

# SERVICE TO MANKIND PROGRAM

## Entry Format

This is Sertoma's number one recognition award for a volunteer who does not hold membership in a Sertoma Club. Presentation of the award should be based on the amount of service provided by the volunteer to the community, state, province or nation. The following guidelines will help you present your Club candidate in the best manner for District, Regional and International consideration.

1. The entry shall be limited to 1,000 words.
2. The title page should include:
  - name of award
  - name and location of Sertoma Club
  - complete name and address of the recipient (include ZIP code)
3. The second page will tell the story of your recipient and should include:
  - a brief opening statement — what community service has the recipient performed?
  - the main body of the entry — expand on community service activities. Description of community service activities should represent 75 percent of the total written entry.
4. The recipient's personal history and how it relates to the recipient winning at the Club level should represent 10 percent of the written entry.
5. The recipient's family information—married, single, children, interests, hobbies, church, clubs, etc. — should represent 10 percent of the written entry.
6. The summary is an opportunity for a strongly worded statement from the Club as to why the recipient is deserving of further recognition. This section should represent 5 percent of the written entry.
7. Winners of the Club Service to Mankind Award should be honored by appropriate awards presentations at banquets or other special functions arranged by the Sertoma Club.

A plaque appropriately lettered, for each Club winner, may be purchased from International Headquarters by the Club. Please give the winner's name, Club name, Club President's name and date of presentation.

**EXPIRES AUGUST 31, 2000**

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