



ASTRA SERVICE AWARD GUIDELINES

The ASTRA Club Service Award has been established by Altrusa International and sponsored by Altrusa International Foundation to encourage ASTRA Clubs to actively participate in service projects designed to meet specific needs in the local community or within their own school community. This award is an opportunity for Altrusa International to recognize outstanding ASTRA Clubs for their achievements in service.

District and International Competition

Service projects nominated for the ASTRA Service Award are judged each year at District Conferences. First-place winners from each District are entered in the competition at the International Level. Established judging criteria are used by Districts and by International. Projects will be assessed by impartial judges based on their merits and results. One (1) service project from Clubs-At-Large may be included in the competition at the International level. This service project selection will be organized and overseen by the International ASTRA Committee.

Eligibility

Every ASTRA Club is eligible to enter one (1) service project each year. Projects that are primarily fundraising projects are not eligible. Also, a project submitted for an ASTRA Service Award may not also be submitted for the Mamie L. Bass Service Award. Clubs can enter any service project that was:

- Conducted in its entirety during the twelve (12) month period ending prior to the date of submission of entries for judging; or
- Completed on or before the date of submission or entries for judging; or
- Club with projects of on-going nature may submit for judging those major activities conducted during the twelve (12) month period ending prior to the date of submission for judging.

Guidelines for Entries

- All entries may not exceed three (3) pages. Must be typed and single spaced with a 12-point font, black print on white paper and presented in PDF format.
- First page heading to be ASTRA Service Award Nomination and include Name of Service Project, ASTRA Club's name, sponsoring Altrusa Club, city and state, District and date of project. Must also include contact person with email address and phone number.

- SAMPLE:

ASTRA Service Award Nomination	
"Dr. Seuss – Read Across America" – March 2, 2018	
ASTRA Club of Central High School	Altrusa International of Springfield, Inc.
Springfield, CA, District Eleven	ASTRA Chair: Mary Jones
	mjones@mail.com 987-654-3211

- The following points or questions should be addressed in the summary to assist judges in evaluating the submission.
 - Selection of Project:
 1. Include reasons for choosing the project.
 2. The goals of the project.
 3. What resources were required for the project. If fundraising was necessary, describe the technique and how much was raised.

- Summary
 1. Who was impacted and how?
 2. Short and long-term consequences of the project.
 3. Facts that show the importance of this project.
 4. What was the club's membership involvement and describe how the ASTRA Club and its members benefitted by participating in the project?
 5. Was the sponsoring Altrusa Club involved? Describe their involvement.
 6. Photos may also be included as long as they are within the body of the three (3) pages and formatted within the PDF document.

Procedures for Submitting Entries

- Clubs submit entries for the District competition on or before the date established by the District Governor. Entries must be submitted electronically in PDF format.
- The winning District entry is forwarded to the International Office by the Governor or their nominee immediately following the close of District Conference.
 - Winning entries must reach the International Office no later than June 1st in the Convention year to be considered in the International competition.

Judging Committees

- The District Governor appoints the District ASTRA Chair, or another person if the District does not have an ASTRA Chair, to select three (3) individuals of the general public to serve as judges and provide them with judging instructions, criteria and score sheets.
- The International ASTRA Committee coordinates the International judging activity. The Chair appoints three (3) individuals of the general public to serve as judges.

Awards and Awards Presentations

The names of the winning entries should be kept secret until the time of the awards presentation.

District Awards: A Certificate of Merit is presented by the District to the First-Place award winning Club at each District Conference. Runner's up may be given Honorable Mention and all clubs may be given Participation Certificates.

International Awards at Conference: An award of \$100 (U.S. dollars) is presented by the International Representative to the winning ASTRA Club or Altrusa Sponsoring Club at the District Conference. For ASTRA Clubs-At-Large, an award of \$100 (U.S. Dollars) is given to the winning ASTRA Club or Altrusa Sponsoring Club. Checks shall be made out to the sponsoring Altrusa Club to handle the disbursement to the ASTRA Club.

International Awards at Convention: An award of \$300 (U.S. dollars) is presented to the First-Place ASTRA Club winner and awards of \$75 (U.S. dollars) are given to ASTRA Clubs winning First and Second-Place Honorable Mentions. Checks shall be made out to the sponsoring Altrusa Club to handle the disbursement to the ASTRA Club.

**ALTRUSA INTERNATIONAL ASTRA CLUB SERVICE AWARD
JUDGING CRITERIA AND SCORE SHEET**

I. Selection of Project (15 points)

- A. States reason for selecting project.
- B. Goal of the project.
- C. Resources that were required to complete project.

Maximum Points: 15

Points Earned: _____

II. Summary (30 points)

- A. Who was impacted and how?
- B. Short and long-term consequences of the project.
- C. Facts that show the importance of this project.
- D. Description of how the ASTRA Club and its members benefitted by participating in this project.
- E. If the sponsoring Altrusa Club was involved describe how.

Maximum Points: 30

Points Earned: _____

III. Cover Page (5 points)

ASTRA Club Name _____ Sponsoring Altrusa Club _____

Name of Project _____ Date of Project _____

Contact Information _____

Maximum Points: 5

Points Earned: _____