

Section
14 Awards

Altrusa International Awards

The Mamie L. Bass Service Award

The Letha H. Brown Literacy Award

Dr. Nina Fay Calhoun International Relations Award

The Distinguished Club Award

The Eleanor Roosevelt Humanitarian Award

The Community Leadership Award

ASTRA Club Service Award

*“Vision without action is merely a dream,
action without vision just passes the time,
vision with action can change the world.”*

— Joel Arthur Baker —

ALTRUSA INTERNATIONAL AWARDS

Awards are an important part of any organization's function. Awards are a means of giving recognition for jobs well done and encouraging clubs to continue their efforts. As an Altrusa leader, your role is to encourage your club to reach out and apply for the many and varied awards offered by Altrusa International and your District.

Applying for awards also provides opportunities to share your projects with other clubs. Awards recipients are recognized at conferences and conventions for their efforts.

The *Altrusa International Encyclopedia* is an excellent source of information regarding awards. Here are several frequently asked questions.

Where do I get the information concerning awards?

The award applications from Altrusa International, Inc. will be sent directly to the president in the Awards Packet included in the January club president's mailing along with the Club Activity Report. Watch for this very important packet!

Who is responsible for filling out the application?

Generally a group of members who have worked closely with the project completes the application.

When are the entries due?

Dates vary by District. Your District Governor has probably given you a yearly calendar. Check to see if the due dates are included in it. Another source of information on due dates is your local *District Service Bulletin*.

How do I know the criteria?

Award criteria information comes with your awards packet.

May we enter the same project for the Mamie L. Bass (MLB), Letha H. Brown (LHB) and the Dr. Nina Fay Calhoun (NFC) Awards?

No! If your project fits the criteria for all of these awards, your club must decide for which one to apply.

May we enter more than one LHB, MLB or NFC entry in a given year?

No! You may make only one Letha H. Brown, Mamie L. Bass and Dr. Nina Fay Calhoun application in any one year.

Are projects that are primarily fund raising for club use eligible?

No! MLB and LHB awards are meant to show service to the community. The Dr. Nina Fay Calhoun is an International Relations Award.

Who judges the entries?

MLB, LHB and NFC awards are first judged in the District by non-Altrusa judges. The annual winners at the District level go to International where they are judged by three non-Altrusan judges.

You will have a much better understanding of the awards program, if you continue to read the awards applications, instructions, and criteria on the following pages.

Good luck in your club's efforts to achieve these very coveted awards.

THE MAMIE L. BASS SERVICE AWARD

The International Board of Directors created the Mamie L. Bass Community Service Award in 1963 as a memorial to the First National President of Altrusa. The name was changed to the “Mamie L. Bass Service Award” by the International Board of Directors in 1975. The objectives of this service award are as follows:

Objectives

- To stimulate interest in developing action programs in the community that fall within the scope of Altrusa’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 in the community.

District and International competition

Service projects nominated for the Mamie L. Bass Service Award are judged each year at District Conferences. 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.

One (1) service project from the Clubs-at-Large is included in the competition by International. The Clubs-at-Large Committee organizes the selection process for projects from Clubs-at-Large.

Eligibility criteria

Every Altrusa club is eligible to enter one (1) service project each year of the biennium. Clubs can enter any service project that was:

- Conducted in its entirety during the twelve (12) month period ending prior to the date of submission of entries for judging; or
- Completed on or before the date of submission of entries for judging; or
- Clubs with projects of an ongoing nature may submit those major activities conducted during the twelve (12) month period ending prior to the date of submission.

Projects which are primarily fund-raising projects or which generate funds for club use are not eligible for nomination. In addition, a project submitted for the Letha H. Brown Literacy Award can not be submitted for the Mamie L. Bass Service Award in the same biennium.

Entry preparation

Each Mamie L. Bass Service Award entry should be completed and submitted as follows:

- All entries should be typed.
- Covers should be labeled, “Nomination for Mamie L. Bass Service Award, Name of Club, District, Club Year.”
- The first page of the manuscript should be the entry form, completed in its entirety.
- The narrative must not exceed 500 words and must be typed, double-spaced, on one side only on plain white paper. In developing the narrative, clubs should refer to the judging criteria and score sheets.

Procedures for submitting entries

Clubs submit entries for the District competition on or before the date established by the District Governor. The winning District entry is forwarded to the International office immediately following the close of the District Conference.

