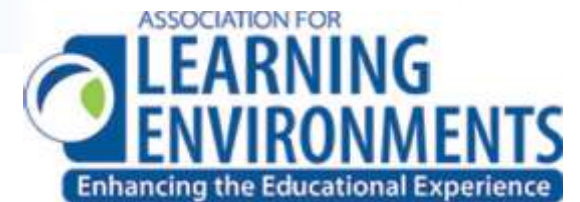




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A4LE Washington Chapter  
Annual Conference

**POLISHED APPLE AWARD PROGRAM**  
SUBMITTAL GUIDELINES



## 2022 Schedule

Call for Submittals Target Date: March 12, 2022 (Award Program document available, registration site available for payment)

Early Bird Registration Deadline: April 8, 2022 (Payment only due by April 8, electronic application submittal due on May 6th)

Electronic Application Submittal/  
Late Registration Deadline: May 6, 2022

Display Boards Due: June 3, 2022 at 4:00 PM at BLRB Architects  
(we will be displaying both 2020 & 2021  
boards at the rescheduled Washington  
Chapter Conference in Wenatchee)

Award Announcements: Wednesday, June 8, 8:30 am  
Wenatchee Convention Center

## Contacts

Polished Apple Program Co-Chairs: Chair - Andy Cottrill ([acottrill@blrb.com](mailto:acottrill@blrb.com))  
Robert Landa ([rlanda@studioms.com](mailto:rlanda@studioms.com))  
Kristina Feliciano ([kfeliciano@studioms.com](mailto:kfeliciano@studioms.com))  
Stephen Clark ([sclark@integrusarch.com](mailto:sclark@integrusarch.com))  
Karen Wood ([kwood@MAHLUM.com](mailto:kwood@MAHLUM.com))

Exhibition Coordinator: Andy Cottrill ([acottrill@blrb.com](mailto:acottrill@blrb.com))

Member Care Manager: Donna Robinson ([donna@a4le.org](mailto:donna@a4le.org))

## Description

The Polished Apple Award Program recognizes outstanding educational facilities in the state of Washington. The program follows criteria from the Association's LE Solutions Planning & Design Awards Program and the PNW Region's Pinnacle Award Program to encourage Chapter projects to also compete at the regional and international levels.

This year, the submittal requirements for the Washington Chapter Polished Apple may include videos as outlined in the Additional Materials category.

This program recognizes learning projects that positively impact teaching and learning and result from a sound planning process reflecting the needs and expectations of the community.

## Eligible Projects

Built preK-12 learning environment projects which were completed in the last 4 years in Washington are eligible. These include learning environments designed for early childhood learning, elementary, middle/junior high and high schools, alternative schools (e.g. charter schools, magnet schools), and other innovative learning environments (e.g. museums, outdoor education facilities).

## Award Categories

A jury will consider submissions for the following recognition:

**Polished Apple Award:** Awarded to the single most distinctive project that best satisfies the Scoring Criteria, see below. Only one project will be selected in this category.

**Awards of Merit:** These awards recognize exceptional projects that were not the Polished Apple Award winner but are deserving of recognition according to the criteria. The number of awards, if any, is at the Jury's discretion.

Conference attendees will consider submissions for the following recognition:

**People's Choice Award:** Attendees at the Conference will have the opportunity to view Project Display Boards and vote for the People's Choice Award. The winner will receive the Merit Award level of recognition.

## Award Types

Trophy for Polished Apple Award.

Plaques for Awards of Merit and the People's Choice Award.

Awarded Projects will be showcased on the A4LE Washington Chapter website.

## Scoring Criteria

Each submission to the Polished Apple Award Program will be evaluated and scored according to the following standards:

1. The planning and design process achieved the goals and vision for the project, district, and community.
2. The project team lead an equity-centered engagement process.
3. The planning process and design outcomes have impacted and elevated teaching and learning.
4. The project set sustainability goals with measurable outcomes.
5. The design process and outcomes promote justice, equity, diversity, and inclusion.

