



LETHA H. BROWN LITERACY AWARDS are given to clubs with outstanding literacy projects. The first-place winner of the District award receives a \$50 cash prize from District Nine and \$100 from International. Additionally, the first-place winner of the District award is submitted by the District Nine Governor to International for competition at the International level.

See the accompanying template for the fillable application entry form, title page, synopsis and project description. A list of Judging Criteria and other information regarding the submissions for this award is shown below. More information is available at www.altrusa.org under Service. Please note that you need to log in as a member to access the Service tab.

Tips to assist you in completing the synopsis and project description sections of the award entry template:

1. Open two new Word documents. Type the synopsis (60-word limit) and project description (1,000-word limit) into the separate Word documents.
2. Verify the word count.
3. Copy and paste into the appropriate box within the entry template (page 3 of 4).

Submit your entry by June 30, 2021 to District Nine Director Guadalupe Carvajal via email:

gvcarvajal@yahoo.com

Letha H Brown Literacy Award

EXECUTIVE SUMMARY/SYNOPSIS:

A 60-word count synopsis of your project providing a brief outline of key aspects of the project. This synopsis will not be counted toward the project description count and will not affect submission eligibility. The synopsis will be used at District Nine Conference if your award is selected as the winning entry.

PROJECT DESCRIPTION:

The narrative must not exceed 1,000 words, must be typed and on plain white paper or background. In developing the narrative, Clubs should refer to the judging criteria and score sheet. Questions that should be addressed in the narrative to assist judges in evaluating your submission are included in the Judging Criteria section shown below.

ENTRY PREPARATION:

The entry should be completed and submitted as follows (**Note: These requirements are already prepared/set up if using the template form provided**):

1. All entries should be typed. You may submit the entry in written format or you may forward the entry via email.
2. Covers should be labeled, "Nomination for Letha H. Brown Literacy Award", name of Club, District, and Club year.
3. The first page should be the entry form, completed in its entirety.
4. The narrative must not exceed 1,000 words, must be typed and on plain white paper or background.

ELIGIBILITY:

1. Every Altrusa Club is eligible to enter one (1) service project each year of the biennium. Clubs can enter any service project that was:
 - A. Conducted in its entirety during the twelve (12) month period ending prior to the date of submission of entries for judging; or
 - B. Completed on or before the date of submission of entries for judging; or
 - C. Clubs with projects of an ongoing nature may submit for judging those major activities conducted during the twelve (12) month period ending prior to the date of submission of entries for judging.
2. Projects which are primarily fundraising projects or which generate funds for Clubs' use are not eligible for nomination.
3. An Altrusa Club may not submit the same project for both the Mamie L. Bass Service Award and the Letha H. Brown Literacy Award in the same biennium.

Letha H Brown Literacy Award

JUDGING CRITERIA:

I. Selection of Project (20 points)

- A. Describe the aims and objectives of your project.
 - a) What was the purpose of this project?
 - b) What segment of the community was the project designed to help?
 - c) What provisions were made for member participation in carrying out this project?

- B. Explain why your Club chose the project.
 - a) How was the need for the project determined?
 - b) Was this need being met by any other community group or agency?
 - c) What were the reasons for choosing this project?
 - d) How was the membership involved in the selection of this project?

II. Development and Implementation of the Project (60 points)

- A. Describe how your project was carried out (proposals, action plans, communication, etc.).
 - a) How was the project structure developed (guidelines, timetables, work assignments, communication, and recordkeeping)?
 - b) How was each party informed on the progress of the project?

- B. What resources were required?
 - a) What resources and fundraising were needed for the project?

- C. How was the Club membership involved in the project?
 - a) How were the talents and abilities of Club members utilized?
 - b) What percentage of Club members actively participated in the project?
 - c) How many hours of personal service were contributed by Club members?

- D. How was the project supported by individuals and/or organizations in the community?
 - a) What was the extent of participation or support by individuals and/or organizations in the community?

III. Evaluation of the Project (20 points)

- A. Were the original objectives of the project achieved?
- B. What was the estimated number of people who were helped by the project?
- C. What were the benefits to the community?
- D. Did the project promote community awareness of Altrusa?

Supplementary information should not exceed six pages. Where more than six pages are provided only the first six pages will be considered by the judges. (0 points)