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**Journey to Community Excellence (Level 2)**

**Instructions and Request for Assessment Form**

**Step 1**

[Download](http://communitiesofexcellence2026.org/what-we-do/framework/community-profile.html) or email Communities of Excellence 2026 (snorling@communitiesofexcellence2026.org) to request the Communities of Excellence Framework, including the Community Profile questions. **Make sure you are using the 2020-2021 version**. This is the online version. If using the paper booklet, the version date can be found on the top left of the cover page of the COE Framework.

**Step 2**

**Submit Request for Assessment** (page 3) **by Tuesday June 15th, 2020**. COE 2026 will respond with an approval of the request within 3 days of receipt.

**Step 3**

Format your application for submission:

|  |  |
| --- | --- |
| Basics:* Left margin: minimum ¾ inch
* Right margin: minimum ½ inch
* Font: minimum size 11 points
* Columns are okay, but not required
* Number the pages.
* Clearly label all figures.
 | Page Limits:* Community Profile: Maximum of 7 pages
* Responses to Category 1, Category 2, items 7.1(1) and (2), 7.4(1) and 7.5(2): Maximum of 10 pages
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**Step 4**

**Content.** Respond to the questions in the Community Profile, Category 1, Category 2, 7.1: questions (1) and (2), 7.4: question (1) and 7.5: question (2).

For Categories 1 and 2, focus your responses on describing systematic, effective approaches and appropriate deployment.

For Category 7 items 7.1(1) and (2), 7.4(1), and 7.5(2), include text, graphs, and/or tables that document performance levels and trends for the key results requested. At least three data points are necessary for a trend.

Also include a glossary of abbreviations used in your application.

**Format.** For the Profile and Categories 1 and 2, label each section with its number and title. When possible, use tables and diagrams to make efficient use of space.

***Example:***

1.1 Community Leadership

1.1(1) How do your community leaders set your community’s shared vision and values?

*Your response would go here.*

For Category 7, Results, label your response as follows. Results may be presented as charts, graphs or text.

***Example:***

7.1 Community and Process Results

7.1(1) What are your community’s results for its offerings in the areas of health, education, the economy and quality of life?

*Your response would go here.*

****[Example of Chart] [Example of Graph]** 

*Note that chart and graph include data performance levels (i.e. 86.5%) and trend (at least three data points). Arrow on right indicates desired direction of trend.*

**Step 5**

**Email your completed application** to snorling@communitiesofexcellence.org in Microsoft Word (.doc, docx) format **by Thursday July 15th**. In the subject line, include the name of the community as written in your Request for Journey to Community Excellence Assessment, plus “Journey to Community Excellence Application.” COE 2026 will then assign a small group of volunteer examiners to conduct an assessment.

***Sample Subject Line:*** Hershey, Pennsylvania Journey to Community Excellence Application

**Step 6**

You will receive a written feedback report and an opportunity to schedule a one-hour briefing with an examiner or staff member on Friday October 15th.

**Request for Journey to Community Excellence Assessment**

* Journey to Community Excellence is the 2nd level of the Communities of Excellence 2026 Assessment and Recognition Program.
* This request form must be submitted by Tuesday June 15th, 2021.
* The Journey to Community Excellence Application must be submitted by Thursday July 15th, 2021.
* On Friday October 15th, your community will receive (1) a written feedback report; (2) the option for a 1-hour briefing with Communities of Excellence 2026 staff or examiners assigned to your assessment; and (3) if selected, the Journey to Community Excellence public recognition.
1. **Name of Community:**

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1. **Brief Description, including Geographic Area (50 words):**

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1. **Name of Backbone Organization(s):**

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1. **Official to Represent Community (typically, but not always, from the Backbone Organization(s)):**

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Name Title Organization

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Phone Number Email Address

**Terms and Conditions:** I understand that we are requesting that a formal assessment be conducted on our community as described above, and that this assessment will be reviewed by Communities of Excellence 2026 staff and volunteers. The formal feedback report is proprietary to our community and will be shared by COE 2026 only if authorized in writing by the person listed in question 4 above. Communities of Excellence 2026 may publicize the name of our community if we successfully complete the Journey to Community Excellence Assessment process.

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Signature and Date (agreeing to the terms and conditions)

1. **Email completed form to:** **snorling@communitiesofexcellence2026.org**