- The winning entries at March/April/May District conferences must reach the International Office by June 1 to be considered in the International competition.
- The winning entry from Clubs-at-Large for each year of the biennium is forwarded to the International Office by the Clubs-at Large Committee by June 1 to be considered in the International competition.

The International Office will acknowledge receipt of each entry to both the District and the president of the winning club. The International office also will be responsible for following up with each District to make sure that each District submits each year’s winning entries for consideration in the International competition. Finally, the International office will submit all District entries to the International Service Program Development Committee, who will coordinate the judging activities of the International competition.

Judging criteria and score sheet

The District Governor appoints a chair of the District Mamie L. Bass Award Committee. The chair selects three (3) prominent members of the general public to serve as judges.

The International Service Program Development Committee coordinates the International judging activity. The Chair appoints three (3) prominent members of the general public to serve as judges.

The judges may disqualify any entry for any rules violation. In evaluating entries, the judges place primary importance on the written narrative. Substantiating materials are considered only in a supplementary perspective. The amount of funds spent on an activity is not a major criteria in selecting award winners.

In determining award winners, the judges consider how the club selected, developed, implemented and evaluated the service project. The questions which follow are the types of questions the judges use to evaluate the components of club projects. A club should use the judging criteria and score sheet as a guideline in preparing its entry.

**Criteria and
score sheet**

I. Selection of Project (25 points)

(Explain the method used to identify the community need and select the literacy project.)

- A. How was the need for the project determined?
- B. Was this need being met by other community groups and agencies?
- C. What was the purpose of the project?
- D. What segment of the community was the project designed to help?
- E. What were the reasons for choosing this project?
- F. How was the membership involved in selecting the project?
- G. What provisions were made for member participation in carrying out this project?

Maximum Points: 25 **Points Earned** _____

II. Development and Implementation of the Project (50 points)

(Describe the activities and efforts to carry out the project.)

- A. How was the project structure (e.g., guidelines, timetables, work assignments, communication, record-keeping) developed?
- B. What resources and fund-raising were needed for the project?
- C. How were the talents and abilities of club members utilized?
- D. What percentage of club members participated in the project?
- E. How many hours of personal service were contributed by club members?
- F. How was each party informed on the progress of the project?
- E. What was the extent of participation or support by individuals and/or organizations in the community?

Maximum Points: 50 **Points Earned** _____

III. Evaluation of the Project (25 points)

(Explain the method(s) used to assess the project and the results achieved.)

- A. What criteria were used to evaluate project activity?
- B. Was the process designed to carry out the project effectively?
- C. Were the original objectives of the project achieved?
- D. What was the estimated number of people who were helped by the project?
- E. What were the benefits to the community?
- F. What were the benefits to the club?
- G. What plans were made for continuing this project?
- H. Did the project promote community awareness of Altrusa and its commitment to Literacy?
- I. Does the project summary state how the objectives were accomplished?

Maximum Points: 25 **Points Earned** _____

**Awards and
award
presentation**

The names of the winning entries are kept secret until the time of the award presentation.

District awards: A Certificate of Merit is presented to the winner at each District conference. Runners-up (the number not to exceed three (3)) may be given honorable mention.

International award at conference: An award of \$100 (U.S. dollars) is presented annually by the International representative to the winner at District conference. For Clubs-at-Large, an award of \$100 (U.S. dollars) is given annually to the winning entry; one Certificate of Excellence will be given for honorable mention.

International award at convention: An award of \$300 (U.S. dollars) is presented to the first-place winner, and awards of \$75 (U.S. dollars) are given to the clubs winning first and second-place honorable mentions. In addition, a Certificate of Excellence is given to the officers of the District that submitted the highest percentage of entries during the biennium.

**A sample title
page**

Name of Project
Nomination for Mamie L. Bass Service Award
Date
Name of Altrusa Club Mailing Address/Street Address City, State/Province, Zip Code/Postal Code Country
District

Altrusa International, Inc.

Mamie L. Bass Service Award

Entry Form

Please print or type.

Name of club: _____

Address: _____

Street/Post Office Box: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

District: _____

Date (day, month, year): _____

Club Membership (as of date of entry): _____

Project Title: _____

In 500 words or less, describe your project. (Please double space.) Refer to attached judging criteria for ideas on what to include.

