

TIPS FOR WRITING ENTRIES FOR ADMINISTRATOR OF THE YEAR AWARD

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

This entry does not require any signatures, but here again, don't wait till the last minute to write your entry **as we all know the importance of your entry being received on time!**

This entry is limited to 500 words, so please 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.

Be sure to explain how your administrator relates with your auxiliary, giving instances of his/her support or particular project he/she has been instrumental in helping the auxiliary to initiate or bring to a successful conclusion.

Make sure the Cover Sheet is completed correctly.

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