**One Health Day Student Event Submission Checklist**

See Student Competition Guidelines on the One Health Day webpages (<https://tinyurl.com/OHDayStudComp>) on the One Health Commission website.

One Health Day encourages students (secondary, undergraduate, graduate, professional) to set up One Health events that facilitate student delegates working together from different academic disciplines/backgrounds. Student teams organizing an event for One Health Day may, if desired, enter their event to compete for cash prizes to the top event in each of four global regions.

**Eligibility**

* Must have at least one ecology / environmental, one human medical, one veterinary medical, and one additional non-medical related student (examples: Anthropology, Chemistry, Communications, Engineering, Social Sciences, Wildlife, Zoology, etc.) N=4 or more students. Team members can cross institutional and geographic (e.g., country) boundaries
* Submit proof of ‘students in good standing’ letters or Student Registration documentation for each team member on their University’s letterhead from a faculty member or Department Head. (Note: It is possible that more than one University will be represented on a single team.) (Due AFTER event)
* [Register your Event](https://tinyurl.com/OH-Day-Event-Register)to compete (at least 2 WEEKS BEFORE event, <https://tinyurl.com/OH-Day-Event-Register>).
* Your event can now happen any time of the year that is convenient to the team.
* By December 1 submit an evaluation Summary Report (in English) to Cheryl Stroud (cstroud@onehealthcommission.org).
* Submission must include this Checklist and the **Declaration of Student Event Design and Domain** Form with student names, domains, rolls/responsibilities for the event and signatures declaring that the event was conceived of and led by students.

**Title of your Event** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Location** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who is the designated Point of Contact for this team?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assessment / Evaluation Criteria**: Be sure to review and closely follow these [Assessment Criteria](https://www.onehealthcommission.org/documents/filelibrary/events_and_calendar/oh_day/student_awards/52522_Assessment_Criteria_Matrix_fo_29A3F09785BD9.pdf) by which your event will be evaluated. Use this Checklist as an outline for preparing your Narrative Summary. For a possible 65 points, does your Narrative Summary include?

1. **Event Concept** – Why is it needed in your region / location? (5 points each for 20 points)
	* Event Description- clear, concise
	* Relevance to the objectives of One Health Day, i.e. to stimulate collaborations across professional communities and create public awareness of the need for a One Health approach.
	* Innovation of Event Concept
	* Relevance of the Event to the ‘targeted audience’: age groups, audience backgrounds, abilities, skills
2. **Event Objectives** (3 points each for a total 15 points, will be scored using the following SMART criteria)
	* Specific
	* Measurable (Metrics)
	* Achievable
	* Realistic
	* Time-Specific
3. **Promotional Plan** (5 points each for 10 points)
	* How many people did your event reach? (Judged not on how many you reached but on your noting the facts)
	* To what extent did your event inform people who knew nothing about One Health or change the minds of people who had some understanding of it?

Note: Be sure to:

* Include a report of what local media promotions occurred for your event
* Advertise your event widely by posting articles, blog posts, pictures, and/or video recordings online
    a. on the One Health Day [Facebook page](https://www.facebook.com/onehealthday)
    b. on [Twitter](https://twitter.com/hashtag/onehealthday) using #OneHealthDay.
1. **Implementation Review (20 points)**
	* Metrics for measuring success must be outlined before the event
	* Results / data for those metrics are recorded and reported in the narrative summary
	* Immediate Impact based on event objectives and their measurement: describe the contribution of your event to the Advancement of One Health
	* Did you meet your original objectives?
	* If not, why not?
	* Did you encounter unexpected barriers / hurdles?
	* How did you overcome the hurdles?
	* What would you do differently next time, and why?

**Declaration of Student Event Design and Domain**

I, the undersigned, hereby declare that our submitted One Health Day Student Event was conceived, designed, planned, implemented and managed by myself and my fellow student teammates. While we may have occasionally consulted with Faculty and/or Administration, especially for financial support, this project is student driven. I declare that there was no Faculty or Administration participation or assistance in either the design, implementation or management of the event, leading to or during the event. I declare that the submitted Event Competition Summary was prepared by myself and my fellow student teammates. I acknowledge that, should it be determined that the project was actually led by Faculty or Administration, my/our team will be disqualified from the One Health Day Student Event Competition. (Real signatures please, add more rows as needed)

Signed,

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| --- | --- | --- | --- | --- | --- |
| Name | Discipline / OH Domain Represented | My Role in the Event | Letter Student Good Standing  | Email address | Signature |
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