## Registration and Entry Fee

Click [here](#) to register online. Deadline to register is May 6, 2022

Fees are as follows per project, to be paid at the time of registration:

### A4LE Members

\$300 USD for projects registered on or before April 8

\$350 USD for projects registered after April 8

### Non-Members

\$400 USD for projects registered on or before April 8

\$450 USD for projects registered after April 8

Online registration, payment, and identification of the following must be done prior to submitting the project dossier for judging:

Identify project (Name, location, district, configuration, etc.).

Identify key firms/individuals of the process.

For any questions or issues regarding online registration or payment, please contact the Member Care Manager listed above in the Contacts section.

## Project Dossier

Please assemble a PDF document that tells the successful story of your project and addresses all relevant Scoring Criteria. Include as many photographs, diagrams and/or images as necessary to illustrate and describe the process and overall project.

Only dossiers adhering to the following requirements are eligible for consideration:

Submission format: PDF

File size limit: 15 MB

Page limit: 20 pages

The pdf file name should match the project name. For example: Meadowlark Elementary School.pdf; Johnson Middle School-Major Addition.pdf; Big Brothers Big Sisters Learning Center.pdf.

Provide bookmarks for each section of the dossier so jurors can easily navigate through the information.

Avoid identification of any particular brand, firm, or owner involved in the project.

Either portrait or landscape layout can be used. Please note that printed materials will not be distributed, so many jurors will review the material in electronic format.

The dossier should include *but is not limited to* the following sections:

1. Executive Summary
  - a. Describe the overall goals and outcomes of the project
2. Scope of Work and Budget
3. School & Community Engagement
  - a. Describe the Community, including demographic information
  - b. Identify stakeholders
  - c. Describe the engagement process, including challenges and opportunities identify engagement outcomes, including project goals and vision
4. Educational Environment
  - a. Explain the educational vision and goals of the school
  - b. Describe & illustrate how the environment supports the school's culture of learning and curriculum
  - c. Describe & illustrate how the environment is adaptable and flexible to support a variety of learning and teaching styles.
5. Physical Environment

- a. Describe & illustrate the project context and the role that it plays withing the broader community.
- b. Describe & illustrate how the project welcomes and fosters inclusion and belonging.
- c. Describe & illustrate how the project set sustainability goals and is measuring outcomes.

6. Results of the Process & Project

- a. Explain how the project achieves the goals and objectives set by the school, district, and community.
- b. Explain how the project promotes justice, equity, diversity, and inclusion
- c. Explain any unintended results and achievements of the process & project

## Confidential Data Sheet

Submit the confidential data sheet as a separate PDF from the project dossier.

## Photo Release Form

Please complete, sign, and submit the photo release form as a separate PDF from the project dossier. One release per project.

## Additional Materials

Each applicant shall submit the following in addition to the Project Dossier for the jury's consideration.

- 5 additional images
- Optional video files

Images shall be high quality promotional representations of the project - Max 5 MB jpg or tiff images (images will be used for promotion and marketing of the award).

Videos are an opportunity to provide jurors with an enhanced experience of the project's response to the Scoring Criteria. Videos must be web-hosted and no more than 2 minutes in length. Submit a link via email along with your submission.

Firm identity may not appear on photos or in videos.

All materials should be submitted in electronic format and named according to the project name plus a descriptor.

## Electronic Application Submission

Please submit all electronic files via:

Email (if less than 10 MB per file and/or per email) to the Polished Apple Award Program Chair listed in the Contacts section.

OR, electronic file sharing platforms to Polished Apple Award Program Chair listed in the Contacts section. If you are submitting more than one project, please create a sub-folder of ZIP file for each project.

## Judging

The Jury will use the electronic materials – Project Dossier and Optional Materials as provided – to evaluate each project in accordance with the Scoring Criteria. Polished Apple and Merit Awards are per the Jury's sole discretion and the Jury's decisions are final.

