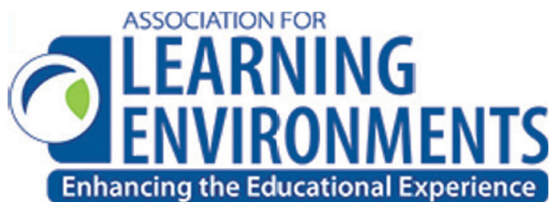




Convergence



**POLISHED APPLE AWARD PROGRAM
SUBMITTAL GUIDELINES**

Convergence: Many Paths, One Purpose

The Convergence conference theme is centered around Spokane's river, utilizing it as a powerful metaphor for the dynamic nature of education. Much like a river, education flows and evolves, bringing together diverse perspectives. This compelling theme encourages participants to explore pioneering strategies that act as tributaries of knowledge, ensuring the development of equitable learning environments, robust social-emotional growth, secure and nurturing learning spaces, and meaningful community engagement.

2024 Schedule

Call for Submittals Target Date:	February 16, 2024 (Award Program document available, registration site available for payment)
Early Bird Registration Deadline:	March 29, 2024 (Payment only due by March 29th, electronic application submittals due at date shown below)
Late Registration Deadline:	April 25, 2024
Electronic Application Submittals Due:	April 25, 2024
Display Boards Due:	June 10, 2024, at 4:00 PM - see delivery requirements below
Award Announcements:	Friday June 15, 2024, at 7:00PM at the President's Reception / Award Ceremony The Centennial Hotel, Spokane, WA

Contacts

Polished Apple Program Chair:	Andy Cottrill (acottrill@hoarch.com)
Polished Apple Program members:	Steven Clark (sclark@integrusarch.com) Robert Landa (rlanda@studioms.com)
Exhibition Coordinator:	Andy Cottrill (acottrill@hoarch.com)
Member Care Manager:	Rachael Maldonado (rachael@a4le.org)

Registration and Entry Fee

Click [here](#) to register online. Final deadline to register is April 25, 2024

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

A4LE Members

\$300 USD for projects registered on or before March 29, 2024

\$350 USD for projects registered after March 29, 2024

Non-Members

\$400 USD for projects registered on or before March 29, 2024

\$450 USD for projects registered after March 29, 2024

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.

Description

The Polished Apple Award Program recognizes outstanding educational facilities in the state of Washington. The program follows criteria from the Association's 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.

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 or renovated 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 the 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 overall success of the planning process. The application fully demonstrates the value, results, and positive impact of a comprehensive planning process that engages all stakeholders in an equity-centered engagement process and address the educational goals and community values.
2. The planning process engages the community in which it serves. The community is defined within geographic, social, educational, and/or other relevant contexts and the planning addresses the multiple communities. Topics/Areas to address:
 - a. Assets available within the community
 - b. Community use/joint-use/partnerships
 - c. Avenue to economic development/community redevelopment
 - d. Reflects the unique needs of the community and local workforce
 - e. Celebrates the unique attributes of the community

- f. Serves as a center of the community
 - g. Connects students to their community.
 - h. Promotes justice, equity, diversity, and inclusion.
3. Pre-design planning is comprehensive. Evidence of in-depth conversations, discussion, and/or planning about the educational vision and program prior to the physical design discussions. Please include and/or address the visioning process, the educational specifications, design guidelines, program of requirements, etc.
 4. The planning process achieved the goals and vision for the project, district, and community. Identify the goals and demonstrate achievement and results of the planning throughout the process.
 5. The planning process and learning environment have impacted and elevated teaching and learning. Demonstrate and provide evidence of the value of the process, which can be done through, testimonial, research, test scores and attendance records, etc.
 6. The learning environment is flexible and adaptable to multiple teaching/learning models.
 7. Describe how the learning environment:
 - a. Reflects and responds to the desired learning program
 - b. Supports a variety of learning styles and methods for delivering instruction
 - c. Supports a "learning anytime, anywhere" philosophy
 - d. Enables all learners to be successful
 - e. Supports future changes in educational delivery systems.
 8. Site development is integral to the vision and goals of the community. Please include a site plan.
 9. The project models sustainability in its physical form (components, systems, attributes) and its educational program.

Project Dossier

Please assemble a Project Dossier 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.

Please insert electronic tabs for each section of the dossier so jurors can easily navigate through the information.

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.

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

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

1. Executive Summary
 - Describe the overall goals and outcomes of the project
2. Scope of Work and Budget
3. School & Community Engagement
 - Describe the Community, including demographic information
 - Identify stakeholders
 - Describe the engagement process, including challenges and opportunities Identify engagement outcomes, including project goals and vision
 - Describe Available Assets
 - Describe value of process and project to community at large
4. Educational Environment
 - Explain the educational vision and goals of the school.
 - Describe & illustrate how the environment supports the curriculum.

- Describe & illustrate how the environment supports a variety of learning and teaching styles.
- Describe & illustrate how the environment is adaptable and flexible.

5. Physical Environment

- Describe & illustrate the physical attributes of the environment.
- Describe & illustrate how the facility fits within the larger context of the community.
- Describe & illustrate how the project inspires and motivates.

6. Results of the Process & Project

- Explain how the project achieves educational goals and objectives.
- Explain how the project achieves school district goals.
- Explain how the project achieves community goals.
- Explain any unintended results and achievements of the process & project.

Confidential Data Sheet

Include the Confidential Data Sheet as a separate PDF with the project dossier.

Photo Release Form

Please complete, sign, and include the photo release form in the submittal transmission. One release per project. Include as a separate PDF with the project dossier.

Optional Materials – not necessarily included in the dossier

All should be in electronic format and labeled by the project name and description of content for each file.

- Additional Images: 5 additional images not to exceed 5MB each (floor plans, site plans, images of your choice to be used for promotion and marketing of the award). Images shall be high quality promotional representations of the project .
- Optional video files
- Firm name may not appear on images or videos.

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.

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

Note that projects will be judged on the Project Dossier and other electronic files submitted in advance of the deadline for the awards program, by the jury in accordance with the stated criteria. 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.

Formatting Requirements:

Size: 20" X 40"

Orientation: Landscape

Each project entry to be present on board

Text on Presentation Boards should be large enough for exhibit viewing and kept simple.

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 or displayed on easels as conference display space allows

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

Board Content:

Project Data with the following minimum information:

- Clearly indicate Owner, Architect, Project Name, and Project Location
- Building area and construction cost for the entire project. Provide all site work/development costs (note separated out or inclusive to building costs). Remodel projects should appropriately describe separate areas and costs for additions and modernized spaces.
- Project team including educational consultants, architects, engineers, specialty consultants, and project management personnel
- Name of General contractor
- Major material suppliers (in particular A4LE industry partners)

Teams are encouraged to submit boards for the exhibit that most accurately represent the project. The following are suggested for inclusion:

- 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 that complements the images and drawings. Topics which are suggested for the narrative include:
 - 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 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 has 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 listed below between May 15th - June 7th, 2024 or may be dropped off at the WA Conference registration table at the Centennial Hotel by 12:00 PM on June 13th. 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:

C/O: Steven Clark, Integrus
10 S Cedar St.
Spokane, WA 99201
(509) 838-8681

Supervision & Services

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

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, after the Awards Ceremony, contact the Exhibition Coordinator.

Participant Notice

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.

Additional Information

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

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