Signature of Club President:

Revised November 2000

THE LETHA H. BROWN LITERACY AWARD

The Letha H. Brown Literacy Award was adopted by the International board of directors in honor of past International President Letha H. Brown for her in work establishing literacy as a major emphasis of the organization. The objectives of this International award are as follows:

Objectives

- To stimulate local club interest in developing active literacy projects to serve their communities
- To create an awareness of Altrusa and its commitment to literacy
- To encourage members of local clubs to participate actively in literacy projects designed to meet specific community needs
- To recognize outstanding club achievement in literacy projects.

District and International competition

Literacy projects nominated for the Letha H. Brown Literacy Award are judged each year at the District conference. 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.

One (1) literacy project from the Clubs-at-Large is included in the competition by International. The Clubs-at-Large Committee organizes the selection process for projects for Clubs-at-Large.

Eligibility criteria

Every Altrusa club is eligible to enter one (1) literacy project each year of the biennium that meets the following requirements:

- Conducted in its entirety during the twelve (12) month period ending prior to the date of submission of entries for judging; or
- Completed on or before the date of submission of entries for judging; or
- Clubs with projects of an ongoing nature may submit for judging those major activities conducted during the twelve (12) month period ending prior to the date of submission of entries for judging.

Projects which are primarily fund-raising projects or which generate funds for clubs use are not eligible for nomination. In addition, a project submitted for the Letha H. Brown Literacy Award can not be submitted for the Mamie L. Bass Service Award in the same biennium.

Entry preparation

Each Letha H. Brown Literacy Award entry should be completed and submitted as follows:

- All entries should be typed.
- Covers should be labeled, “Nomination for Letha H. Brown Literacy Award, name of club, District, club year.”
- The first page of the manuscript should be the entry form, completed in its entirety.
- The narrative must not exceed 500 words and must be typed, double-spaced, on one side only on plain white paper. In developing the narrative, clubs should refer to the judging criteria and score sheets.

Procedures for submitting entries

Clubs submit entries for the District competition on or before the date established by the District Governor. The winning District entry is forwarded to the International office immediately following the close of the District conference.

- The winning entries at March/April/May District conferences must reach the International Office by June 1 to be considered in the International competition.
- The winning entry from Clubs-at-Large for each year of the biennium is forwarded to the International office by the Clubs-at Large Committee by June 1 to be considered in the International competition.

The International Office will acknowledge receipt of each entry to both the District and the president of the winning club. The International office also will be responsible for following up with each District to make sure that each District submits each year’s winning entries for consideration in the International competition. Finally, the International office will submit all District entries to the International Service Program Development Committee, who will coordinate the judging activities of the International competition.

Judging criteria and score sheet

The District Governor appoints a chair of the District Letha H. Brown Award Committee. The chair selects three (3) prominent members of the general public to serve as judges.

The International Service Program Development Committee coordinates the International judging activity. The chair appoints three (3) prominent members of the general public to serve as judges.

The judges may disqualify any entry for any rules violation. In evaluating entries, the judges place primary importance on the written narrative. Substantiating materials are considered only in a supplementary perspective. The amount of funds spent on an activity is not a major criteria in selecting award winners.

In determining award winners, the judges consider how the club selected, developed, implemented and evaluated the service project. The questions which follow are the types of questions the judges use to evaluate the components of club projects. A club should use the judging criteria and score sheet as a guideline in preparing its entry.

**Criteria and
score sheet**

I. Selection of Project (25 points)

(Explain the method used to identify the community need and select the literacy project.)

- A. How was the need for the project determined?
- B. Was this need being met by other community groups and agencies?
- C. What was the purpose of the project?
- D. What segment of the community was the project designed to help?
- E. What were the reasons for choosing this project?
- F. How was the membership involved in selecting the project?
- G. What provisions were made for member participation in carrying out this project?

Maximum Points: 25 Points Earned _____

II. Development and Implementation of the Project (50 points)

(Describe the activities and efforts to carry out the project.)

- A. How was the project structure (e.g., guidelines, timetables, work assignments, communication, record-keeping) developed?
- B. What resources and fund-raising were needed for the project?
- C. How were the talents and abilities of club members utilized?
- D. What percentage of club members participated in the project?
- E. How many hours of personal service were contributed by club members?
- F. How was each party informed on the progress of the project?
- G. What was the extent of participation or support by individuals and/or organizations in the community?

Maximum Points: 50 Points Earned _____

III. Evaluation of the Project (25 points)

(Explain the method(s) used to assess the project and the results achieved.)