Project Display boards will be mounted for exhibition at the A4LE Washington Conference for viewing by conference attendees and the People's Choice Award but will not be used by the Jury. See below for Display Board requirements.

## Jury

A distinguished jury representing design and educational professionals will review entries. They will have sole discretion in selecting entries that best represent exemplary practice in educational facilities design and planning. All awards or other special recognition, with the exception of the People's Choice Award, will be awarded at the jury's discretion. All decisions are final.

The jury will consist of an educator recognized as an innovative leader (to be determined); an educational facilities planner with substantial experience as the primary Owner's representative on major education facilities projects (to be determined); and an Architect who has completed significant works of civic design (to be determined). Additional jurors may be included at the discretion of the conference committee. The Jury will be selected by the Award Program Co-Chairs and the Conference Committee. Jurors cannot be owners or design team members for any project submitted for the Polished Apple Award Program for this year.

The jury may choose to visit projects to make their final selections at their discretion. Please list a contact on your Entry Form for the person that will coordinate access to the facility, if requested.

## Project Display Boards

All applicants shall submit one Project Display Board for each award submission. Entries will be displayed prominently at the Conference venue. Conference attendees will have the opportunity to vote for the People's Choice Award based on the display boards' content. The People's Choice Award winner will receive the Merit Award level of recognition.

Conference planners reserve the right to assign exhibit space and to withhold from exhibition entries deemed to be unsuitable for display. Adequate general illumination will be provided. No special lighting system will be provided or permitted.

Exhibitors are reminded that these are exhibitions of school architecture and not a commercial display. Personal solicitation or distribution of literature in conjunction with the Design Exhibit is prohibited.

### Formatting Requirements:

Size: 20" X 40"

Orientation: Landscape

One project per board

### Mounting Requirements:

Mount printed materials to an eco- board or other suitable rigid, light-weight material

Boards will be mounted using "Velcro" attachments to exhibit frames

Attach (or include in package) sticky-backed Velcro strips in 2" lengths (hook side only) for each corner of each panel

### Content Requirements:



Owner, Architect, project name, and project location

Project team including educational consultants, architects, engineers, specialty consultants, and project management personnel

General contractor

Major material suppliers (in particular A4LE industry partners)

Illustrative Floor Plan(s) and/or site plan(s) that accurately convey program intent and elements

Images and illustrations that convey the spatial relationships of the education program space(s)

Project Narrative

Project Narrative Prompts: (Text on Presentation Boards should be large enough for exhibit viewing and kept simple.)

The clients' educational vision and goals for the project: Describe how the learning environment supports the planned curricula, as well the ability to adapt and flex to a variety of learning & teaching styles

The project's "community": Identify stakeholders, describe how the community was engaged in the planning, design, and construction process. Describe how the project contributed and responded to the unique nature of the community.

How the physical form of the learning environment inspires and motivates: Describe how the design integrates and responds to the educational program, how the site contributes, and how the overall project incorporates sustainability values.

Educational results and achievements: How the project influenced the district and community, including any unintended results and impacts of the process & project.

Packing, Shipping, and Delivery:

Completed boards are to be delivered to the address below by 4:00 pm on June 3<sup>rd</sup>, 2022. After that date, boards may only be dropped off at the Wenatchee Convention Center between 8:00-9:00 AM on June 6<sup>th</sup> at the conference registration table. If you ship boards, the packaging is to be durable and constructed of suitable rigid material. Exhibit panels should be shipped directly to the Exhibition Coordinator:

Andy Cottrill BLRB Architects  
1250 Pacific Avenue. Suite 700  
Tacoma, WA 98402  
(253) 627-5599.

Collection and Disposal of Materials:

Exhibitors are responsible for collecting their submittal boards at the end of Awards Ceremony. Any boards not collected at end of the Awards Ceremony may be disposed of. For special arrangements, contact the Exhibition Coordinator.

Additional Information

If you have any questions, please contact the individuals listed in the Contacts section.