

**2024-2025**

**What do I need to know before filling out the application?**

* Submissions must use this template.
* Complete each category by adding content to the gray text entry boxes
* Content for Sections 1 through 8 are limited to a total of 10 pages. Appendices are limited to 100 pages total.
* Applications must be submitted as **ONE** document to [studentservices@assp.org](mailto:studentservices@assp.org) in .pdf format by **April 1, 2025**.
* Visit [www.assp.org/ossa](http://www.assp.org/ossa) for examples of winning OSSA applications from previous years.

**Student Section Information**

Application Date (**No later than April 1, 2025**):       (MM/DD/YY)

Activity Dates: **April 1, 2024 – March 31, 2025**

Student Section Name:

Parent Chapter:

Faculty Advisor:

Number of students pursuing an academic degree in safety or another safety related discipline:

Number of Student Section Members:

Names and titles of Student Section officers and leaders

(i.e. President, Vice-President, Committee names and Chairs, etc.)

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| --- | --- |
| Name | Title |
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**Contact Information**

We attest that the information provided in this application is a true representation of the Student Section activities for the period specified.

Signature – Student Section President

Signature – Faculty Advisor

Student Section Address: Phone Number:

     

**Annual Minimum Requirements**

\*If Student Section fails to include evidence for each annual minimum requirement the application will not be considered by the OSSA evaluation committee.

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| **Check off** | **Annual Minimum Requirements** |
|  | Provide evidence of how you communicate within and outside your Student Section such as newsletters or communication platforms like Facebook, LinkedIn, Twitter, Instagram, WhatsApp, etc. Evidence of at least four communication activities is required. Social media postings should include more than just announcements and should instead be an informative educational tool. **If you show social media posts in the application, please also provide links for your social media platforms.** Newsletters are also welcomed. General emails do not count toward this requirement. These should be included in the Appendices. |
|  | Provide at least two examples of collaboration between your Student Section and your parent chapter. Provide evidence. Some examples may include attending parent chapter meetings, planning or participating together in events, etc. **Note**: Your parent chapter must provide a letter of endorsement confirming this collaboration. |
|  | Conduct at least six meetings per year, with four being of technical content. This includes virtual meetings held while away from campus or learning remotely. The definition of “technical” in this context is a process or procedure directly relating to OSH practice (social gatherings, resume building, interviewing skills, recruiting, certification, employment, and other soft skills would not be considered “technical” in this context). Please include a brief one sentence description outlining the content of each meeting. A meeting may only be counted once in the totals. |
|  | Attach faculty advisor letter of support or recommendation to the appendices. |
|  | Include at least one community or campus activity sponsored or participated in by the Student Section in judging criteria 3.0. |

Judging Criteria

ITEMS CAN ONLY BE ENTERED ON THE APPLICATION ONCE. IT IS UP TO YOU TO DECIDE WHERE THE BEST LOCATION IS TO PLACE ITEMS.

1.0 Professional Development and Enhancement - Please include information in the tables below.

1.1 Technical meetings (examples include: risk assessment, ergonomics, site tours, etc.). The definition of “technical” in this context is a process or procedure directly relating to OSH practice (social gatherings, resume building, interviewing skills, recruiting, employment, and other soft skills would not be considered “technical” in this context). There must be a minimum of four meetings in this section. This table must be completed in its entirety for it to qualify for the award.

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| Meeting Date | Topic | Speaker | Brief one sentence description outlining the content of the meeting | # of Section Members in Attendance |
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1.2Other meetings (examples include: interviewing and networking skills, Student Section planning or social gatherings). Please list all local/national ASSP professional development conferences, including the Professional Development Conference, here.

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| --- | --- | --- | --- | --- |
| Meeting Date | Topic | Speaker | Brief one sentence description outlining the content of the meeting | # of Section Members in Attendance |
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2.0Section-Sponsored Research and Applications - please indicate how many Student Section members participated in each project.

\*Research conducted as part of class work, an internship or graduate research should not be included in the application. Research work must be student driven and faculty advisor should be used in an advisory role.

2.1Research is defined as the use of a methodological process by which a question of broad or focused interest is answered. The outcomes of the research have merit and applicability among a relatively wide audience. Research involving humans, whether data collection is through biological monitoring or through questionnaires and interviews, requires approval by the school’s or another body’s institutional review board. See your faculty advisor, ASSP and the [*Professional Safety Journal*](https://www.assp.org/publications/professional-safety) for guidance.

2.2Applications of established safety and health approaches are defined as determining, monitoring, and controlling workplace hazards that may pose safety and health risks to workers. Reports in the applications subsection should, as appropriate, address details of the process used to find, monitor or evaluate, and control the hazard or hazards that have been addressed.

3.0 Community Involvement - please indicate how many Student Section members participated in each activity

3.1 Section-sponsored community activities (Section-sponsored is defined as activities initiated, planned and executed by the Student Section):

3.2 Section-sponsored campus activities (Section-sponsored is defined as activities initiated, planned and executed by the Student Section):

3.3 Section participation in community activities:

3.4 Section participation in campus activities:

*3.5* Section engagement with and/or support of the ASSP Foundation –

Examples of ways to engage with the ASSP Foundation include:

* Discuss Foundation scholarships at Student Section meetings
* Engage with the Foundation on LinkedIn or Facebook
* Send a representative to your local ASSP chapter meeting to discuss the Foundation

\*Outstanding Student Sections are not required to engage with the ASSP Foundation. Our aim is to gather information on how student sections interact with and give back to the Foundation.

4.0 Recognition

Demonstrate how your student section has been recognized (e.g., scholarships, awards, etc.)

5.0 Collaboration with Parent Chapter

Describe your collaboration with your Parent Chapter and provide evidence of this collaboration. Examples may include but are not limited to attending Parent Chapter meetings and events, helping with Chapter hosted conferences, etc. A letter of endorsement supporting your collaboration from your Parent Chapter is required and should be included in the Endorsement section.

6.0 Endorsements

(List endorsement letters here but provide endorsement letters in Appendix. Remember to include an endorsement letter from your Parent Chapter.)

###### 7.0 Other Support Documentation

###### Appendices (100 pages maximum)

Samples or supporting documents should be submitted in addition to the application in electronic format. This supporting documentation must be limited to applicable information concerning activities outlined in the application. Include evidence of how your student section communicates within and outside your student section in this section. **Please ensure that a numerical label descriptor is included in the appendices, corresponding to the relevant section of the application (e.g., Attendance for Technical Meetings, labeled as section 1.1, etc.).**