
- **Provide a timeline that outlines the development of your action plan as you continue on your journey**
- **Provide a Reflective Statement about insights you may have during or about your process**
- **Include site visit(s) and/or training from a specialist in invitational education, your state/regional coordinator, member of the IAIE Advisory Board, and/or an IAIE Trustee.**
- **Revisit the Invitational School Survey-Revised and compare your findings with your initial information**
- **Provide a LETTER OF RECOMMENDATION from a current member of IAIE. IAIE state/regional coordinators and advisory council members will assist in the process, if requested.**

*The portfolios will be taken to the World Conference and displayed for all conference attendees. The school/district/university may then take their portfolio with them when the conference ends.*

**Process Revisited:**

An important component to the Inviting School Award is the One Year Follow-Up as an effort to sustain and maintain the concepts of Invitational Education in your school. This statement should focus on three areas:

1. Where are we now that we are an “Inviting School”?
2. How we have met our Goals and Objectives?
3. What is our vision for the future?

This process should follow the Helix of Invitational Education (Purkey & Novak 1996. Inviting School Success, 3<sup>rd</sup> Edition pp. 136-137. Wadworth Publishing Co.) as a continuing effort to sustain and maintain your school as an “Inviting School”.

**Target Dates to Keep In Mind:**

<b>September, 2011</b>	<b>Request for Application deadline</b>
<b>October, 2011</b>	<b>Return “Acceptance Verification Statement”</b>
<b>March, 2012</b>	<b>Portfolio Submission</b>
<b>May, 2012</b>	<b>Notification of Award Winners</b>
<b>September, 2012*</b>	<b>Inviting School Awards presented at IAIE World Conference</b>
<b>June, 2013</b>	<b>One Year Follow-up Report to Awards Committee Chair</b>

All Inviting School Award-Winning Schools are encouraged to apply for “Institutional” membership to the International Alliance for Invitational Education.

Again, thank you for applying. Should you have any additional questions, please contact me at the address below:

Ed Gwazdauskas  
62 Windsor Cir SW  
Ocean Isle Beach, NC 28469  
Email: iegwaz@gmail.com



## *Introducing the Inviting School Awards Program for 2012*

*Is everyone associated with your school able, valuable, and responsible?*

*Is education in your school a cooperative and collaborative activity where process is as important as product?*

*Is there a belief in your school that students and staff alike possess untapped potential in all areas of human endeavor?*

*Does your school create and maintain places, policies, processes and programs specifically designed to “invite” development and by people who are intentionally inviting with themselves and others, both personally and professionally?*

*Is your school the most “Inviting Place in Town?”*

*If you answered, “Yes” to these questions, you are cordially invited to apply for the 2012 Inviting School Awards Program. This Award recognizes schools, universities and districts throughout the world that exhibit the philosophy of Invitational Education.*

*Award winning schools will be recognized at the 2012 IAIIE World Conference to be held in Hong Kong.*

*For more information, contact:*

*Ed Gwazdauskas, IAIIE Awards Committee Chair  
62 Windsor Cir SW, Ocean Isle Beach, NC 28469  
Phone : 614-302-0511      Email: iegwaz@gmail.com*



**SIGNATURE PAGE OF INTENT FOR APPLICATION**

Name of School/District/University \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_ Telephone Number ( ) \_\_\_\_\_  
 \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Principal (Headmaster/Headmistress/Superintendent/President) \_\_\_\_\_

Email Address \_\_\_\_\_

Type of School (Elementary/Middle/High School/College/University/Other) \_\_\_\_\_

We certify that our Inviting School Committee has met and has made an evaluation of our school using the Inviting School Survey-Revised. The completed surveys have been returned to Radford University.

\_\_\_\_\_  
*(Signature-Principal/Superintendent/University President or Designee)*

\_\_\_\_\_  
*Advisory Committee Member (\*)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Advisory Committee Member (\*)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Faculty Signature*

\_\_\_\_\_  
*Advisory Committee Member (\*)*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Faculty Signature*

*(\*) Parent/Business/Community/Trustee/Board Member*

***Forward Portfolio and supporting materials to:***

Ed Gwazdauskas, IAIE Awards Committee Chair  
 62 Windsor Cir SW, Ocean Isle Beach, NC 28469  
 Phone: 614-302-0511                      Email: iegwaz@gmail.com

**ACCEPTANCE VERIFICATION STATEMENT**  
(Please return once you receive the award application materials)

To: Ed Gwazdauskas, IAIE Awards Committee Chair

From : \_\_\_\_\_  
School/District/University Contact

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

DATE: \_\_\_\_\_

SUBJECT: Acceptance Verification of IAIE Inviting School Award Program Application Materials

REF: Your letter of request dated \_\_\_\_\_

We have received all materials and guidelines requested to apply for The ***2012 Inviting Schools/Districts/Universities Award*** Program. We have requested the name of an IAIE member in our area who will recommend our school / district / university for this honor. **We will submit copies of completed materials (portfolio and supplemental materials) to you with a Letter of Recommendation for the 2012 Award Committee's final consideration.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

We understand that the deadline for final submission of materials (portfolio and checklist) and Letter of Recommendation to you is **March, 2012**. We also understand that to be eligible for the ***2012 Inviting School Award***, it is requested that our school/district/university have at least one IAIE member in good standing.

\_\_\_\_\_  
Signature of Award Applicant Contact                      Date

**\*Return this Acceptance Verification immediately upon receipt of materials to:**

Ed Gwazdauskas, IAIE Awards Committee Chair  
62 Windsor Cir SW, Ocean Isle Beach, NC 28469  
Phone: 614-302-0511                      Email: iegwaz@gmail.com