

INDIVIDUAL ENTRY GUIDELINES

1. Be sure to use the correct evaluation form. For chapter presidents and state delegates for newly chartered chapters, check the box that you are a 2 and under chapter. This includes newly chartered chapters after January 1 of the previous year.
2. Type the question and then the answer. There is no need to type what is in parenthesis. Using bullets under each question is preferred and makes it easier for the reader.
3. Use phrases if possible to explain what you did. Use details in answering questions – be specific. Example: 10 invitations sent out. Visited 3 chapters first trimester.
4. The first time an abbreviation is used, it SHOULD be spelled out. After it is used the first time the abbreviation may be used. Example: Chapter Information Packets (CIPs).
5. The evaluation should be no longer than 10 pages (not including substantiating material). Pages should be numbered.
6. Use margins of ½" (.50) or larger and font of 10 point or larger. A font style of Times New Roman or a similar font is preferred for ease of reading.
7. Your entry should be professionally done and presented in a neat format.
8. Mid-Year Entry: Completing the mid-year allows you an opportunity to prioritize your year and make adjustments as needed. You will receive a review of your goals/performance and be offered encouragement and tips specific to your needs including suggestions for any changes you might want to make for your year-end entry. Remember, this feedback is to help you improve your entry and suggest ideas/implementation that you might not have thought about.
9. Year-End Entry: Completing the year-end allows you the opportunity to honestly review your year, share your accomplishments, and support your successor. By giving a copy of your year-end to your successor you will be helping them get a better understanding of their new position. Although all year-ends will be considered for an individual award, not all entries may receive one. The year-end entries will be evaluated by a group of reviewers and the state president. Gold, Silver and Bronze keys will be awarded at Annual Convention.
10. Your Year-End Entry should consist of the following:
 - Limited to a 10 page typed entry, numbered
 - Your personal Plan of Action (Goals and Implementation)
 - You may include up to 5 pages of substantiating material; this helps to illustrate how you accomplished your goals and strengthens your entry. It is not required but is recommended.
11. Entries should be emailed to the R&R State Program Manager at rr@mnwt.org as either a word or pdf document. There is no monetary fee required to submit.

SUBSTANTIATING MATERIAL

1. A maximum of (5) pages is allowed. Examples: Chapter membership brochure, newspaper articles, pictures, etc.
2. Articles from newspapers, magazines etc. must show the name of the publication and the date published.
3. Photos must be labeled, with a brief description.

Your Personal Plan of Action (Goals and Implementation) is **NOT** part of your substantiating material.

Contact the R & R State Program Manager with questions.