



LITERACY SERVICE AWARD

ALTRUSA DISTRICT THREE FOUNDATION, INC.

Objectives

- To create an awareness of Altrusa's commitment to literacy in District Three.
- To stimulate an interest in developing active literacy programs in the community.
- To encourage members of local clubs to participate in literacy projects designed to meet specific needs in the community.
- To recognize outstanding club achievement in literacy service projects to the community.

Eligibility

Each Altrusa club in District Three is eligible to nominate one currently sponsored literacy project per year. No club may win for the same project in two consecutive years.

Application Format

The award packet may be submitted electronically in either a Word document or as an Adobe file.

The entry is to be completed and assembled as follows:

- All entries are to be typed and double-spaced
- If the entry is mailed, four individually stapled copies must be submitted.

The first page (cover page) should appear as follows:

Nomination for Altrusa District Three Foundation, Inc.

Literacy Service Award

For Calendar Year _____

Name of Club
Address

Name of Project

Prepared by: Name _____, Title _____

- **The second page** will be the Entry Form with all the required information.
- **The third page** will be the narrative describing the service project. It must not exceed **500 words** and should be on one side only of plain white paper. In developing the narrative, clubs should refer to the judging score sheet.



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- **The fourth page** will be any pictures or articles you may have.
- **The fifth page** will be the Judging Score Sheet.

Submission

Clubs will submit entries on or before **January 31** of each year to the person specified by the Altrusa District Three Foundation Board.

Judging Committee

The Altrusa District Three Foundation Board serves as the Literacy Service Award committee and appoints three (3) prominent members of the general public to serve as judges for the District competition.

Judging Criteria

The judges may disqualify any entry for violating any rule of entry. In evaluating entries, the judges will place primary importance on the narrative. Substantiating materials will be considered only from a supplementary perspective. The amount of funds expended on an activity will not play a prominent role in selecting the award winners.

In selecting award winners, the judges will take into consideration the selection, development, implementation and evaluation of the service project. Statements are listed on the score sheet to help the judges evaluate the components of the service project. These statements are not all-inclusive, but are intended as a guide to applying the judging criteria. The clubs can use the judging score sheet as a guideline for action, from beginning to end, of the service project.

Winning Entries

The names of the first-, second-, and third-place winners shall be kept secret until the awards are presented at the District Three Conference. Score sheets shall become the property of the sponsoring club. A monetary award will be presented to the first-place winner and certificates will be awarded to the first, second and third place winners.

The first-place winner will receive a check in the amount of the interest earned on the principle balance of the endowed account as of March 31st. This money is to be used by the Club to further their service projects.



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Entry Form

Please type your information.

Date:

Title of Project: _____

Submitted by Altrusa International of: _____

Club President: _____

Address: _____

Number of members, as of the date of entry: _____

In **50 words or less**, describe your project in the space provided below.

On one side of a separate sheet of paper write your narrative in **500 words or less**. Please double space. Refer to the judging score sheet for guidelines on the information to include in your narrative.



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JUDGING SCORE SHEET

Altrusa International of: _____

SELECTION OF PROJECT

5 Points each - Maximum points 20 Points earned _____

Explanation of the method used to identify the community need and the selection of the literacy project.

- There was a need for the project and the membership was involved in selecting the project.
- The project had an overall purpose.
- There are objectives for the project.
- There is a defined segment of the community who will benefit from the project.

DEVELOPMENT AND IMPLEMENTATION OF PROJECT

10 Points each - Maximum points 50 Points earned _____

Description of the activities and efforts used to carry out the project.

- The project structure had guidelines and a timeline for implementation.
- Work assignments were defined.
- There were provisions for record keeping of the project's progress and for keeping members informed.
- Members were directly involved in the project. (Include percentages.)
- Members contributed personal service hours to the project.

EVALUATION OF PROJECT

10 Points each - Maximum points 30 Points earned _____

Explanation of the method(s) used to assess the project and the results.

- Objectives of the project were achieved.
- Benefits to the club were stated.
- Benefits to the community were stated.

100 Points Possible

Total Points Earned _____