

Checklist for Dora Maxwell Social Responsibility Recognition Award Entries

The following checklist will ensure that Dora Maxwell Social Responsibility Recognition Award entries are complete. Please include the completed checklist with your entry form.

- _____ Does the entry include **one** completed, typed entry form listing the credit union's name, address, FOM, number of members, number of employees, number of employees responsible for implementing the project, a contact person, and a description of **one** project (Question b)?

- _____ Does the entry form state that it is intended for the Dora Maxwell Award program? Does the project fit within the description listed on the top of the entry form?

- _____ Does the entry form reflect your credit union's current asset size?

- _____ Are all materials either in a three-ring binder, album or a spiral-bound book?

- _____ Does the entry describe the measurable goals of the program, including budgets, numbers of people involved, etc.?

- _____ Does the entry list the groups the program tried to reach and describe outreach strategies?

- _____ Does the entry show how activities were promoted and include sample articles, ads, flyers, brochures, descriptions and photos?

- _____ Does the entry include a timetable, budget, and results in the project description? (Be sure and include dollars and numbers.)

- _____ Is the typed entry form concise and readable? (Remember, more isn't always better!)

Include this checklist with your entry and return to your league by the deadline.