



## STATE AWARD INSTRUCTIONS:

### 2011 Guidelines for Submission of Nominees for all WCR State of Florida Awards

1. Deadline June 15, 2011, WITH NO EXCEPTIONS.
2. Each Award Nomination Cover Sheet includes the qualifications for each Award and IS BASED ON WCR STATE INVOLVEMENT & PARTICIPATION.
3. Awards must have a Cover Sheet to be completed by the Person or Chapter who is nominating an individual.
4. Awards must have a Nomination Form to be completed by Nominee.
5. All Nomination forms **must** be typed & completed in full. No incomplete forms will be accepted.
6. Both forms must be completed and submitted together at the same time via email.
7. All Award Nomination Forms and Cover Sheets must be submitted by the Local Chapter President or the Local Chapter Awards Chair with the exception of the Chapter of the Year Award, Extra Effort Award, District Vice President's Award & Nominations from State Line Officer's, Governor's and DVP's.
8. Chapter of the Year Award Nominations must be submitted by the State Line Officers, District Vice Presidents or Governors.
9. Extra Effort Award must be submitted by State Leadership including Committee Chairs.
10. District Vice President's Award must be submitted by LCP's, Governors, or State Line Officer's.
11. Only one person may be nominated for each award submitted by a Local Chapter each year. A person may only receive one award per year.
12. Entrepreneur of the Year – Must be the most recent recipient of the Local Chapter Entrepreneur of the Year Award.
13. Forms are in Microsoft Word Format and to be submitted as a .DOC file.
14. When Saving DOC files the file name should be saved as follows:  
Award Type/Last Name of Nominee (for example MentorEricksen.doc).
15. Awards Cover & Nomination Form should be emailed to the State WCR Awards Committee at the email address stated on the state website.
16. All awards shall be Confidential.
17. Composition of Awards Committee shall be limited to only one member per Local Chapter.
18. There is no form for the State Chapter Website Award.