



# Oklahoma Home & Community Education

## Award Book Entries



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# Purpose for HCE Award Books



- ✓ Identify the Group's goals and projects and report how they were completed.
- ✓ Report group's participation in community service and leadership activities.
- ✓ Reflect and analyze where you have been, what you have accomplished and the impact or differences you have made.

# Award Categories...



Local HCE groups can enter ONE award book in EACH of the following categories:

- ✓ Cultural Enrichment
- ✓ Family Issues
- ✓ Healthy Living
- ✓ Leadership Development
- ✓ Membership
- ✓ Resource Management



# Things to Keep a Record of...

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- ✓ Group, County and State Goals
- ✓ Projects designed to reach the goal
- ✓ Knowledge and skills learned/taught
- ✓ Community Service provided
- ✓ Partners and community support
- ✓ In-kind contributions
- ✓ Size, scope, growth & impact

# That Could Include...



- ✓ Volunteerism (member's participation)
- ✓ Citizenship/Community Service projects
- ✓ Talks, exhibits, news articles written, displays, HCE week efforts, etc.
- ✓ Workshops & training the group provided
- ✓ People reached or changes made.
- ✓ Public policies
- ✓ Campaigns and promotions

# Steps to a Quality HCE Report

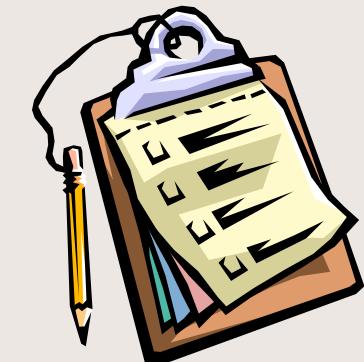


- ✓ Commit to accomplishing goals.
- ✓ Keep good records
- ✓ Give time to the writing of the report
- ✓ Show growth, impact & the differences made or changes that occurred
- ✓ Make the folder neat and easy to read
- ✓ Be creative! Make the story memorable!

# Steps to a Quality HCE Report



- ✓ Securely arrange records in a pocket folder with brads
- ✓ Use standard 8-1/2"X 11" paper, double spaced, size 12 font
- ✓ Firmly secure pictures, news articles & notes
- ✓ No more than 9 photos (total)
- ✓ Story 1-3 pages
- ✓ Use one side of page only



# Definitions of Citizenship



**Citizenship** is the relationship between you and others. Activities which help foster greater understanding of community needs and responsibilities as a citizen.

1. The way you think, feel, and act toward your family, other HCE members your community, schools and church groups, and other people in your community.

# Definitions of Citizenship



2. Activities which help foster greater understanding of the role of a community citizen.
3. Activities which contribute to the welfare of your local group, individuals in your community or the community as a whole.

# Definitions of Citizenship



4. HCE shows good citizenship by working with people to carry out the duties and responsibilities of a good citizen. Citizenship activities can include helping an individual or a group or carrying out a project individually.
5. Positive role model for younger people
6. Doing the right thing for the right reasons.

# Definitions of Leadership

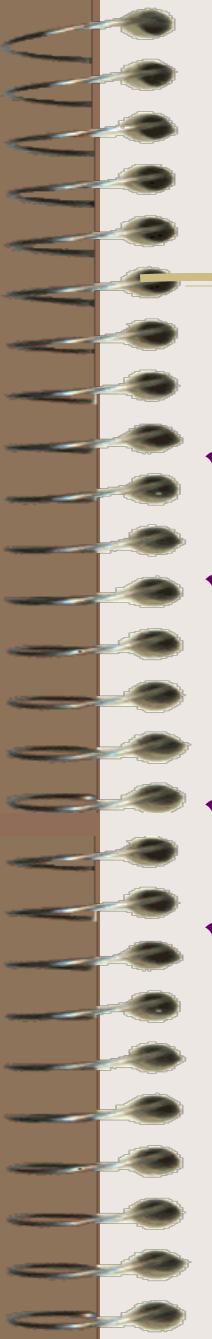


1. Helping an individual on a one-to-one basis.
2. Helping several individuals with a project in a group situation.
3. Helping individuals learn something new through a promotion.
4. Helping individuals change behavior or improve lifestyle.
5. Serving as a catalyst in the community to get a project developed and implemented.
6. Serving as a chair or officer for an event.

# Where Projects Come Up Short



1. Lack of significant project work (projects that make a difference in the community)
2. Failure to show growth or impact
3. Citizenship activities that make little differences in other's lives.
4. Lack of focus in project work.
5. No future plans for the project
6. Lack of significant group participation



# Cover Label



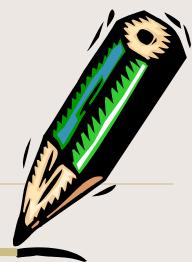
- ✓ Name of the County or local group
- ✓ Name of the District (Northeast, SE, NW, etc.)
- ✓ The category being entered
- ✓ Place in the upper right hand corner

# Page One (1) Shall Include:



- ✓ Name of person(s) submitting the report
- ✓ Complete Address with City and Zip
- ✓ Phone number of the chairman or the contact person

# Page Two (2) Shall Include:



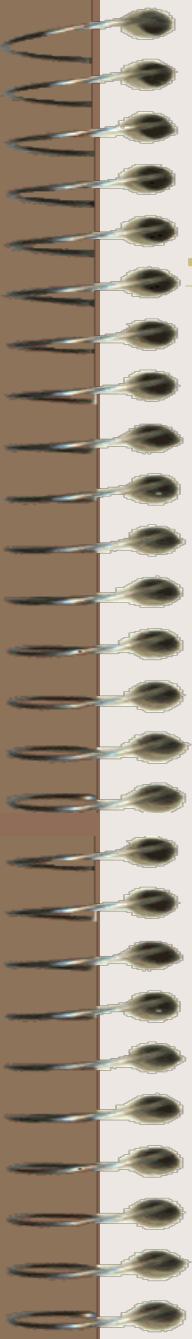
- ✓ Table of Contents
- ✓ May use page numbers
- ✓ Tabs with headings, numbers or color



# Project Story



- ✓ State reasons for choosing project.
- ✓ What did you hope to accomplish?
- ✓ Talk about what was done, tried, and found to be successful.
- ✓ What did members do in guiding and carrying out the project?
- ✓ What agencies and organizations got involved? What was their contribution?
- ✓ What public policy/leadership actions were utilized?
- ✓ What are future goals for this project.
- ✓ How many members participated?