- A. What criteria were used to evaluate project activity?
- B. Was the process designed to carry out the project effectively?
- C. Were the original objectives of the project achieved?
- D. What was the estimated number of people who were helped by the project?
- E. What were the benefits to the community?
- F. What were the benefits to the club?
- G. What plans were made for continuing this project?
- H. Did the project promote community awareness of Altrusa and its commitment to Literacy?
- I. Does the project summary state how the objectives were accomplished?

Maximum Points: 25 Points Earned _____

**Awards and
award
presentation**

The names of the winning entries are kept secret until the time of the award presentation.

District awards: A Certificate of Merit is presented to the winner at each District conference. Runners-up (the number not to exceed three (3)) may be given honorable mention.

International award at conference: An award of \$100 (U.S. dollars) is presented annually by the International Representative to the winner at District conference. For Clubs-at-Large, an award, of \$100 (U.S. dollars) is given annually to the winning entry; one Certificate of Excellence will be given for honorable mention.

International award at convention: An award of \$300 (U.S. dollars) is presented to the first-place winner and awards of \$75 (U.S. dollars) are given to the clubs winning first and second-place honorable mentions. In addition, a Certificate of Excellence is given to the officers of the District that submitted the highest percentage of entries during the biennium.

A sample title page

Name of Project
Nomination for Letha H. Brown Literacy Award
Date
Name of Altrusa Club Mailing Address/Street Address City, State/Province, Zip Code/Postal Code Country
District

Altrusa International, Inc.

Letha H. Brown Literacy Award

Entry Form

Please print or type.

Name of club: _____

Address: _____

Street/Post Office Box: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

District: _____

Date (day, month, year): _____

Club Membership (as of date of entry): _____

Project Title: _____

In 500 words or less, describe your project. (Please double space.) Refer to attached judging criteria for ideas on what to include.

Signature of Club President:

Revised November 2000

DR. NINA FAY CALHOUN INTERNATIONAL RELATIONS AWARD

The Dr. Nina Fay Calhoun International Relations Award was adopted in 2002 as a memorial to the only International President who served two terms and who focused on the International aspect of our organization. The objectives of this International Relations Award are as follows:

Objectives

- To encourage and to stimulate international relations
- To create an awareness of other cultures and people of the world
- To recognize outstanding club achievement in international relations

District and International Competition

Activities nominated for the Dr. Nina Fay Calhoun International Relations Award are judged each year at District Conferences. 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.

One (1) service project from the Clubs-at-Large is included in the competition by International. The Clubs-at-Large Committee organizes the selection process for activities from Clubs-at-Large.

Eligibility Criteria

Every Altrusa club is eligible to enter their international activities each year of the biennium. This award is based on a yearlong focus on international relations, not just one specific project. The winner is judged on the overall emphasis for the entire program year. The activities should meet the following criteria:

1. Number of meetings dedicated to international relations (minimum of two (2) per club year).
2. Most outstanding program - did it contribute to the initiation of a new club project? (50 words or less)
3. Does your club currently have an existing project to promote international relations? If yes, describe the project in 200 words or less.
4. Did your club observe any of the following international dates during the past year? (Minimum of 3 - please state the manner of observance)
 - a. Women's Rights Day, March 8
 - b. World Health Day, April 7
 - c. World Literacy Day, September 8
 - d. International Peace Day, third Tuesday in September
 - e. United Nations Day, October 24
 - f. Human Rights Day, December 10
5. Does your club know that Altrusa has a United Nations Representative?
 - a. Did your club utilize the resources available from the Altrusa United Nations Representative?
 - b. Did your club have a program relating to the United Nations? If yes, please describe your program in 50 words or less.

Entry Preparation

Each Dr. Nina Fay Calhoun International Relations Award entry should be completed and submitted as follows:

- All entries should be typed, double-spaced, on one side only on plain white paper.
- Covers should be labeled, “Nominations for Dr. Nina Fay Calhoun International Relations Award, Name of Club, District, and Club Year.”
- The first page of the entry should be the entry form, completed in its entirety.
- The narrative must not exceed the parameters for each section. In developing the narrative, clubs should refer to the judging criteria and score sheets.

Procedures for Submitting Entries

Clubs submit entries for the District competition on or before the date established by the District Governor. The winning District entry is forwarded to the International Office immediately following the close of the District Conference.

