



EDUCATIONAL PROGRAM AWARD FOR COUNTIES



\$100.00 awarded to each of the three top reports

Deadline: August 1st

Awards will be presented at the WAHCE State Conference

PURPOSE

Careful thought and planning went into the organization and completion of the education programs held in the individual counties. The purpose of the Education Program Award is to recognize the counties for the educational programs they selected, arranged for and implemented.

GUIDELINES

Awards are given to counties whose programs best promote the development of leadership and education for the HCE members and the community. The programs are to be presented from August 1 to August 1. You may want to have the audience complete an Evaluation of the program they attend to assist in the preparation of this document.

PROCEDURES

Complete the application, answer **ALL** of the questions and include supporting materials, which illustrate and enhance the report. Pictures, social media posts and news articles about your topics are encouraged.

- Report should be on 8½" x 11" paper (10 pages maximum, 1 side). You may include an extra plastic sleeve with brochures. Please use a 12-pitch font.
- Enclose the report in a report cover (not a notebook).
- Reports will be judged using the Educational Program Award Judging Sheet.
- Mail the completed report by 1st Class Mail postmarked no later than August 1 to:

Donna Zarovy, Vice President of Program
6207 203rd Avenue
Bristol, Wi 53104
E-mail: zarovy@frontier.com
Phone or text: 262-945-7502



EDUCATIONAL PROGRAM AWARD APPLICATION



On 8½" x 11" paper, retype or download this sheet to provide the information and answer the questions. Please use 12 pitch font.

Person submitting the application:

Name: _____ Phone: _____
Address: _____ E-mail: _____
City & Zip: _____
County: _____ # of Members: _____

1. Education Programs:

List the education programs held in your county during the August 1 to August 1 time period. Special interest and/or craft workshops may be listed but should not be used for the rest of this report. Include the name of the program, topic, speaker, and date held.

Name of Program _____ Date: _____

Topic: _____ Speaker: _____

Name of Program _____ Date: _____

Topic: _____ Speaker: _____

Name of Program _____ Date: _____

Topic: _____ Speaker: _____

Name of Program _____ Date: _____

Topic: _____ Speaker: _____

Name of Program _____ Date: _____

Topic: _____ Speaker: _____

2. Report:

Select one of your programs and write a short description of the program. (200 words or less)

After the summary is complete, answer the following:

- How did you organize and prepare for the program. Did you form a committee, did one specific person complete this task, did you receive assistance from others, etc.?
- How many members were involved in this process: _____ Non-members _____

3. Did you network with other agencies, organizations, businesses, etc., to provide your program? If so, what help did you receive? Include the name and how they helped. For example, the Chamber of Commerce provided a speaker.
4. How many members attended the program? _____ Non-members _____
5. How was your program advertised within HCE? How was it promoted to the general public? You may attach copies of news articles, social media posts, photos, etc., about your program.
6. What follow-up publicity did your program receive? You may include copies of news articles, social media posts, photos, etc.
7. How did the program provide relevant and current information for members and non-members. For example, handouts or Power Point presentation.
8. How did the program develop leadership skills?
9. What is your final evaluation of the program including how it enhanced awareness and understanding of HCE?



EDUCATION PROGRAM AWARD JUDGING SHEET



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Awards are given to counties whose programs best promote the development of leadership and education for HCE members and the community. The programs are to be presented August 1 to August 1.

Guidelines and Procedures – up 3 points per item = 12 possible points

Points Awarded

- A list of the education programs for the time period was included.
- Information, questions, supporting materials are complete, identified and on 8½" x 11" paper, did not exceed page limits and printed in 12 pitch font.
- Report is enclosed in a report cover (not a notebook).
- Photos, news articles, etc., were included.

Benefits of Education Programs -- up to 3 points per item = 24 possible points

Points Awarded

- Members developed skills in planning and carrying out programs.
- A number of members/non-members were involved in the program process.
- The county networked with other organizations, agencies, and/or businesses.
- The programs were well attended by members and non-members.
- The program was promoted and received publicity before and after the event.
- The program provided relevant and current information to the audience.
- The program helped develop leadership skills.
- An evaluation of the program was completed in this report.

Benefits to HCE – up to 3 possible points per item = 9 possible points

Points Awarded

- The program was well-planned and organized.
- The program was a good learning experience for everyone who participated.
- The program provided awareness of and publicity for HCE.

_____ **Total possible points = 45**

For Your Reference Only

Please Do NOT include this page in your books