



GOLD STAR AWARD
GETTING STARTED..... HELPFUL HINTS



REMEMBER: YOU ARE THE LEADER, SHOW ENTHUSIASM!

ALL PREVIOUS AWARDS WILL NOW BECOME A PART OF THE GOLD STAR AWARDS, A COMPREHENSIVE AWARDS PROGRAM. THERE WILL BE NO INDIVIDUAL AWARDS FOR THE NEWSLETTER, COMMUNITY PARTICIPATION, ETC. EVERYTHING WILL BE ENTERED AS ONE DOCUMENT AND ALL PARTS ARE IMPORTANT.

1. PURCHASE A LARGE POCKET FILE FOLDER WITH AT LEAST 10-12 POCKETS, OR CONSTRUCT A SIMILAR FILING SYSTEM IN A BOX.

2. MEMORIZE AND USE THE **NCRSP STATE GOALS** (SEE GOALS DOCUMENT) IN PLANNING YOUR PROGRAM OF WORK. FAMILIARIZE ALL MEMBERS WITH THE GOALS AND THE AWARDS ACTIVITIES.

3. CREATE TABS FOR EACH NCRSP GOAL TO PLACE ON A SECTION OF THE FILE FOLDER AND CONSTANTLY FILE INFORMATION IN THE CORRECT SECTION.

4. APPOINT 2 OR 3 MEMBERS TO COLLECT ALL INFORMATION AND FILE FOR LATER USE IN THE NOTEBOOK FOR ENTRY IN THE PROGRAM.

5. KEEP COPIES OF AGENDAS, NEWSLETTERS, CARDS, LETTERS, PRINTED INFORMATION FROM WEB SITE, MEDIA COVERAGE, COMMUNITY SERVICE HOUR REPORTS, ETC. (THIS BECOMES YOUR VERIFYING DOCUMENTATION THAT RELATES TO 'OPTIONAL CHOICES FOR POINT CREDIT' --- THE 20 ACTIVITIES LISTED WITH SUGGESTED VERIFICATION.)