

## HOW TO MAKE A #1 REPORT

Each county may enter an award book in each of the educational categories.

Use 8½ by 11 - inch papers, enclosed in a folder. Award books must be postmarked no later than March 15. Send to the appropriate chairman listed in *The Messenger*.

- Page 1. **Cover** ..... **3 Points**  
Include the name of county, district, date, award category and person submitting the award book. Include the address and phone number of a contact person.
- Page 2. **Table of Contents** ..... **2 Points**
- Page 3. **Report Form** ..... **10 Points**  
Do not leave any blanks of the report form blank. If you do not know any exact number, estimate or use the symbol N/A, meaning not applicable.
- Page 4. **Story - Include in the story**
- Objective** ..... **25 Points**  
Why did you select this project?  
What did you hope to accomplish?
- Action** ..... **25 Points**  
What did members do to reach their objectives?  
And/or organizations?
- Result** ..... **25 Points**  
What are the future plans for the project?  
How many members and/or clubs participated?  
What resulted from Public Policy action?
- Page 5. **Photographs** ..... **5 Points**  
Include 1 to 5 pages of photographs that assist in telling the story. Photographs maybe attached with rubber cement.
- Page 6. **News Clippings** ..... **5 Points**  
Include 1 to 5 pages of news reports of activities related to project in the report. Attach to the clipping the name of the newspaper and the date the article appeared. With colored hi-lighter, underscore the main topic in the article. Attach with small amount of rubber cement.
- Page 7. **Other Related Material (Optional)**
- Total Possible Points** ..... **100 Points**