



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 or any other Altrusa award.

Guidelines for Entries

- All entries may not exceed **five (5) pages** (1 cover, 3 body and 1 photos). Must be typed and single spaced, one side with a 12-point font, black print on white paper and presented in PDF format. Photo page may be in black and white or color.
- **COVER PAGE:** (1 page)
 - Include the heading "ASTRA Service Award Nomination", Name of Service Project, ASTRA Club's name, city and state, date of actual project, District, sponsoring Altrusa Club, ASTRA Advisor's name, email address and phone number, ASTRA Club member's name and email address who wrote the application, and Certification statement signed by an ASTRA Club Member and ASTRA Advisor.
 - SAMPLE:

ASTRA Service Award Nomination

"Dr. Seuss – Read Across America"
 ASTRA Club of Central High School
 Springfield, CA
 March 5, 2020

District Eleven
 Altrusa International of Springfield, Inc.
 ASTRA Advisor: Mary Jones - mjones@mail.com - 987-654-1234
 ASTRA Club Member (who wrote application) name & email:
 John Smith, loveastra@mail.com

"I, ASTRA Club Member and ASTRA Advisor, certify the information provided in this application is true and accurate."

- **THE BODY of the Application:** (3 pages) The following should be addressed in the information provided to assist judges in evaluating the submission:
 - Abstract: In 100 words or less, summarize the service project including what the project is, goals, impact, and membership involvement.
 - 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.
- **PHOTOS:** (1 page)
 1. At least one photo is required.
 2. Photos may also be included as long as they are in one separate page and formatted in the PDF document.
 3. Photos may be in black and white or color.
- Additional Guidelines:
 1. **The application documents must be written by the ASTRA member(s).** Altrusans may give feedback to help ASTRA members learn about writing award applications, but Altrusans should not be the authors of this application.
 2. The certification statement on the cover page must be signed by an ASTRA Club Member and ASTRA Advisor.

Procedures for Submitting Entries

- ASTRA Clubs submit entries for the District competition to their District ASTRA Chairman, or person appointed by the Governor, by the **MARCH 1st DEADLINE** (for all districts). Entries must be submitted in PDF format unless specified otherwise by the District, and must be *received* by March 1st. Entries received late or that do not comply with guidelines will not be considered.
- The winning District entry is forwarded electronically to the International Office (astra@altrusa.org) by the Governor or their nominee (such as the District ASTRA Chair) immediately following the close of District Conference.
 - Winning entries must reach the International Office no later than **June 1st** each year to be considered in the International competition.
- Since only one winning ASTRA Service Award project can be submitted by each District to International each year, there should not be a tie for the first place winner. In case of an initial tie at the District level, the District must resolve the tie using the same district judges to determine one winning entry for the District award prior to District Conference.

Judging Committees for District and International

- The District Governor appoints the District ASTRA Chair, or another person if the District does not have an ASTRA Chair, to coordinate the District judging process, to select three (3) individuals of the general public who are unbiased and not in the same communities as the ASTRA Clubs 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 who are unbiased and not in the same communities as the ASTRA Clubs to serve as judges.
- Each one of the District judges will fill the score sheet for every entry evaluated and submit each score sheet with the total points earned back to the District ASTRA Chair. The same process will occur for the International 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 ASTRA Club at each District Conference. Each District may choose also to give a monetary or other award to the first place winner. Runner's up may be given Honorable Mention certificates and any other prizes as determined by the District. All clubs who submitted entries may be given Participation Certificates.

International Awards at District 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.

- AWARD CHECKS SHALL BE MADE OUT TO THE SPONSORING ALTRUSA CLUB, WITH A MEMO NOTE: "ASTRA SERVICE AWARD", TO HANDLE THE DISBURSEMENT TO THE ASTRA CLUB.

International Awards at International Convention:

An award of \$300 (U.S. dollars) is presented to the First-Place ASTRA Club Service Award 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 (not the ASTRA Club), WITH A MEMO NOTE: "ASTRA SERVICE AWARD", TO HANDLE THE DISBURSEMENT TO THE ASTRA Club.

REMINDER: Submit your ASTRA Service Award entry (not to exceed 5 pages) in PDF format *to your District ASTRA Chair* by mail or email so that it is **received by March 1st**.

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

ASTRA CLUB OF: _____ DISTRICT: _____ JUDGE'S INITIALS: _____

I. Abstract (5 points)

A. Synopsis of the project in 100 words or less. _____

Maximum Points: 5 **Points Earned:** _____

II. Selection of Project (15 points: 5 points each)

A. States reason for choosing project. _____

B. Goal of the project. _____

C. Resources that were required to complete project. _____

Maximum Points: 15 **Points Earned:** _____

III. Summary (30 points: 5 points each)

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. _____

F. At least one photo provided _____

Maximum Points: 30 **Points Earned:** _____

III. Cover Page (5 points: 1 point each)

A. Name of Project and ASTRA Club Name _____

B. Sponsoring Altrusa Club and District _____

C. Date of Project _____

D. Contact Information of ASTRA Advisor and ASTRA Club member _____

E. Certification Statement completed _____

Maximum Points: 5 **Points Earned:** _____

Grand Total: 55 maximum	TOTAL POINTS EARNED: _____
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