

IAIE INVITING SCHOOL AWARD 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 requested that the "Intent To Apply" form be signed and returned by the target date of November 6, 2015. Each school/district/university applying for the *2016 Inviting School Award* will then submit your school's supporting documentation to the Inviting School Award Chair by March 31, 2016.

All Inviting School applicants are required to:

- Hold a current IAIE Institutional Membership (\$175 USD). This provides 5 designated members of your organization with full IAIE member benefits. Membership forms and instructions for payment are available on the IAIE website at: <http://www.invitationaleducation.net/membership.html>.
- Administer the ISS-R survey and complete the school demographic information form, which may be found at: <http://www.invitationaleducation.net/schoolsurvey.html>. The fee for the ISS-R Survey is \$150 USD and may be paid online with a credit card, or by bank draft, check, or purchase order. Checks should be made payable to "IAIE" and mailed to IAIE, PO Box 20732, Huntington Station, NY 11746. Please email Joan Fretz at joan.fretz@invitationaleducation.net if you plan to mail in your payment. Upon receipt of your email, Joan will release your Survey Access Code.

Your designated school contact will then receive a login and password for participants to use to access the survey. A minimum of 100 responses is recommended, including teachers, administrators, staff, students, and parents. You will receive a fully disaggregated report of your survey results, which will help guide your choice of inviting initiatives for this year.

- Prepare an Inviting School Portfolio with supporting documentation as described below.
- Schedule and host an assessment visit by IAIE representatives.

HOW TO PREPARE INVITING SCHOOL PORTFOLIO:

Please display the portfolio contents in a power point presentation format on a CD or Flash drive (no more than 50 slides).

The portfolio should contain, but is not limited to the following information:

- 1. COVER PAGE:** Name of school/district/university
Type of School (Elementary, Middle, High School, Technical, Junior College, etc.),
Contact name, Principal's name, address, phone number, and email address
- 2. LETTER BY THE APPLICANTS:** 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 SECTIONS: Within the portfolio, please label sections for the Five P's of Invitational practice...PEOPLE, PLACES, POLICIES, PROGRAMS, and PROCESSES. Within each of these categories, the award applicant will compile samples and descriptions 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: Following completion of your survey responses, you will receive a comprehensive analysis of your survey results. Please include this in your portfolio.

7. LETTER OF RECOMMENDATION from a current member of IAIE.

NOTE: Use your creativity and imagination to tell your story. You may wish to provide additional items for consideration including:

- Your school/district/university's written inviting plan
- Special recognitions
- Awards received
- Training received in invitational philosophy

Important Information for 2016 Inviting School Awards

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

- Review the results of the Inviting School Survey (ISSR-R) to gain information about your school's current inviting school practices. A minimum of 100 responses is required. The more responses you collect, the more helpful the survey will be.
- 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 and strategies based on your initial findings.
- Explain your plan of action based on your established goals and objectives.
- Provide a timeline outlining an action plan to continue Invitational Education growth.
- Provide a Reflective Statement about insights you may have gained during 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.
- IAIE leaders are available to assist you with the Inviting School Award process upon request.

One Year Follow-Up

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 of IE at our school?

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

OR

Applying for [The Paula Helen Stanley Fidelity Award](#) may substitute for this “One Year Follow-Up.”

The complete Inviting School Award Program includes the initial Inviting School Award, followed by 5 additional Fidelity School Awards, which may be earned every two years, beginning the year following the Inviting School Award. This 10 year commitment to Inviting Practices culminates in the Gold Fidelity Award.

We encourage you to continue your inviting school initiatives and reflective practice beyond the first Inviting School Award. The benefits of a multi-year commitment are many. Stay involved and watch your staff and student potential grow!

Target Dates to Keep In Mind:

Nov. 6, 2015	Return “Intent to Apply” Form to Inviting School Award Chair
March 31, 2016	Portfolio Submission Deadline
June, 2016	Notification of Award Winners
Fall/Autumn 2016	Inviting School Awards presented at IAIE World Conference
Spring, 2017	One Year Follow-up Report or Fidelity Award Application Completed

Thank you for your interest in The Inviting School Award. Questions may be directed to:

Ed Gwazdauskas, Inviting School Award Chair
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Ocean Isle Beach, NC 28469

Email: iegwaz@gmail.com