



GETTING STARTED.....Helpful hints.....

1. PURCHASE A LARGE POCKET FILE FOLDER....at least 10 - 12 pockets....OR CONSTRUCT A SIMILAR ONE IN A BOX.
2. **MEMORIZE AND USE NCRSP STATE GOALS IN PLANNING PROGRAM OF WORK.**
FAMILIARIZE ALL MEMBERS WITH GOALS AND THIS AWARDS FORM.
3. APPOINT 2 OR 3 MEMBERS TO COLLECT ALL INFORMATION AND FILE FOR LATER USE IN NOTEBOOK FOR ENTRY IN PROGRAM. YOU ARE THE LEADER...SHOW ENTHUSIASM.
4. CREATE TABS FOR EACH NCRSP GOAL TO PLACE ON A SECTION OF FILE FOLDER AND CONSTANTLY FILE INFORMATION IN THE CORRECT SECTION.
5. KEEP COPIES OF AGENDAS, NEWSLETTERS, CARDS, LETTERS, PRINTED INFO FROM WEB SITE, MEDIA COVERAGE, COMMUNITY SERVICE HOUR REPORTS, ETC.... this becomes your verifying documentation that relates to Optional Choices for Point Credit. This is the 20 activities listed with suggested verification. ALL AWARDS WILL NOW BECOME A PART OF THE GOLD STAR AWARDS, a comprehensive awards programno individual awards for newsletter, community participation, etc., everything will be entered as one document...all parts are important.

Have A Great Year!