

# COE Application (for U.S. Applicants only)

## REQUIRED DOCUMENTS

Please follow these instructions to successfully submit your COE application. **An incomplete application packet will delay processing.**

### YOUR COE APPLICATION PACKET MUST INCLUDE:

- Completed COE application.**
- Cover letter** specifying any COE criteria that do not apply to the school district.
- COE Checklist.**
  - **Mandatory** if the school district is applying for the first time, received a conditional or denied award from the most recent submission, or did not submit for the previous year.
  - **Optional** if the school district does not fit the criteria above, but still highly recommended.
- Reviewer comments from the previous year** and your school district's responses.
- Comprehensive Annual Financial Report (CAFR)** document or a link to your CAFR.

## SCHOOL DISTRICT INFORMATION

Full Name of School District (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, no P.O. Boxes:

City:

State/Province:

ZIP/Postal Code:

## SUBMITTING OFFICIAL (All award correspondence is emailed to this person)

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

Name:

Title:

Email:

Phone:

ASBO International Member Number:

Expiration Date:

ASBO Member's Name (if different from submitting official):

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

## GENERAL INFORMATION

Has this school district previously applied to the COE program?  Yes  No

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

What is the end of the fiscal year (date) for this CAFR submission?

Month:

Year:

How many students are enrolled in the school district?

What category most accurately describes the school district?

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

Name of the audit firm:

Contact person:

Email:

Please complete both pages. >>

# COE Application

## AWARD ANNOUNCEMENT (OPTIONAL)

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

VALIC, the COE program sponsor, or your ASBO affiliate may also contact you to offer congratulations.

## FEES

### PLEASE PAY THIS AMOUNT:

COE Fee \$ \_\_\_\_\_

ASBO Membership Fee (\$225) \$ \_\_\_\_\_

*Join or renew now to save at least \$90.*

Total \$ \_\_\_\_\_

Total District Revenue, All Funds	ASBO Member	Non-Member
Under \$10 million	\$ 660	\$ 975
\$10-\$25 million	\$ 885	\$ 1,200
\$25-\$50 million	\$ 985	\$ 1,300
\$50-\$100 million	\$ 1,085	\$ 1,400
\$100-\$250 million	\$ 1,185	\$ 1,500
\$250 million-\$1 billion	\$ 1,285	\$ 1,600
Over \$1 billion	\$ 1,385	\$ 1,700

**METHOD OF PAYMENT:**  Check  Credit Card:  Visa  MasterCard  American Express

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

## SUBMITTING YOUR COE APPLICATION PACKET

### EMAIL (Preferred)

- Attach each of the required documents as separate PDFs or links.
- Include payment information. *(Email submissions must be paid by credit card.)*
- Email to **COE@asbintl.org**.

### MAIL

- Submit three flash drives, each containing separate PDFs of each required document *(preferred)*.  
**or**  
Three hard copies of the complete application packet.
- Include payment information. *(Mailed submissions may be paid by check or credit card.)*
- Mail to  
**ASBO International  
Certificate of Excellence  
11401 North Shore Drive  
Reston, VA 20190-4232**

## DEADLINE

**Within six months of your district's fiscal year end.**

**Extension requests may be emailed to COE@asbintl.org.**

**Questions?** Email **COE@asbintl.org** or call Susan Lambert at **866.682.2729 x7067**.

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