- The winning entries at March/April/May District Conferences must reach the International Office by May 31st to be considered in the International competition.
- The winning entry from Clubs-at-Large for each year of the biennium is forwarded to the International Office by the Clubs-at-Large Committee by May 31st to be considered in the International competition.

The International Office will acknowledge receipt of each entry to both the District and the president of the winning club. The International Office also will be responsible for following up with each District to make sure that each District submits each year’s winning entries for consideration in the International competition. Finally, the International Office will submit all District entries to the International Service Program Development Committee, who will coordinate the judging activities of the International competition.

Judging Criteria and Score Sheet

The District Governor appoints a chair of the District Dr. Nina Fay Calhoun International Relations Award Committee. The chair selects three (3) prominent members of the general public to serve as judges.

The International Service Program Development Committee coordinates the International judging activity. The chair appoints three (3) prominent members of the general public to serve as judges.

The judges may disqualify any entry for any rules violation. In evaluating entries, the judges place primary importance on the written narrative. Substantiating materials are considered only in a supplementary perspective. The amount of funds spent on the activities is not a consideration in selecting award winners.

In determining award winners, the judges consider how comprehensive the International focus was during the entire club year, how it was incorporated into other aspects of the club. The questions that follow are the types of questions the judges use to evaluate the activities. A club should use the judging criteria and score sheet as a guideline in preparing its entry.

Dr. Nina Fay Calhoun International Relations Award**Award and award presentation**

The name of the winning entry shall be kept secret until the time of the award presentation.

District Awards: A Certificate of Merit is presented to the winner at each District Conference. Runners-up (the number not to exceed three (3)) may be given honorable mention.

International Awards at Conference: A Certificate is presented annually by the International Representative to the winner at District Conference. For Clubs-at-Large, a Certificate is given annually to the winning entry; one Certificate of Excellence will be given for honorable mention.

International Awards at Convention: An award of \$100 (U.S. dollars) is presented to the first-place winner, and awards of \$50 (U.S. dollars) are given to the clubs winning first and second-place honorable mentions. In addition, a Certificate of Excellence is given to the officers of the District that submitted the highest percentage of entries during the bien nium.

Criteria and Score Sheet

1. Number of meetings dedicated to International Relations: _____ (*minimum of 2 per year*)
Maximum Points: 15 Points Earned

2. Most outstanding program; did it contribute to the initiation of a new club project? (*50 words or less*)
 - a. What was the international focus of the program?
 - b. Was a new club project established?
 - c. Was an existing club project expanded?**Maximum Points: 30 Points Earned**

3. Does your club currently have an existing project to promote International Relations? Describe. (*200 words or less*)
 - a. What percentage of club members participated in the project?
 - b. How many hours of personal service did club members contribute?
 - c. How were the talents and abilities of club members utilized?
 - d. What segment of the community was the project designed to help?
 - e. How did this project help international relations?
 - f. What resources and fundraising were needed for the project?
 - g. What was the benefit of the project?**Maximum Points: 30 Points Earned**

4. Did your club observe any of the following International dates during the past year? (*minimum of 3—please state the manner of observance*):
 - a. Women's Rights Day, March 8
 - b. World Health Day, April 7
 - c. World Literacy Day, September 8
 - d. International Peace Day, 3rd Tues. in Sept.
 - e. United Nations Day, October 24
 - f. Human Rights Day, December 10**Maximum Points: 15 Points Earned**

5. Does your club know that Altrusa has a United Nations Representative?
 - a. Did your club utilize the resources available from the Altrusa U. N. Representative?
 - b. Did your club have a program relating to the United Nations? Describe. (*50 words or less*).**Maximum Points: 10 Points Earned**

**A sample title
page**

Name of Project

Nomination for Dr. Nina Fay Calhoun International Relations Award

Date

Name of Altrusa Club
Mailing Address/Street Address
City, State/Province, Zip Code/Postal Code
Country

District

Revised December, 2005

Altrusa International, Inc.

