

Writing Awards 101

Don't put it off - Meet with your board and your administration and get a candidate as soon as possible.

Know your subject - Meet with your candidate. Interview them, have them right down every program they have been involved in, not only with the school, but within the community and church.

The more material you have to work with the better your award will be.

Follow the rules - The Applications are very specific to what they will allow and what they need. Make sure you check each box off and have exactly what they are asking for. If you don't have a certain required part of the award they will disqualify it.

Writing the report - It is like a final term paper project from College. You need to write it and rewrite it, and have an editor. 😊 My husband is my editor. Don't be afraid to use big words, words with emotions, words that describe.

Example: Margie spends a lot of time at the our school and has started many programs. Or---- Margie gives freely of her excitement, passion, time and energy to the programs at our school and has pioneered many of the existing programs that are in place today.

Use quotes- .Get quotes from parents, students, peers, administration. They are very powerful in the context of the award. For example,

Since Mr. Hunter started the TSA program in 2002, Oak Canyon Junior High students have consistently received honors on both State and National levels. The following are comments from former students:

"When taking on projects or challenges for competition in TSA, Mr. Hunter always encouraged me to sign up for more that I normally would. This helped me to push beyond my predefined limits and enabled much growth and discovery." (Aaron M.)

"What Mr. Hunter did was way outside of his responsibilities; he would spend his time for the good of his students. He is serious about helping others achieve their goals." (Josh M.)

Get Recommendations – Different awards allow different amounts of recommendations. Just follow the guide lines and get as many as they will allow. Make sure you get from a variety of sources.

Highlight - When you make a bold statement, or one that is related directly to the questions asked, highlight it. It stands out and will make an impact on the judge's assessments.

Supplementary Materials – It says optional, but it makes a huge difference!