

## AWARDS SUBMISSION INSTRUCTIONS

### STEP ONE: Fill out the **CATEGORY CHECKLISTS**

Review the individual forms and fill out as many of the check boxes for each category

1. Membership Development and Retention
2. Public Relations
3. Administration
4. Foundation
5. Community Service Projects
6. Youth Services
7. International
8. Family of Rotary/Unsung Hero and work toward fulfilling all of the items.

(The more checks you place in the boxes the better your chances are to qualify for the **Outstanding Club** category)

### STEP TWO: Fill out **ACTIVITY/PROJECT REPORT**

If you would like to qualify for an **OUTSTANDING** award in any of those eight categories, you must fill out these forms. Here is how it works:

- **Identify** one or two projects your club has completed that correspond to those **eight** general categories. Doing so will provide the awards judges with additional support materials and information about your categories
- On this form, you should detail your club's special project/activity that you want to showcase.
- Please select either **one or two** projects only per category
- If your project/activity does not seem to fit a category, use your own judgment as to where you think it might fit best

**STEP THREE:** Submit your awards packet electronically by clicking the "**submit form**" button at the end of both the **CATEGORY** and **ACTIVITY REPORT** documents

You may also mail hardcopies to:  
**District 5300 Awards Committee**  
**c/o Rudy Hayek**  
**305 West Lime Avenue**  
**Monrovia, Ca.**  
**91016**

Phone: 626-353-1267  
Email: [rudyhayek@gmail.com](mailto:rudyhayek@gmail.com)

**To allow sufficient time for thorough and fair judging, as well as the productions of the awards materials, all submissions must be received or postmarked no later than **Saturday, May 8<sup>th</sup>, 2010**; No Exceptions will be made, so please begin working on your awards immediately**