Dr. Nina Fay Calhoun International Relations Award

Entry Form

Name of Club _____

Address _____

Street/Post Office Box _____

City _____ State/Province _____

County _____ Zip/Postal Code _____

District _____

Date of Entry _____

Club Membership _____

-
-
1. Number of meetings dedicated to International Relations: _____ (*minimum of 2 per year*)
 2. Most outstanding program; did it contribute to the initiation of a new club project? (*50 words or less*)
 3. Does your club currently have an existing project to promote International Relations? Describe. (*200 words or less*)

4. Did your club observe any of the following International dates during the past year? (*minimum of 3— please state the manner of observance*):

a. Women’s Rights Day, March 8 _____

b. World Health Day, April 7 _____

c. World Literacy Day, September 8 _____

d. International Peace Day, 3rd Tues. in Sept. _____

e. United Nations Day, October 24 _____

f. Human Rights Day, December 10 _____

5. Does your club know that Altrusa has a United Nations Representative? _____

a. Did your club utilize the resources available from the Altrusa U. N. Representative? _____

b. Did your club have a program relating to the United Nations? Describe. (*50 words or less*).

Signature of Club President

THE DISTINGUISHED CLUB AWARD

The Distinguished Club Award recognizes a club's activity and productivity at every level of program involvement. Information from Club Activity Reports on service, programming, membership, leadership, and communication are used to judge whether a club is a Distinguished Club—a leader in every respect.

Criteria

The criteria is included in the January Club President's mailing in the awards packet and is also available on the Altrusa International website www.altrusa.com

THE ELEANOR ROOSEVELT HUMANITARIAN AWARD

This is the highest individual award that International bestows. A special committee, appointed by the president and the board of directors, will select the recipient for this biennium to be presented at the International convention.

Eligibility criteria

- The nominee must be a current active, or life member of Altrusa International, Inc.
- The nominee's service to Altrusa must have been given at the local club, District, and/or International levels.
- The nominee must be recognized beyond Altrusa International, Inc., as a volunteer directly responsible for improving the quality of life in her community.

The nomination process

You are encouraged to nominate a fellow Altrusan for the Eleanor Roosevelt Humanitarian Award. Complete the attached nomination form and include three (3) letters of recommendation, from persons within and outside of Altrusa, who can give tangible evidence of the nominee's service. A photograph of the nominee is also requested. All application materials for the Eleanor Roosevelt Humanitarian Award must be sent to Altrusa International, Inc. postmarked *no later than May 15, 20__*.

Presentation

If an Eleanor Roosevelt Humanitarian Award is presented, the winner will be honored during the Awards Banquet at the International Convention. The winner will receive a commemorative medal to mark the occasion.

Altrusa International, Inc.

Eleanor Roosevelt Humanitarian Award Nomination Form

To nominate a candidate for the Eleanor Roosevelt Humanitarian Award, complete and return this nomination form to the Altrusa International Office postmarked **no later than May 15, 20__**. Be thorough in answering each question.

Please type or print

Nominee's Name _____

Nominee's Altrusa Club _____ District _____

Address _____

City _____ State _____ Zip Code _____

Classification _____

Job Title _____

1. How long has the nominee been a member of Altrusa International, Inc.? _____ Years.

2. What positions or offices in Altrusa International, Inc. has the nominee held? Please list.

Club Level _____

District Level _____

International Level _____

3. List other services to Altrusa International, Inc. _____

4. List volunteer activities outside of Altrusa International, Inc. _____

5. List other interests, achievement, honors or contributions you think merit consideration.

6. Why do you think your nominee should win the Award? (Maximum of 100 words on a separate sheet of paper).

7. Include three (3) letters of recommendation from persons in or outside of Altrusa who can provide tangible evidence of the nominee's service.

8. Please send a photograph of the nominee for possible publicity use.

9. Nominated By _____

Address _____

City _____ State _____ Zip Code _____

E-Mail _____

Send this completed application form to:
Awards Committee
Altrusa International, Inc.
332 South Michigan Avenue, Suite 1123
Chicago, Illinois 60604-4305
USA

Revised November 2000

THE COMMUNITY LEADERSHIP AWARD

The board of trustees of the Altrusa Foundation, Inc. presents the Community Leadership Award to recognize individuals who have made significant contributions to their communities as volunteer leaders. Every Altrusa club has an opportunity to recognize the individuals in their communities who are contributing to the welfare of others.

The Community Leadership Award will be presented annually, with the recipient selected from nominations submitted to the International Foundation by Altrusa clubs. Nominations should be submitted directly to the International Foundation office in Chicago, Illinois by May 1, 20__.

