ROTARY DISTRICT 5960
2019-20 District Awards Program- Award Submission Instructions

2019-20 AWARDS CRITERIA
2019-20 AWARDS CHECKLIST

1) Go to the District 5960 Awards page on the District Website
2) Click on each Award Checklist to open in a fillable PDF format
3) Complete the Checklist and provide narrative on page 2 (Please note: the narrative should provide detail for the items identified in the checklist. It is limited to one page. If additional narrative or description is provided, it will not be considered)
4) Once you have the Checklist/Narrative finalized (and any review by club members completed), go to the Awards Submission portal and complete submission for each award category:
   a. Question 1: Complete submitter’s contact information
   b. Question 2: Select Club Size Category (CLICK HERE for Club Sizes as of 7/1/2019)
   c. Question 3: Select the Award you are submitting
   d. Question 4: Attach completed Checklist/Narrative
   e. Questions 5-10: Attach supporting photos for the Award category
   f. Click Done
   g. Close survey, repeat steps to submit additional awards

Additional Notes:
• The deadline for submission is 11:59PM on Sunday, April 3rd
• Please make sure that the supporting pictures are indeed pictures used to support your checklist and narrative. If additional documents are uploaded, they won’t be considered. For example: don’t attach an example of your club bulletin. If you want to use your club bulletin as an example for something, take a picture of it and submit it as one of the supporting pictures.
• If you have any questions, please reach out to Awards Team Leader Mitch Popple (calmar.popple@gmail.com)