



LOCAL CHAPTER HISTORY Award Criteria

Any Local Chapters may participate in this category; however, special effort should be made by organizations in a milestone anniversary year.

INSTRUCTIONS

- 1) Entries for the Local Chapter History Award
 - a) should be submitted to the NYS Women, Inc History chair, see Leadership Directory for contact information in both hard copy and electronic form
- 2) Entry Format:
 - a) The words “**LOCAL CHAPTER HISTORY**” must appear on the cover and in the subject line of the email
 - b) Subsequent pages shall include the following **REQUIRED** information/format:
 - a. Number of members as of March 31 of the current year
 - b. Charter date
 - c. Local Chapters Historian contact information
 - d. Division of history into 5-year periods
 - c) Suggested information for inclusion in the history:
 - a. Copy of charter
 - b. List of Local Chapters Presidents
 - c. Local, region and state functions
 - d. NIKE articles
 - e. Members who accepted leadership positions at local, region and state level
 - f. Awards
 - g. Programming
 - h. Fundraising
 - i. Celebrations
- 3) Deadline for all submissions:
 - a. Entry must be postmarked or emailed no later than May 1 of the current year.
- 4) Judging:
 - a. is based on content (style, originality , neatness, substance), NYSW, Inc. focus, award submission instructions and required information. Suggested information will be used in a tie-breaking situation.
 - b. Will be conducted by the NYSW, Inc. Historian committee prior to the Annual Conference. Non-NYSW, Inc. judges may be selected to enhance the judging process.
- 5) Awards:
 - a. The committee will determine how the entry will be recognized based on NYSW, Inc. finances. Minimum recognition will be a certificate of participation.
 - b. All entries will be on display, if space is available, during the NYSW, Inc. Annual Conference. Arrangements for the entry to be picked up will be announced during the meeting.