**Award Entries 101**

**Why Do We Write Award Entries?**

* Award Entries are a “diary” of the club’s activities during the year, giving members a picture of the achievements of the group and the accomplishments of individual members.
* Award Entries are the heart and soul of a club’s history, reflecting the concerns and interests of club members at a particular point in time.
* Award Entries are the basis of a publicity campaign, illustrating what the group is doing now.
* Award Entries help future club members plan activities, knowing what was or was not successful in the past. (Keep your award entries available to members for the years to come.)
* Award Entries are helpful for membership recruitment efforts, allowing potential members to gain a realistic picture of the club’s purpose.
* Award Entries are necessary to compete for recognition and awards on GFWC's state and international levels.
* Award Entries provide critical statistical information to help GFWC represent the membership to national policymakers.
* Award Entries assist clubs when writing grants as they provide the needed history of the club’s activities.

**Submission Guidelines**

* Activities listed in GFWC programs/projects should be submitted in the appropriate program/project area on the Statistical form with the narrative attached.
* Narrative descriptions should support statistical information provided on the Statistical Form and describe the program/project.
* Award Entries must be postmarked on or before January 20 to be eligible for judging. Mail a copy of each Award Entry to the GFWC of Missouri Vice President. She will tally the information on the statistical report and send the narratives to the respective chairmen.
* Activities specific to Missouri should be reported on our Missouri Activity Report forms found in the state yearbook/website. Fill out the information on the form in detail and include your narrative description. Send your Award Entry to the appropriate Missouri Chairman.
* The annual submission period is from January 1 through December 31.
* Money donated or given in cash or check is counted as donated money.
* Items donated, cakes baked, shirts sold, ingredients bought for items cooked, etc., will be considered In-Kind donations.
* Don’t wait until January to start writing Award Entries. Write up your activities throughout the year. Host an Award Entry Writing lunch in November or December to work on your reports as a team.
* Activities should be submitted in only one category. Choose the category that best fits your activity.
* Do not group activities together in one entry. Submit a separate entry for each activity.

**Writing Narratives**

* The main thing to remember when writing narratives is to STATE THE FACTS and include the following information:

Who you are; What you did; When you did it; Where you did it; Why you did it; How you did it; How much it cost; How long it took to do it; How many benefitted from it.

* Award Entries should cover activities from January 1 through December 31. Report hours that were spent on club-adopted projects/programs. Describe how the time was used – including planning, implementation, results, and evaluation.
* Include the total number of people participating in a project and the total number of members in your club (14 out of 20 members participated). It is essential to include the number of people who were the recipients of the services provided.
* Report all money raised and/or donated for club programs/projects. Estimate the value of in-kind gifts. Remember to include disbursements made by members.
* Be specific in describing projects involving GFWC partners.
* Volunteer hours spent attending state, district, regional, or GFWC meetings/conventions may be reported under Leadership. Expenses incurred may be reported too. If your club hosts one of these events, you should report your preparation time and all costs.
* Narratives may not exceed two pages and should be typed.
* When a club completes a project, the chairman should immediately document the facts to retain accurate information. Make sure to get members’ statistical information on a routine basis. This can be accomplished by having a Member Record Form, Spreadsheet, or any system which works well for clubs.
* Share the work in writing award entries. A one-day session with a salad and soup lunch can get all the work done if a committee of five or six gets together to compile the information provided by the chairmen. Writing award entries can be an excellent leadership development experience; it’s a big job when left to one or two members.
* Judging criteria will be based on the community/club impact of projects submitted.

**Tips for a Narrative**

A good narrative entry will include the following:

* A brief description of the project.
* Any other groups that the club partnered with, including local government, other service groups (Kiwanis, Elks, etc.), and other nonprofit organizations.
* How monies were raised. Community donation? Did the club hold a bake sale or a home tour? Explain.
* Specific numbers not requested on the Reporting Statistical Form.
* Anything else the club deems necessary, and members would like others to know about the project.
* Write a good lead sentence, one that attracts interest from the reader.
* Make sure to use correct grammar, spelling, and punctuation.
* Use interesting phrasing.
* Use complete sentences, not just bullets and fragments.

**What NOT to include….**

* “Filler” words to describe the project, i.e., kinds of bakery goods sold at the bake sale, etc.
* “Big” words or elevated language; avoid jargon and acronyms.
* Needless words.

**Questions??**

* Contact your GFWC of Missouri Vice President or any of the State Officers for guidance and/or assistance.

**We want to hear about the activities your club is doing!**