

# AWARD WINNING TIPS

## Label everything!

Be sure to put your full name and state on each support piece and application page that is entered.



## File uploads

3 files of 25 MB each can be uploaded. Use Adobe Acrobat Pro to combine documents and photos. Links for newsletters, curriculum and blogs are acceptable.

## Tell YOUR story clearly!

Don't forget the 5 W's—who, what, when where and WOW! Look for telling details and vivid examples that will help you to tell your story.



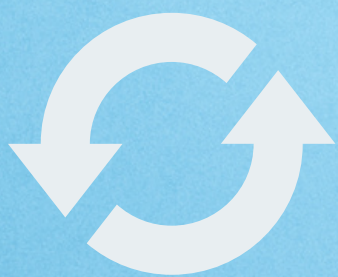
## Review, review, review!

Have colleagues, a mentor or even the area English teacher look over your application for typos, spelling and grammar mistakes.



## Follow the guidelines

Read the criteria carefully, making sure you follow them exactly when it comes to font size, number of support pieces & documentation.



## Try, try AGAIN!

Don't give up on applying, remember you are going against some of the best.

## Develop your entry to WIN!

Make your application look good—no small print or poor quality photos.



## Pay attention to details

The smallest item omitted could be the difference between 1st and 2nd place.

## Submit on time

Check your guidelines, give yourself and those assisting you time to complete award entries.

