COE Application

General Information

School Entity

Provide name as you would like it to appear on the award plaque and certificate:

Mailing Address (The COE plaque will be sent to this address)

Street or P.O. Box:

City: State/Province: ZIP/Postal Code:

Check one: ❑ Mr. ❑ Mrs. ❑ Ms. ❑ Ph.D. ❑ Ed.D ❑ CPA ❑ SFO ❑ RSBA ❑ RSBO ❑ RSBS ❑ Other:

Submitting Official

Name (all correspondence is sent to this person via email):

Title:

Email: Phone:

ASBO International Member Number: Expiration Date:

ASBO Member's Name:

Does ASBO International have your permission to use your school's CAFR for COE workshops? ❑ Yes ❑ No

School Information

Is this your school entity's first application to the COE program? ❑ Yes ❑ No

Which category most accurately describes the school entity? ❑ Public, K-12 ❑ Private, K-12 ❑ Charter ❑ Technical ❑ Community College ❑ Four-year College ❑ Other:

Approximately how many students are enrolled in the school entity?

CAFR Information

What is the size of the school entity's budget (Total revenue, all funds)?

The fiscal year ends (Month/Year):

Name of the audit firm: Contact person:

COE Application Fee and ASBO Membership

Please pay this amount:

ASBO Membership Fee (if applicable) $_____

COE Fee $_____

Total $ 0 _____

COE Application Fees

Total District Revenue, All Funds	Member	Non-Member
Under $10 million	$ 650.00	$ 975.00
$10-$25 million	$ 875.00	$ 1,200.00
$25-$50 million	$ 975.00	$ 1,300.00
$50-$100 million	$ 1,075.00	$ 1,400.00
$100-$250 million	$ 1,175.00	$ 1,500.00
$250 million - $1 billion	$ 1,275.00	$ 1,600.00
Over $1 billion	$ 1,375.00	$ 1,700.00

Method of payment: ❑ Check

Credit Card: ❑ Visa ❑ MasterCard ❑ American Express

Name on Card:

Signature:

Card No.: Exp. Date:

Association of School Business Officials International

The COE program is *proudly sponsored by* VALIC

Award Announcement (Optional)

Please provide the contact information for the person you would like notified of your accomplishment (in addition to the submitting official's name already provided):

❑ Ms. ❑ Mrs. ❑ Mr. ❑ Ph.D. ❑ Ed.D. ❑ CPA ❑ SFO ❑ Other:

Name:

Title:

Organization: Email:

Mailing Address:

City: State/Province: ZIP/Postal Code:

Application Checklist

1. Submit 1 copy of the application form.
2. Submit 3 copies of the following:
   - ❑ Cover letter specifying any COE criteria that do not apply to the school entity.
   - ❑ School entity's responses to last year's comments, if applicable.
   - ❑ COE Checklist
     - ❑ **Mandatory** if the school entity is submitting for the first time, received a conditional or denied award in the previous submission, or did not submit for the previous year.
     - ❑ **Optional**, but highly suggested, even if the school entity received the award in the previous year.
3. Comprehensive Annual Financial Report (CAFR). Indicate the format you are submitting:
   - Submit 3 copies of:
     - ❑ The hard copy ❑ CDs or flash drives (the document in a PDF file)
     - ❑ A document listing the website address to the CAFR (in a PDF file)
   - Electronic submission:
     - ❑ Email. Attach 1 copy of the CAFR to the email (document in a PDF file). **May only use this option if the COE fee is paid by credit card.**
3. Submit payment.

An incomplete application will delay processing. Submit the COE application and supporting materials to:

ASBO International
COE Award
11401 North Shore Drive
Reston, VA 20190-4200

Electronically to
mperkins@asbointl.org

Additional Program Information

- The review process takes 4-6 months.
- Should the school entity receive the COE award, you may be contacted by the program's sponsor or your affiliate to offer congratulations.

Questions? Contact ASBO International at 866.682.2729 x7067 or mperkins@asbointl.org.

Application materials are also available at **www.asbointl.org/COE**