

CHECK SHEET – AUXILIARY USE ONLY – DO NOT SUBMIT WITH ENTRY

OUTSTANDING ACHIEVEMENT AWARDS
DUE JULY 1ST – SEND TO CONVENTION CHAIR
CATEGORIES

_____ **FUNDRAISING** – For the most unusual and/or innovative, the amount raised is not important, only the method.

_____ **COMMUNITY SERVICE** – For health or educational service, given to your community. This can include seminars, workshops, training programs, etc.

_____ **IN-HOSPITAL SERVICE** – For the most unusual and/or innovative on-going service within the hospital.

YOU MUST INCLUDE THE FOLLOWING

_____ **WHY** the service was initiated.

_____ **WHEN** the service was begun and **WHEN** completed.

_____ **HOW MANY VOLUNTEERS** were involved in the service?

_____ **DEVELOPMENT** of plans to achieve your goal.

_____ **RESULTS** achieved.

_____ **NUMBER OF LICENSED BEDS** in your hospital.

PLEASE OBSERVE THE FOLLOWING RULES:

_____ Completed **COVER PAGE** with each entry and copy.

_____ **Two (2) copies** of each entry (**cover page with each copy**).

_____ **TYPED and DOUBLE SPACED** on white letter-size (8 ½ x 11) paper.

_____ **Auxiliary Name** on **EACH PAGE** submitted.

_____ Appropriate heading for category selected.

_____ **SIGNED** by the **AUXILIARY PRESIDENT** and the **HOSPITAL ADMINISTRATOR**.

_____ **DO NOT** send hard cover notebooks, pictures or video tapes.