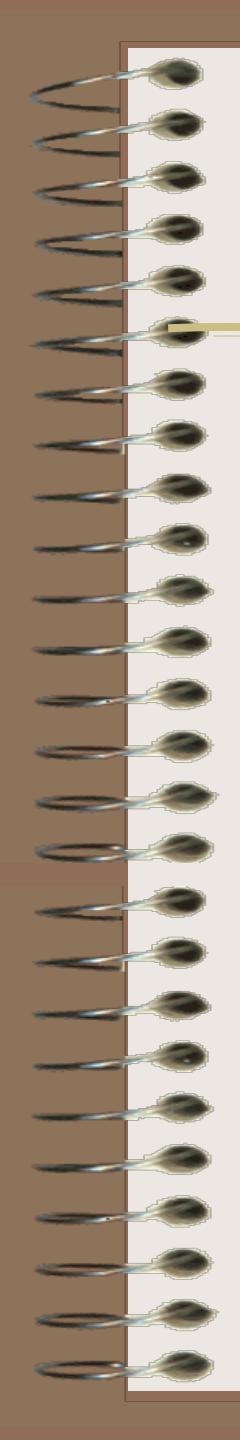


# Clerical Hints

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- ✓ Neatness
- ✓ Accuracy
- ✓ Spelling and grammar
- ✓ Good typing, handwriting, computer use
- ✓ Font size easy to read
- ✓ Reports tabbed and with an index
- ✓ Pictures securely fastened
- ✓ Photographs that show action
- ✓ News articles that tell your story



# Photo Pointers



- ✓ Photographs should be action shots of participants and active members doing and leading.
- ✓ High quality photos.
- ✓ Highlight project work, leadership and citizenship.
- ✓ Show size and scope of the project.
- ✓ Have a logical sequence when mounted.
- ✓ Effective use of white space.



# Photo Pointers



- ✓ Organize page vertically.
- ✓ Use a photo mounting adhesive or rubber cement or color reproductions of the photo for best results.
- ✓ Captions should be a mini story.
- ✓ Captions may accompany each picture or document the whole page.

# Photo Captions



Poor

- ✓ Serving fruits & veggies.
- ✓ Playing with puppets.
- ✓ Here we get our certificate for participation.

Good

- ✓ Teaching a group of 15 preschool children the importance of eating fruits and vegetables.
- ✓ Teaching character traits using Character Critter puppets at a health fair.
- ✓ Recognition for having 100% member participation in walk-a-thon that raised \$1,000.



# News Clippings



- ✓ One to three pages allowed
- ✓ Use a photo mounting adhesive or rubber cement or Xerox the clipping for best results.
- ✓ Attach the name of the media source and the date the article appeared on each clipping.
- ✓ Use colored hi-lighter & underscore name of county, local group or member's names.

# Other Related Material

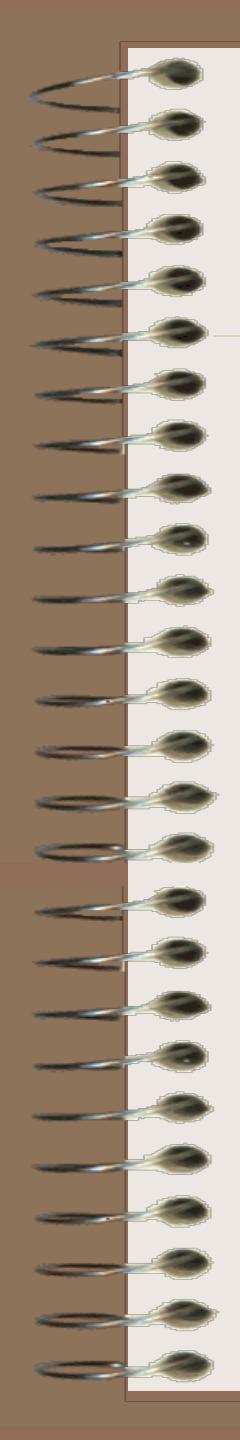


- ✓ Letters of recognition or evidence of cooperative effort with other agencies and organizations.
- ✓ Thank-you notes and other types of appreciation.
- ✓ Agendas, schedules, notes and reports that assist in documenting or "telling your story".

# Helpful Hints



- ✓ Be factual, concise, yet fully represent the project.
- ✓ Content is more important than fancy format.
- ✓ Don't repeat just to fill space.
- ✓ Correct grammar and spelling
- ✓ Be creative and write an interesting story.
- ✓ Show the human interest side of the project.
- ✓ Avoid slang, acronyms, & abbreviations.
- ✓ Proof read.
- ✓ Be neat, complete and organized.



# Award Books Can:

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- Provide quality project experiences
- Motivate members
- Develop leadership abilities
- Improve group community services
- Encourage the keeping of records
- Help each member find success



# Oklahoma Home & Community Education

Send Award Books to State Reports  
& Awards Chair



Books must be  
postmarked by Feb. 1.....