

**CRITERIA FOR REPORT BOOK ENTRIES**  
**CURRENT YEAR FORMS ARE AVAILABLE AT WEBSITE**  
**ohce.okstate.edu**

Award books apply to **previous year** program of work, postmarked by February 1<sup>st</sup> of the following year.

Each **County** may enter ONE County Report Book in **EACH** category listed below.

**Local Groups** may enter ONE Local Group Report Book in **EACH** category listed below. Reports should be one of your most outstanding projects (in the categories listed below.)

\***OHCE Week Report:** Remember to follow guidelines found in Membership Goals – **Due June 1<sup>st</sup>**

**Leadership Development**

**Special State Project**

**Healthy Living**

**Family Issues**

**Resource Management**

**Cultural Enrichment**

**Membership**

**OHCE Week**

STORIES MUST **NOT** BE DUPLICATED AND ENTERED IN BOTH LOCAL AND COUNTY AWARD BOOKS. SUCH BOOKS WILL NOT BE JUDGED.

All County and Local Report Books must be postmarked before or on the due date of **February 1<sup>st</sup>** and mailed to the current Awards & Reports Chairman.

All reports are to be in a new PAPER, three-brad folder with pockets. **DO NOT USE** paper clips or staples! Secure pictures and other materials so that they will not fall out in transit.

**PLEASE NOTE**

**All Report Books past the postmark date of February 1<sup>st</sup> will not be judged!**

**1. COVER**

Place 1 white, typed label on the front in the upper right hand corner on a new, paper, three 3-brad folder with pockets. *DO NOT USE PAGE PROTECTORS.*

A **County Report Group** label should include: Name, County, District, and Category being entered.

A **Local Group Report** should include: Name of Local Group, County, District, and Category entered.

**2. PAGE ONE:**

Include: Name of the person submitting the report, Title of Project, complete address and phone number (of chairman or contact person), and County, Local Group, and District names.

**3. PAGE TWO: TABLE OF CONTENTS:**

Use page numbers at the bottom, tab numbers, or color tabs.

- 4. OVERALL NEATNESS ..... 0-5 Points**
- a. Collect and arrange records and materials securely in an appropriately sized cover as stated above.
  - b. Use 8 ½" X 11" standard size white paper, double spaced, Times New Roman font, size 12.
  - c. 1" left hand margin, so typing will not be covered by the folder.

**5. STORY (1-3 PAGES)**

- a. **Objectives**..... **0-15 Points**  
 When writing your story, make sure that you answer these questions: What led you to select this project?  
 What did you hope to accomplish?
- b. **Action** ..... **0-30 Points**  
 When writing your story, make sure that you answer these questions: What did members do in guiding and carrying out this project?  
 What were the involvement and contributions of other agencies or organizations?  
 What Public Policy/Leadership actions were utilized?
- c. **Results** ..... **0-30 Points**  
 When writing your story, make sure that you answer these questions: How well did the project succeed?  
 What are future plans for the project?  
 What were the numbers of groups and/or members participating?

**Local** group story must include local group involvement in the project.

**County** story may include county and local groups in the county involvement.

**6. PHOTOGRAPHS ..... 0-5 Points**

One to three pages of photographs (total of 9 pictures only). Display only 3 pictures on a page. Only use the front of each page. Photographs should assist in telling the story. Photographs should be securely fastened and labeled to identify the OHCE members and activities.

**7. NEWS CLIPPINGS (1-3 PAGES) OR INSERT NEWS FORM ..... 0-5 Points**

- a. Include news reports of activities that are related to project. Must show date of news clippings and the name of the newspaper published in.
- b. With a colored highlighter, underscore: County, Local Group, **OR** Members' names in the articles.
- c. If copies of news clippings are not available, use the News Form on the next page.

**8. OTHER RELATED MATERIALS / CORRESPONDENCE (1-3 Pages) ..... 0-5 Points**

Examples: brochures, flyers, thank you cards, etc. pertaining to the project

**PLEASE TYPE A SHORT, DOUBLE SPACED PARAGRAPH OF THE PROJECT  
 AND PUT INSIDE THE FRONT POCKET OF THE FOLDER  
 +5 OR -5 Points**



**OKLAHOMA HOME AND COMMUNITY EDUCATION, INC.**

## **NEWS FORM**

THE

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(Name of Local or County OHCE group)

has submitted a news story to:

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Name of Newspaper and location  
(Use newspaper stamp when possible, please)

Date \_\_\_\_\_

This form is to be used only when your project's story did not get printed in your local newspaper.

**Attach copy of your story please.**