

DO

1. **Read directions**
2. **Follow directions**
3. **Fill in all dates**
4. **Keep records on all projects**
5. **Count all participants**
6. **Count all hours**
7. **Type the information**
8. **Hi-lite articles – anywhere that pioneers, ITPA or your local company is mentioned**
9. **Public Relations – internal and external – examples would be ITPA and company name on T-shirts; articles in newspaper; ITPA newsletters/publications; company newsletters; notices on bulletin boards; e-mail notices, etc.**
10. **Double space the narrative which must not exceed 500 words**
11. **Secure all photos and be sure the club name is on the back for identification**
12. **Only show the money your club raised for the project. Example: your team walked in a Relay for Life and the total money raised for the event was \$10,000. Of this amount, your club raised \$2,345.67 and this is the amount which should be shown on your award application, not the \$10,000.**
13. **Only show what your club did. As an example, if you made banners or posters and displayed them in the company or elsewhere, take pictures and include with your narrative. (Sometimes, a picture is worth a thousand words.)**
14. **Use protective pages**
15. **Use a 10 X 11-1/2, 3-ring soft binder or folder**
16. **Follow the scheduled dates for submission and send your award application in on time.**

DON'T

- 1. Hand write your application**
- 2. Staple your application**
- 3. Use the whole newspaper, etc., - cut out the article and hi-lite it....Always hi-lite your club name, your company name, or anything about pioneering or the ITPA logo**
- 4. Forget to add photos or other visuals**
- 5. Forget to include any internal or external information such as copies of emails, posters on company bulletin boards, news articles, company articles, congratulatory or appreciation letters, etc.**
- 6. Minimize your efforts. Make your narrative interesting....Remember, the awards committee knows nothing about your project....your writeup tells it all**
- 7. Single space your narrative – double space it**
- 8. Be afraid to ask questions. Call a committee member or your region VP**

CAUTION

Answer ALL questions fully

Make a draft copy. Read your application and check for mistakes – then make your final copy

Make sure your application will arrive at its proper destination on time

Route your application to the proper person as instructed in the awards application package you receive from ITPA or the ITPA website. Be sure to include the routing sheet with your application

Keep a copy of your completed application! (The Awards Committee may need to contact you if we have any questions.)