

AWARDS SUBMISSION TIPS and REMINDERS

Each Community Service Program (CSP), ESO, Special Program, Advancement Plan, and Statewide Initiative has its own Award Entry form. Please use this administration's designated forms for submission (located in Section 8 of the GFWC-NC Admin Book).

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 should be submitted with the Award Entry Form. Project narratives should be 300 to 500 words each, for up to 5 projects, on a maximum of three (3) pages. Narratives allow clubs to provide more detail on the impact the project made in the local community and beyond. Include the project goals, the needs the project filled, who participated, and how your goals were achieved.

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, media, or social media coverage.
- **ACHIEVEMENT of PROGRAM AREA GOALS:** Include information about the success of the project and how your club measured the success of the short and/or long-term goals.
- **DESCRIPTION of 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, raise awareness, and achieve goals.

PICTURES: One additional page may be submitted with each entry for a picture or pictures. Please note that the picture(s) will be used for awards and publications only, not for judging.

Clubs may submit entries by email or mail. If an entry is mailed, please follow-up with the Chairman to make sure Award Entry 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 COMMUNITY SERVICE PROGRAM (CSP) AWARD ENTRIES

- General Clubs send award entries to the General Community Service Program Chairman.
- Junior Clubs send award entries to the Junior Community Service Program Chairman.
- Juniorette Clubs send award entries to the GFWC-NC Juniorette Advisory Chairman.

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

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