



## LUCILE SPILLERS ALEXANDER ASTRA SERVICE AWARD

### ALTRUSA DISTRICT THREE FOUNDATION, INC.

The Lucile Spillers Alexander ASTRA Service Award was authorized by the District Three Foundation Board in June 1991 as a memorial to this former Altrusa International President (1965-1967), who organized ASTRA. She was a charter member of Altrusa International of Jacksonville, Florida.

#### **Objectives**

The objectives of this award are:

- To stimulate interest in developing action programs in the community that fall within the scope of ASTRA's program of service;
- To encourage members of local clubs to participate actively in service projects designed to meet specific local needs;
- To recognize outstanding club achievement in service to the community.

#### **District and International Competition**

Service projects nominated for the Lucile S. Alexander ASTRA Service Award will be judged each year, just prior to the District Conference. First-place winners are entered in the competition at the International level. Established judging criteria are used by the District and by International.

#### **Eligibility**

Every ASTRA club is eligible to enter one currently sponsored service project each year. Any service project answering a community need may be entered. To be eligible for competition, dates during which the project was conducted must meet one of the following requirements:

- The project must be conducted in its entirety during the 12-month period ended prior to the date the entry is submitted for judging; or
- The project must be completed on or before the date the entry is submitted for judging; or
- The major activities of an ongoing project must be completed during the 12-month period ended just prior to the date the entry was submitted for judging.
- Projects that are primarily fund-raising projects or which generate funds for club use are NOT eligible.
- Service projects nominated for the Mamie L. Bass Service Award are recognized at District Conference each year. First-place winners from each District are entered in the competition at the International level. Established judging criteria are used by Districts and by International. Projects submitted for an ASTRA award may not also be submitted for the Mamie L. Bass Service Award.



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#### Entries

The award packet must be submitted electronically in PDF format

The entry is to be completed and assembled as follows:

All entries may not exceed five (5) pages (1 cover, 3 body and 1 photos). Must be typed and single spaced, one side with a 12-point font, black print on white paper and presented in PDF format. Photo page may be in black and white or color.

- COVER PAGE: (1 page)

Include the heading "ASTRA Service Award Nomination", Name of Service Project, ASTRA Club's name, city and state, date of actual project, District, sponsoring Altrusa Club, ASTRA Advisor's name, email address and phone number, ASTRA Club member's name and email address who wrote the application, and Certification statement signed by an ASTRA Club Member and ASTRA Advisor

**SAMPLE:**

ASTRA Service Award Nomination

"Dr. Seuss – Read Across America" – March 2, 2018

District Three

ASTRA Club of South Florida, Altrusa International of South Florida, Inc.  
Fort Lauderdale, Florida

ASTRA Advisor: Mary Smith – Msmith@gmail.com, 888-245-9870

ASTRA Club Member (who wrote application) name & email:

John Smith, loveastra@mail.com

"I, ASTRA Club Member and ASTRA Advisor, certify the information provided in this application is true and accurate."

The following points or questions should be addressed in the summary to assist judges in evaluating the submission:

- Selection of Project
  1. Include reasons for choosing the project
  2. The goals of the project
  3. What resources were required for the project? If fundraising was necessary, describe the technique and how much was raised
- Summary/Narrative
  1. Who was impacted and how?
  2. Short and long term project outcomes
  3. Facts that show the importance of the project
  4. What was the ASTRA Club's membership involvement and describe how the ASTRA Club and its members benefited from participating in the



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project?

5. Was the sponsoring Altrusa Club involved? Describe their involvement including number of individuals, financial and time contributions.
- Photos: (1 page)
    1. At least one photo is required.
    2. Photos may also be included as long as they are in one separate page and formatted in the PDF document.
    3. Photos may be in black and white or color.
  - Additional Guidelines:
    1. The application documents must be written by the ASTRA member(s). Altrusans may give feedback to help ASTRA members learn about writing award applications, but Altrusans should not be the authors of this application.
    2. The certification statement on the cover page must be signed by an ASTRA Club Member and ASTRA Advisor.

#### Submission

Clubs submit entries on or before **January 31<sup>st</sup>** of each year to the person specified by the Altrusa District Three Foundation Board.

#### Judging Committee

The Altrusa District Three Foundation, Inc. Board serves as the Lucile S. Alexander ASTRA 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



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judging score sheet as a guideline for action, from beginning to end, of the service project. The first-place winner will be entered into competition at the International level.

#### Awards

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. In addition, an award of \$100 will be presented by the International Foundation representative at the District conference.

Applications should include the following:

**Cover Page** - Please make sure that you include all of the information requested under the section entitled, "Entries"

District \_\_\_\_\_ ASTRA Chair: \_\_\_\_\_

Phone \_\_\_\_\_

**Synopsis** - In 100 words or less, describe your project in the space provided below.

**Summary/Narrative** - On a separate sheet of paper write your narrative in **500 words or less**. Refer to the judging score sheet for guidelines on the information to include in your narrative.



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ASTRA CLUB OF: \_\_\_\_\_ DISTRICT: \_\_\_\_\_ JUDGE'S INITIALS: \_\_\_\_\_

I. Abstract (5 points)

A. Synopsis of the project in 100 words or less. \_\_\_\_\_

Maximum Points: 5 Points Earned: \_\_\_\_\_

II. Selection of Project (15 points: 5 points each)

A. States reason for choosing project. \_\_\_\_\_

B. Goal of the project. \_\_\_\_\_

C. Resources that were required to complete project. \_\_\_\_\_

Maximum Points: 15 Points Earned: \_\_\_\_\_

III. Summary (30 points: 5 points each)

A. Who was impacted and how? \_\_\_\_\_

B. Short and long-term consequences of the project. \_\_\_\_\_

C. Facts that show the importance of this project. \_\_\_\_\_

D. Description of how the ASTRA Club and its members benefitted by participating in this project. \_\_\_\_\_

E. If the sponsoring Altrusa Club was involved describe how. .. \_\_\_\_\_

F. At least one photo provided \_\_\_\_\_

Maximum Points: 30 Points Earned: \_\_\_\_\_

IV.. Cover Page (5 points: 1 point each)

A. Name of Project and ASTRA Club Name \_\_\_\_\_

B. Sponsoring Altrusa Club and District \_\_\_\_\_

C. Date of Project \_\_\_\_\_

D. Contact Information of ASTRA Advisor and ASTRA Club member \_\_\_\_\_

E. Certification Statement completed \_\_\_\_\_

Maximum Points: 5 Points Earned: \_\_\_\_\_

Grand Total: 55 maximum TOTAL POINTS EARNED: \_\_\_\_\_



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