



INSTRUCTIONS FOR APPLYING FOR AN AWARD

In addition to completing the Annual Reporting Form, we encourage all Partners to [apply for an award](#). Applying for an award lets us know which [SEC program requirements](#) in the three life cycle phases—purchasing, use, and end-of-life management – that you’ve completed, and allows us to recognize you for your SEC program accomplishments!

There are three award levels – bronze, silver, and gold – depending on how many life cycle phases you’ve completed. For example, if you’ve completed the SEC program requirements for purchasing and end-of-life, you’re eligible for a Silver Award. If you’ve completed all program requirements for just purchasing, you’re eligible for a Bronze Award. Or, why not go for the Gold Award by completing the use phase too! **Remember that you can claim credit for activities you completed before joining the SEC.**

To apply for an award, follow these steps:

- 1) **Ensure eligibility.** Did you complete all [program requirements](#) for at least one life cycle phase? If yes and you submitted an Annual Reporting Form, your organization is eligible for an award.
- 2) **Complete the Application for Recognition.** This form mirrors the program requirements checklist, but allows Partners to provide explanatory text or documentation that demonstrate completion of the program requirements. Click [here](#) for the application form.
 - a) Select award level based on how many life cycle phases you’ve completed:
 - Bronze: 1 of 3 lifecycle phase — purchasing, use, and/or end-of-life management
 - Silver: 2 of 3 lifecycle phases — purchasing, use, and/or end-of-life management
 - Gold: all 3 lifecycle — purchasing, use, and/or end-of-life management
 - b) Check off which life cycle phases you’ve completed.
 - c) For each program requirement completed, provide a narrative description of your activities or an explanatory document.
- 3) **Email your completed application** and any supporting documentation to info@stateelectronicschallenge.net

If you have any questions, contact us at info@stateelectronicschallenge.net.