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A. What is really needed to apply for the Award for Excellence?

Application procedure:

1. Electronic submission via e-mail using attachments (preferred)
   
   nccs@netbsa.org
   
   or
   
   via US mail with a DVD/CD or 8 ½ x 11” document.
   
   NCCS
   
   Attn: Award for Excellence
   
   PO BOX 152079
   
   Irving TX 75015-2079

2. Provide a Table of Contents

3. Include all relevant communications, forms, flyers, pictures, patch designs, etc. so anyone can replicate the activity or event.

4. Deadline is January 1 of each year.

Note: You do **NOT** need to provide all the information listed below. The following pages are things you may want to consider when submitting your application. The key is to provide all the relevant information so the activity or event can be replicated by anyone.
B. Planning

1. Origin and evolution of the idea

2. Approval or endorsement of the project

3. Concrete steps
   a. Organization/responsibilities
      i. Communications
   
      ii. Publicity
   
      iii. Registration
   
      iv. Accommodations (site and facility)
   
      v. Program
   
      vi. Hospitality and food services
   
      vii. Clean-up
   
   b. Timetables, schedules
   
   c. Meetings
      i. Dates and minutes (attach meeting minutes as Appendix)
   
   d. Correspondence

4. Itemized list of costs

5. Financing
   a. Subsidies
   
   b. Fees
C. Implementation

1. All communication and publicity
2. Forms, information
3. Programs
   a. Schedules provided
   b. Staffing
      i. Responsibilities
      ii. Recruitment
4. Meals and hospitality
   a. Menus
   b. Arrangements

D. Evaluation and report

1. Method and forms used
2. Debriefing technique
3. Copy of final report