

# Guidelines for MHV Educational Report Book



**DUE DATE:** The award entry must reach the state chairperson by March 1 accompanied by this form.

## **Cover:**

Name of county \_\_\_\_\_

Program of work category \_\_\_\_\_

## **Section One:**

County chair \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

## **Section Two: Table of Contents**

NOTE: A table of contents is used for locating sections of the Report Book. Index tabs/dividers may be used.

## **Section Three: Story**

State the program's purpose, objectives, and results.

## **Section Four: Photographs (one to five pages)**

Photographs should help tell the story and be labeled to identify the activities. Place on one side of the page only. These may be "telescoped" in order to place more photos per page.

## **Section Five: New clippings (one to five pages)**

Include newspaper reports of programs, projects, and activities. Attach to each clipping the name of the newspaper and the date the articles appeared. With colored pencil or highlighter, underscore the name of the county and club or the club members' names in the article. Place on one side of the page only.

## **Section Six: Other related materials (optional)**

Include only one to three pages. Include correspondence, copies of radio scripts, and so forth.

NOTE: Collect and arrange records and materials neatly and securely in an appropriately sized binder, using 8.5 x 11-inch standard-size paper.



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