MBA Application (U.S. and Canadian applicants)

Go Green! Use the online MBA application and criteria checklist at www.asbointl.org/MBA

General Information

Full Name of School Entity (Provide name as you would like it to appear on the award plaque and certificate):

Mailing Address (The award plaque and year plate will be sent to this address):

Street or PO Box:

City: State/Province: ZIP/Postal Code:

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

Name of Submitting Official (all award correspondence is emailed to this person):

Name:

Title:

Email: Phone:

ASBO International Member Number: Expiration Date:

ASBO Member's Name:

Does ASBO International have permission to use your school entity's budget for our workshops and conferences? ❑ Yes ❑ No

School Information

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

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

What is the end of the fiscal year (date) for this budget submission? Month: Year:

How many students are enrolled in the school entity?

What category most accurately describes the school entity?

❑ Public, K-12 ❑ Private, K-12 ❑ Charter ❑ Technical ❑ Community College ❑ Other:

Fee and ASBO Membership Information

Please remit this amount:

ASBO Membership Fee (if applicable) $_____

MBA Fee $_____

Total $ 0

MBA Application Fees

Total Revenue, All Funds	ASBO Member	Non-Member
Less than $50 million	$650	$1,000
$50 - $200 million	$1,050	$1,375
$200 million - $1 billion	$1,100	$1,425
More than $1 billion	$1,150	$1,475

All payments must be in U.S. dollars

Method of payment: ❑ Check

Credit Card: ❑ Visa ❑ MasterCard ❑ American Express

Name on Card:

Signature:

Card No.: Exp. Date:

Would you like to join or renew your ASBO International membership?

For more information, visit **www.asbointl.org/Join**

Association of School Business Officials International

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. ❑ 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 MBA criteria that do not apply to the school entity.
   - ❑ School entity's responses to last year's comments, if applicable.
   - ❑ MBA Criteria Checklist—**Mandatory for all applicants.**
3. Budget documents, indicate the format you are submitting
   - Submit 3 copies of:
     - ❑ Hard copy
     - ❑ CDs or flash drives (the document in a pdf file)
     - ❑ A document listing the website address to the budget document (in a PDF file)
   - Electronic submission:
     - ❑ Email—Attach only 1 copy of the budget document to the email (document in a PDF file) **May only use this option if MBA fee is paid by credit card.**
4. Submit payment.

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

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

Electronically to
mperkins@asbointl.org

Should the school entity receive the MBA award, you may be contacted by the program's sponsor or your ASBO affiliate to offer congratulations.

To request information about the MBA program, contact ASBO at 866.682.2729 x7067 or mperkins@asbointl.org. Application materials are also available at **www.asbointl.org/MBA**

The MBA is *proudly sponsored by*

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