Eligibility criteria

- The award will be given to one (1) nominee in recognition of one (1) specific community service program or project the individual chaired which has or continues to provide a meaningful benefit to the community and which clearly demonstrated leadership abilities.
- The project or program chaired by the individual can be sponsored by an Altrusa club. The project or program cannot have been a fund raiser for the Altrusa club's community service budget.
- Projects sponsored by an Altrusa club in cooperation with other local civic and charitable organizations qualify, provided the nominee served as the chairman and had full responsibility for the project or program.

Nominees

- The nominee must be an individual who lives or works in the community in which the Altrusa club is established.
- The nominee cannot be a paid staff member of the organization, agency or group that conducted the community service project/program. The award is for "volunteer" achievement not "professional" accomplishment.
- Civic work completed in the past, professional recognition, other awards, etc., are not relevant to this award. Nominees will be judged on the specific community service project they conducted.
- Membership in Altrusa is not required.

Procedure for submitting nominations

Altrusa club presidents should submit their nominations to the International Foundation by May 1, 20__. The nomination should take the form of a letter, not more than three single-spaced, one-sided pages, one (1) inch margins and 12 point type, outlining the reasons why the particular individual should be recognized. Substantiating information such as newspaper articles, photographs and project reports showing results can be submitted with the letter of nomination. Please send an original and three copies of the complete submission, fastened at the top with a binder clip.

Do not enclose submissions in a notebook, or any type of binder.

Judging

A special committee chaired by a trustee of the International Foundation will judge nominees. Three (3) non-Altrusans will serve as judges. Judges will be chosen based upon their own record of achievement in civic activities and volunteer service.

The award

The annual Community Leadership Award will be a \$500 contribution to the project/program conducted by the honoree. In the event that the project is completed and requires no additional funds, the \$500 cash award will be presented to a local charity designated by the recipient.

The honoree will be presented with a certificate of recognition by the International Foundation on behalf of the Altrusa club that submitted the winning nomination.

Award presentation

After the judging is completed (June 20__), the Foundation will notify the Altrusa club that made the winning nomination.

The award presentation will be made in the local community by either a Trustee of the Foundation, an International Officer of Altrusa International, the District Governor, Governor-Elect, or a past Foundation or International Officer in cooperation with the Altrusa club that made the nomination.

A feature story on the award presentation will be published in the *International Altrusan*.

Revised October 2005

ASTRA CLUB SERVICE AWARDS

If your Altrusa club sponsors an ASTRA Club, an entry for this annual award is a must! The rules allow an entry to be in any format that the young people select to describe the service project they believe is eligible for recognition.

Funded by the Altrusa International Foundation, Inc. the ASTRA Club Service Award annually recognizes ASTRA Clubs for the service activities they conduct in their communities and schools. The 20__ – 20__ awards will be given in recognition of service projects conducted from June 1, 20__ to May 1, 20__. Entries must be submitted to the International Office by May 31, 20__.

Guidelines for entries

Entries can consist of a brief written report, scrapbook, newspaper clippings, photographs — all material that describes the service project being nominated for the award.

The service project should benefit either the community or school of the ASTRA club. Awards will be given in recognition of service projects conducted from June 1, 20__ to May 1, 20__. Ongoing projects (projects conducted annually) also are eligible.

When describing the service project, please be sure to do the following:

- Include the ASTRA club's name and the name of the sponsoring Altrusa club.
- Give a brief description of (1) the reasons for choosing the project, and (2) the goals of the project.
- If fund-raising was necessary, describe the technique, and how much was raised.
- Summarize the project's results—who was impacted and how, short and long-term consequences of the project—any facts that show the importance of this project. Include a description of how the ASTRA club and its members benefited by participating in this project.
- Include supporting materials—letters from school administrators, letters from those who benefited, newspaper articles about the project, photographs. (These items are not required. Projects will be judged on their merits and their results.)

Awards and award presentation

Altrusa International will present three 20__ – 20__ ASTRA Club Service Awards:

- First place is a \$100 contribution to the ASTRA club and a trophy.
- Second place is a \$75 contribution to the ASTRA club and an award plaque.
- Third place is a \$50 contribution to the ASTRA club and an award plaque.

The winning ASTRA clubs will be contacted by Altrusa International, Inc. Awards will be presented to the ASTRA club by an Officer of Altrusa International or the International Foundation, if at all possible.

**Submit entries
to**

Altrusa International, Inc., 332 South Michigan Avenue, Suite 1123, Chicago, Illinois 60604-4305.

Questions? Call the Executive Director, 312-427-4410, Fax: 312-427-8521, email: altrusa@altrusa.com