



VOCATIONAL SERVICES AWARD

Altrusa District Three Foundation, Inc.

The District Three Vocational Services Endowment, established in the 1991-92 biennium, carried forth the first tenet of the Principles of Altrusa, written by our first National President: Altrusa is a Builder of Women.

Purpose

- To encourage clubs in their goals of assisting deserving persons who are struggling to break the cycle of poverty through education and training. To promote their advancement into top management and to improve their quality of life in a variety of ways.
- To encourage clubs to actively seek candidates for this assistance.
- To encourage clubs to develop innovative approaches to helping candidates in the true spirit of altruism.

Eligibility

Each club in District Three is eligible each year to enter its annual Vocational Services project, outlining its goals and activities for the calendar year just ended.

Some persons require on-going assistance. In this event, submit information to date for the 12-month period.

Entries

At the discretion of the Altrusa District Three Foundation Trustee receiving the award submissions, the award packet may be submitted electronically. If the packet is accepted electronically, please submit it as an attachment in either a Word 97-2003 document or as an Adobe .pdf file. When submitting electronically, only an original copy is necessary. Please follow all the remaining requirements for the award submission. Failure to do so will disqualify the entry. Electronic signatures with the title of all persons required to sign the document are accepted, or you may type the name along with each title.

The entry is to be completed and assembled in the following manner:

- All entries are to be typed or legibly printed, double-spaced.
- The original entry must be submitted in a clear plastic binder with a sliding bar (any color) on the left hand side.
- Three copies are also to be submitted (with the word "COPY" typed or printed on them) and must be stapled individually and not placed in a binder.



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The first page should appear as follows:

Nomination for Altrusa District Three Foundation, Inc.
Vocational Services Award

For Calendar Year _____

Name of Club
Address

Name of Project

The second page will be the Entry Form with all the required information – be sure to include the necessary signatures in the appropriate locations.

- The third page will be the narrative describing the service project. It must be 500 words or less and should be typed on one side only of plain white paper. In developing the narrative, clubs should refer to the judging criteria and the score sheet.
- The fourth page will be any pictures or articles you may have.
- The fifth page will be the Judging Criteria and Score Sheet.
- Clubs submit entries on or before **January 31st** of each year to the person specified by the Altrusa District Three Foundation Trustees. Award submissions mailed to anyone other than the person identified on the Awards Criteria Letter will not be forwarded and will not be judged.
- Award entries that substantially deviate from the set criteria will not be judged.

Award

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.

First-, second-, and third-place winners will each receive award certificates.



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NOTE: Please type or print 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 CRITERIA AND SCORE SHEET

Altrusa International of: _____

1. Explain procedure used to screen and select recipient. Be explicit in how you identified needs. Did you work with another agency? Show criteria used for selection.

Maximum points 20

Points earned _____

2. Describe what assistance your club gave. What resources were needed and used? How were club members involved? How was the club informed of progress? How much financial assistance did the club provide? How many volunteer hours by members? How will award money be used to further this project?

Maximum points 40

Points earned _____

3. Describe results achieved. How were recipients helped? Were their family members also helped?

Maximum points 30

Points earned _____

Does the entry demonstrate the neatness and the accuracy required in the guidelines for entry presentation?

Maximum points 10

Points earned _____

100 Points Possible

Total Points Earned _____