

TIPS FOR WRITING ENTRIES FOR AUXILIAN OF THE YEAR AWARD

READ ALL INSTRUCTIONS THOROUGHLY BEFORE YOU START TO WRITE YOUR ENTRY.

Do not wait till the last minute to prepare this entry as it requires the signature of your administrator. As we all know, there are times when our administrators are out of pocket and it may be a few days before you can acquire their signature. **If the entry is not received by the Convention Chair on time, it will be disqualified.**

The entry is limited to 500 words, so be aware of the length of your article. If you have a word counter on your computer that helps you keep up with how many words you have used.

Please be sure to note that this award is to be given for the nominee's accomplishments in **the immediate past fiscal year of the auxiliary**. **Also please note** that previous winners are not eligible. **Note also** that the nominee is singular, team nominations are not eligible.

Make sure the Cover Sheet is completed correctly and you have acquired the necessary signatures.

Before you actually put your entry in the mail, **please double check the instructions again!** It might be helpful if you have someone else double check behind you to make sure you haven't overlooked anything.