

Checklist for Louise Herring Award for Philosophy in Action Entries

The following checklist will ensure that Louise Herring Award for Philosophy in Action entries are complete. Please include the completed checklist with your entry form.

- _____ Does the entry include **one** completed 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?
- _____ Does the entry form state that it is intended for the Louise Herring Award for Philosophy in Action program? Does the project fit within the description listed on the top of the entry form?
- _____ Does the entry include current and previous years' (2 years total) balance sheets and income statements and/or NCUA's Financial Performance Report (FPR)?
- _____ Does the entry form reflect your credit union's current asset size?
- _____ Does the entry include promotional materials, descriptions and photos of the project and/or event?
- _____ Are all materials either in a three-ring binder, album, or a spiral-bound book?
- _____ Does the entry describe the program's goals and the actual results, including budgets, numbers of people involved, etc.?
- _____ Is the entry form concise and readable? (Remember, more isn't always better!)
- _____ Does the entry explain how the program demonstrates credit union philosophy in actual operations?
- _____ Does the entry show how the program went beyond what is normally expected of a credit union?
- _____ Does the entry demonstrate how members were educated about credit union philosophy?

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