

Guidelines for submitting BPW NZ Awards

Each year the projects committee judges the applications for awards which are given out at the annual conference. It is obvious that a lot of work goes into preparing these awards but unfortunately a few silly mistakes have been creeping into awards and those mistakes can make the difference between winning or losing .

Below are a few things to be aware off when submitting an award for conference.

- **Begin the planning for your award application early in the New Year so you have time to put it together without rushing it.**

Often mistakes happen when things are put together at the last minute. Awards for conference are always based on projects and events that have happened the previous year. There is no need to wait to the last minute to put them into an awards application format.

- **Read the criteria carefully and follow it. Don't improvise.**

There is a reason why it says "only two pages" or "president please sign here" or "please post not email"

- **Make a check list and tick off when each part of the application is completed.**

An in completed application cannot be judge and will be discarded.

- **Proof read the application and then ask someone else not involved in the application process to read the criteria and application before send it in.**

A fresh pair of eyes will often pick up something that may have been missed.

- **Allow plenty of time to get it into the post.**

We all know how much slower the mail has become so please allow plenty of time for it to get to the federation mail box.

- **Let the project convener know by email that you have put an application in the post.**

There would be nothing worse to be at conference thinking your club may be receiving an award and the application was lost in the mail and because no-one knew it was coming nothing was done about it.

- **Number the pages of the application.**

The applications all have to be photocopied so it is helpful to have all pages numbers in case they get mixed up with the photocopying

- **Presentation and binding.**

Please remember that all applications have to be photocopied and sent to the rest of the committee. Although it is nice to have the application arrive beautifully bound and presented they do have to be dismantled to be copied so a simple presentation is best.

- **If you are in doubt about any of the criteria or what award your project/events might fit into please contact the project convener for help.**

Good luck with your award applications for the coming year. I know there has been some great work done out there by clubs this past year and the committee is looking forward to receiving your applications for the Federation awards. All clubs should be able to enter for at least one awards.

Now is the time to start looking at the projects and events you have held over the past 12 months and look at where they fit into the award categories and start working on your applications.