

**Southern Association of College and University Business Officers**  
**"BEST PRACTICES"**  
**Guidelines for Final Submission**

**In order to be considered for the 2012 Best Practices Award, each finalist must submit a proposal providing detail of his or her best practice. Five finalists, based upon the proposal submitted, will be selected to present their program at the SACUBO annual meeting in Louisville, Kentucky in April 2012.**

**Proposal Format**

Each proposal must be submitted via electronic mail as an attached Word document to David Koehn, Best Practices Coordinator, [koehn@nsuok.edu](mailto:koehn@nsuok.edu)

**Title Page**

Each proposal must have a title page in bold CG Times 14 font or a similar business quality font (left justified). The author of the proposal should be listed directly under the title in bold CG Times 12 font. Beneath the author, with single spacing, list the institution or organization affiliation of the author. If there is more than one author, double space, and follow the direction as listed with a single author.

**Abstract**

The abstract from the original entry should be page one of the proposal. The abstract should be single space and italicized CG Times 12 font.

**Introduction of the Organization**

Following the abstract, please introduce and describe the institution or organization that was benefited by the "best practice." This description may be as brief or as detailed as you like, but do this with double-spaced paragraph form in CG Times 12 font. Please do not simply list the information.

**Statement (restatement) of the Problem/Initiative**

Continuing in double-spaced paragraph form (CG Times 12 font), state (restate) the challenge that required correction or improvement.

**Design**

Describe the methodology used to develop the best practice initiative. There may be any number of tasks that were needed to develop your best practice. This information would be helpful if another institution would wish to pursue the same endeavor. Did the initiative require additional personnel, capital equipment purchases, or electronic systems solutions? What were the cost and/or budget ramifications? Please include any faculty, student, or administrative involvement required or solicited during the planning stage.

**Implementation**

Describe the implementation process. Information that concerns the timeline, pitfalls, and issues is helpful to those interested in duplicating your best practice.

**Benefits**

Discuss the benefits enjoyed by implementing the best practice. Cost savings, efficiencies, personnel performance improvements, student satisfaction or other benefits that occurred as a result of the best practice implementation.

**Retrospect**

Discuss anything that might have been done differently. (If applicable)

**Proposal Delivery and Deadline**

The deadline for submission is **September 15, 2011**. The proposal must be sent via electronic mail to [koehn@nsuok.edu](mailto:koehn@nsuok.edu)