

Criteria For Report Book Entries

Current Year Forms Are Available at Website

Oklahoma Home & Community Education (click on Resources)

Award books apply to **previous year's** program of work, postmarked by February 1st of the following year.

Each **County** may enter ONE County Report Book in **Each** category listed below.

Local Groups may enter ONE Local Group Report Book in **Each** category listed below. Reports should be one of your most outstanding projects (in the categories listed below.)

**Leadership Development
Resource Management**

**Special State Project
Cultural enrichment**

**Healthy Living
Membership**

**Family Enhancement
OHCE Week**

Stories Must Not be Duplicated and Entered in Both Local and County Award Books.
Such Books will not be Judged.

All County and Local report Books must be postmarked on or before the due date of **February 1st** and mailed to the current Awards & Reports Chairman.

All reports are to be in a new Paper, three-brad folder with pockets. Do Not Use paper clips, staples, or page protectors! Secure pictures and materials so that they will not fall out in transit.

Please Note

All Report Books past the postmark date of February 1st will not be judged!

1. Cover: Place 1 white label on the front in the upper right-hand corner on a new, paper, three 3-brad folder with pockets. *Do Not Use Page Protectors!*

A **County Report Group** label should include: Name, County, District, and Category being entered.

A **Local Group Report** should include: Local Group name, County, District, and Category entered.

2. Title Page:

Include: Name of the person submitting the report, Title of Project, complete address, phone number and email address of contact person, County, (Local Group **only if** it is a group report), and District names.

3. Table of Contents:

Use page numbers at the bottom, or tab numbers, or color tabs. Choose any of the three options. When using page numbers, the first page of the story is considered Page 1.

4. Overall Neatness..... 0-5 Points

- Collect and arrange records and materials securely in an appropriately sized cover as stated above.
- Use 8 ½" X 11" standard size white paper, double spaced, Times New Roman font, size 12.
- 1" margins, so typing will not be covered by the folder brads

5. Story (1-3 Pages)

- a. **Objectives**..... **0-15 Points**
When writing your story, make sure that you answer these questions: What led you to select this project?
What did you hope to accomplish?
- b. **Action** **0-30 Points**
When writing your story, make sure that you answer these questions: What did members do in guiding and carrying out this project?
What were the involvement and contributions of other agencies or organizations?
What Public Policy/Leadership actions were utilized?
- c. **Results** **0-30 Points**
When writing your story, make sure that you answer these questions: How well did the project succeed?
What are future plans for the project?
What were the numbers of groups and/or members participating?

Local group story must include local group involvement in the project.

County story may include county and local groups in the county involvement.

6. Photographs 0-5 Points

One to three pages of photographs (total of 9 pictures only). Display only 3 pictures on a page. Only use the front of each page. Photographs should assist in telling the story. Photographs should be securely fastened and labeled to identify the OHCE members and activities.

7. Newspaper Clippings/Social Media Articles (1-3 Pages) or Insert News Form 0-5 Points

- a. Include news reports of activities that are related to project. Must show date of news clippings and the name of the newspaper published in.
- b. Include social media articles/reports that have been posted onto social media that are related to project. Must show date of posting and what social media outlet was used.
- c. If copies of news clippings are not available, use the News Form on the next page. **(Must attach your article to the News Form)**
- d. With a colored highlighter, underscore: County, Local Group, OR Members' names in the articles.

8. Other Related Materials / Correspondence (1-3 Pages) 0-5 Points

Examples: brochures, flyers, thank you cards, social media posts, etc. pertaining to the project

**Please Place a Short, Double-Spaced Paragraph of the Project
and put inside the Front Pocket of the Folder
+5 OR -5 Point**



Oklahoma Home and Community Education, Inc. News Form

The

(Name of Local or County OHCE group)

has submitted a news story to:

(Name of Newspaper and location)
(Use newspaper stamp when possible, please)

Date _____

This form is to be used only when your project's story did not get printed in your local newspaper.

Attach copy of your story please.