



Business and  
Professional  
Women/USA

**BPW/TN  
2008 Issues Management Award  
Official Entry Form**

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Name of Local Organization

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City State # of Members

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Title of Entry

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Date(s) of Project

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Name of person preparing entry

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Address

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City, State, Zip

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Home Phone Business Phone Email Address

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Date Submitted to State Issues Management Chair

Planning and implementation of your work on this project involved the participation of \_\_\_\_\_ percent of your Local Organization's membership.

This official entry form and supporting materials are to be submitted by the local organization to the state Issues Management Chair and post marked no later than April 30, 2008. State judges will select one outstanding entry and forward it to National for consideration for the Excellence in the Issues Management Advocacy Award to be presented at National Convention.

Entries (which cannot be returned) must be consistent with BPW/USA's Mission Statement and vision and in promoting the National Legislative Platform.

Each entry must include the completed Official Entry Form as well as any supporting materials, such as newspaper clippings, photographs and other publicity. Please keep in mind that entries must be easily duplicated for consideration by the judges. Entries must not exceed four (4) total pages in length, double-spaced with 1" margins, and font size no smaller than 10 pt. Pages must be single-sided only. The entry form must be completed in its entirety, but will not be included in the four (4) page length maximum.

**EACH LOCAL ORGANIZATION ENTRY SHOULD INCLUDE THE FOLLOWING IN ESSAY FORM:**

1. Description of the event/project and its overall objective
2. Description of the planning process and steps to implementation
3. Identify collaborative efforts with other organizations
4. Describe public relations efforts
5. Report attendance/participation at the event/project
6. Report new members gained as a result of the event/project
7. Describe the outcome and whether the event/project achieved its overall objective

Submit all entries to:

MARY SCOTT  
Issues Management / Legislation Chair  
513 Four Lakes Drive  
Antioch, TN 37013  
[scomard@aol.com](mailto:scomard@aol.com)  
Home# 615-837-8443  
Work #615-794-0166

## 2008 BPW/USA Issues Management Award Guidelines

The purpose of the Issues Management Award is to recognize outstanding programs and events that are not legislative-related. Examples include WOMENomics, National Business Women's Week events, health and education issues, Equal Pay events, and other BPW signature events or issues that are not tied to specific legislation.

**To be eligible for an Issues Management Award, the local organization must submit a Planning Outline to the Issues Management Chair, postmarked or emailed no later than September 15, 2007.**

Entries should be:

1. Have 2 copies of each award entry, one should be loose bound for reproduction purposes
2. DO NOT include audio/visual materials or use ring binders or other bulky methods of reproduction
3. No entry may exceed 4 pages in length
4. Double spaced lines, with 1" margins
5. Font size not smaller than 10 point
6. Pages must be single-sided only
7. Entry form must be completed in its entirety, but will not be included in the 4 page length maximum

Entries are judged on their relevancy to BPW/USA's mission and vision and in promoting the National Legislative Platform. Each entry will also be judged on the program or project's impact, planning and implementation process, membership involvement (both current and prospective members), media coverage, and overall quality of the project.

### JUDGING CRITERIA

|                |   |
|----------------|---|
| <u>Mission</u> | Entry project addresses issues consistent with BPW/USA's mission to achieve equity for all women in the workplace. <i>(Points awarded on a scale of 1-15)</i> |
| <u>Process</u> | An effective process was used in planning, developing, and implementing the project. <i>(Points awarded on a scale of 1-10)</i>                               |
| <u>Impact</u>  | The impact on the entry's target population (i.e. BPW members, general community, etc.) is significant. <i>(Points awarded on a scale of 1-10)</i>            |
| <u>Members</u> | Entry project involved collaboration, included prospective members and resulted in new members. <i>(Points awarded on a scale of 1-10)</i>                    |
| <u>Media</u>   | Entry project received media and publicity coverage. <i>(Points awarded on a scale of 1-10)</i>   |
| <u>Quality</u> | Overall quality, content and presentation of the entry project are significant. <i>(Points awarded on a scale of 1-10)</i>                                    |

*Maximum total points = 70 points*

**CERTIFICATES of APPRECIATION will be issued for Issues Management to the local organizations having the best program promoting our Federation Objectives and the Focus Issues of 2007-08 in the following membership categories.**

- Local Organization with 10 members or less**
- Local Organization with 11-20 members**
- Local Organization with 21 members or more**

**A TROPHY will be presented to the overall winner of the State Issues Management Award. The winner will be selected from the individual Issues Management Award winners in the categories listed above.**

MARY SCOTT - Issues Management / Legislation Chair  
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