

## Award Submission Tips & Reminders

Community Service Program (CSP), Special Program, Advancement Plan, and Statewide Initiatives have their own Award Entry forms. Please use the designated form for each year of the administration.

Up to 5 projects performed during the calendar year can be entered on each award entry form for the Club Award and one project should be selected for the Club Creativity Award, where applicable.

Project Narratives - No more than three (3) additional pages, single-spaced, typewritten on 8-1/2 x 11" paper with 10-point font or larger, should accompany each completed Award Entry form to highlight projects.

Narratives allow clubs to provide more detail on the impact the project made in the local community and beyond. Tell us about the project goals, the needs the project filled, who participated, and how your goals were achieved.

Each project narrative should be 300 to 500 words, with a 500-word maximum.

Judging will focus on these areas, so be sure to highlight them:

- Community Impact. Be sure to cover details on increased community awareness, including any communication, publicity, legislation, local media, or social media coverage.
- Achievement of Program Area Goals. Projects filled important short and/or long-term goals of the community and program. Tell us about the success of the project and how you measured it.
- Description of the work effort, funding, and any creative or new plans implemented. Include partnerships with community organizations, non-profits, businesses or GFWC Affiliate Organizations.
- Engagement of Club members to accomplish project activities and goals.

Clubs may submit entries by email or mail. If a club submits by mail, please follow up with the chairman to make sure it is received. Do not send entries by certified mail as chairmen would have to take extra time to pick up entries from the Post Office.

### ***Submission for CSPs***

- General Clubs send award entries to the General Community Service Program Chairman.
- Junior Clubs send award entries to the Junior Community Service Program Chairman.
- Juniette Clubs should send these award entries to the Juniette Community Service Program Chairman.

***Submission for Special Program, ESO, Advancement Areas and applicable Statewide Initiatives should be submitted to the Program Chairman.***

***IMPORTANT:*** Please follow the stated rules for each award entry to prevent elimination from judging.