

## Altrusa International Awards Checklist

√		<b>Components of a Complete Submission</b>
	1.	Document is typed, single-sided, plain white paper, no background
	2.	Cover/Title Page
		A. Award Name
		B. Date
		C. Club Info
		D. District
		E. Club Year
	3.	Entry Form Completed
	4.	Narrative - less than 1,000 words
		A. Selection of Project:
		1. Describe Aims and Objectives
		2. Explain Why Project Was Selected
		B. Development and Implementation of Project
		1. Describe How Project Was Carried Out
		2. Resources Used
		3. Membership Involvement
		4. Community Support
		C. Evaluation of Project
		1. Original Objectives Achieved
		2. Estimated Number Helped
		3. Benefits to the Community
		4. Community Awareness
		D. Other Supporting Information - limited to 6 pages
	5.	Executive Summary - limited to 100 words

11/2023