

## REQUIRED DOCUMENTS

- Completed COE application.**
- Cover letter** specifying any COE criteria that do not apply to the school district.
- Original reviewer comments from the previous year.**
- The school district's responses to the previous year's comments.**
- Comprehensive Annual Financial Report (CAFR)** document or a link to your CAFR.
- 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.

## SCHOOL DISTRICT INFORMATION

School District Name: (as you would like it to appear on the award plaque and certificate):

Street Address, **no P.O. Boxes:**

City:

State/Province:

ZIP/Postal Code:

## SUBMITTING OFFICIAL (All COE 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):

## GENERAL INFORMATION

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

Total district budget (total revenue, all funds):

Fiscal year end (date): Month:

Year:

Student enrollment:

What category describes the school district?

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

Audit Firm:

Audit Contact:

Email:

# COE Application

## AWARD ANNOUNCEMENT (OPTIONAL)

Please provide the contact information of an additional district official to receive award notification.

Mr.  Ms.  Mrs.  Ph.D.  Ed.D.

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

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

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

## FEES

### PLEASE PAY THIS AMOUNT:

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

ASBO Membership Fee (\$230) \$ \_\_\_\_\_

*Join or renew now to save!*

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

Total District Revenue, All Funds	ASBO Member	Non-Member
Under \$10 million	\$ 675	\$ 995
\$10-\$25 million	\$ 905	\$ 1,225
\$25-\$50 million	\$ 1,005	\$ 1,325
\$50-\$100 million	\$ 1,110	\$ 1,430
\$100-\$250 million	\$ 1,210	\$ 1,530
\$250 million-\$1 billion	\$ 1,310	\$ 1,630
Over \$1 billion	\$ 1,415	\$ 1,735

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

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

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

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

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

Card Verification Number: \_\_\_\_\_

## SUBMITTING YOUR COE APPLICATION PACKET



### EMAIL (Preferred)

- Attach each of the required documents as a separate PDF or link.
- Include payment information.
- Email to **COE@asbointl.org**.



### MAIL

- Submit one flash drive containing a separate PDF of each required document (*preferred*).  
**or**  
**Three** hard copies of the complete application packet.
- Include payment information.
- Mail to  
**ASBO International**  
**Certificate of Excellence**  
**44790 Maynard Square, Suite 200**  
**Ashburn, VA 20147**

## DEADLINE

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

Requests for a deadline extension should be emailed to **COE@asbointl.org**.

Questions? Email **COE@asbointl.org**.

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