

TIPS FOR WRITING THE ENTRIES FOR OUTSTANDING ACHIEVEMENT AWARDS

READ ALL INSTRUCTIONS BEFORE you start to write up the entry.

Don't wait till the last minute to prepare the entry as they do require the signature of your Administrator. There are times when our Administrators are out of pocket and it may be a few days before you can acquire their signature. **It is very important that the Convention Chair receive all entries on time!**

Try to come up with a catchy title for the entry. Something that will catch the attention of the person who is judging the entry. For example: An entry submitted by the Ouachita County Medical Center Auxiliary for in-hospital service for purchasing automatic doors in the emergency department was entitled "Thru These Doors". This would automatically arouse the interest of the judge. And they did win the In-Hospital Award for this entry.

Make sure you answer all the questions asked on the instruction sheet, i.e. WHY the service was initiated, WHEN the service was begun and WHEN completed, etc.

Adequately describe what your program is about, **but be as brief as possible**. You have to remember the person judging the entry is reading numerous entries and sometimes they can get bogged down or lose interest if the entry is too wordy or too long.

You might want to find someone in your auxiliary who is good at writing to do your entry. (Maybe someone who has grant writing experience, etc.). It does not necessarily have to be done by the president.

Be sure to fill out the COVER PAGE completely and acquire the required signatures from your Auxiliary President and your Hospital Administrator.

After you have received the required signatures on the cover page and before you put your entry in the mail, **READ THE INSTRUCTIONS AGAIN** to be sure you have followed them correctly.

It would be a good idea to have someone else look over the entry with you before you do put it in the mail and double check to make sure you have the correct address and postage!