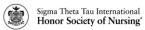


## **Definitions of Award Submission Requirements**

When submitting the supporting documents for your nomination online, please categorize them using the following descriptions from the drop-down menu within the form on **Step #4: Upload Supporting Materials**. A submitter may upload additional supporting documentation other than what is required.

Article: Newspaper, magazine or other periodical that provides sample of media coverage and/or supports fulfillment of criteria



<u>Artwork:</u> Published, displayed, printed, video, slides or other multimedia format of art

Audio: Music or other sound files (recorded interviews, presentations, speeches, etc.)

**Brochure:** A small booklet or pamphlet containing promotional material or program/product information

<u>Chapter Key Award form:</u> Excel Spreadsheet template for Chapters to complete in application for Chapter Key Award.

<u>Chapter newsletter:</u> A periodical published by a chapter containing news and announcements circulated on the chapter level. Chapter newsletters may be distributed by electronic mail.

Cover letter: A letter sent with other documents to explain more fully or provide more information

Curriculum vitae: A summary of one's education, professional history, and job qualifications

**Digital photo:** An electronic photograph in JPG, GIF or PNG format

**Letter of acceptance:** A letter from the nominee(s) acknowledging the award nomination and will accept the honor of award at congress/convention if chosen as recipient

**<u>Letter of support:</u>** A letter endorsing nomination in fulfillment of criteria

Other: Any supporting material not covered by listed file upload types

<u>Publication:</u> Books, periodicals, or other printed material

**Report:** Formal account or analysis of program, project or topic

**Screen shot:** Electronic copy of computer window or screen contents

**Signature page:** Scanned signature page from research dissertation

<u>Supporting narrative/Summary (criteria)</u>: A narrative summary addressing the criteria and how the nominee(s) meets or exceeds each bulleted criterion.

<u>Video:</u> A recording of a movie, performance, television program, event, etc.

Web site: A series of web pages on the World Wide Web indicated by a specific URL