

**KANSAS ADULT EDUCATION ASSOCIATION
HUMANITARIAN/AWARENESS AWARDS**

**Entry Form
and
Information Sheet**

NEWSPAPERS

_____ daily circulation
_____ suburban weekly or biweekly

RADIO AND TELEVISION

_____ radio
_____ television station (public or commercial
including cable companies)

OTHER INDIVIDUALS

specify:

INDIVIDUAL JOURNALISTS

_____ print media
_____ electronic media

BUSINESS/INDUSTRY

_____ corporation
_____ small business

Please complete form below. In addition to name of publication, electronic medium, or business, please give name of person to contact at business whether or not this entry is in an individual category.

(name of publication, electronic medium, business or individual)

(name of contact person)

_____ (street) _____ (city) _____ (zip) _____ (phone w/area code)

(name of local education association nominating candidate if such is the case)

(name of person completing form for association)

_____ (street) _____ (city) _____ (zip) _____ (phone w/area code)

Entries will be returned only upon request. All times entered must have been published or broadcast between September 1 and September 1. Winning entries may be examined by the public at KAEA headquarters for one month after awards are announced.

MAIL ENTRIES TO KAEA PAST PRESIDENT

Instructions for preparation of entries

Preparation need not be elaborate or expensive. The following represent rules, guidelines and suggestions.

Printed entries

1. Entries must be complete; i.e., they should include items representing activities over the entire year--not just the last few weeks, months or a portion of the year.
2. Supportive evidence should consist of clippings of news stories, feature articles, editorials, series or other material.
3. Try to keep it in one volume such as an inexpensive scrapbook. Use some kind of binder. You may stick clippings with rubber cement. Do a minimum layout in order for clippings not to overlap binder sheets; otherwise, they get lost and torn. Make it easy for judges to read in one position. In other words, may it easy to judge.
4. Emphasis in judging is on locally developed reports or printed material, including pictures. No wire service or syndicated material should be submitted.
5. Clippings should be complete (jumps included), dated and in chronological order.
6. The name of the publication should be apparent, as should the places where the news occurred or articles were developed.
7. No paid ads, please.
8. Feel free to write in your comments if you think they will help the judges.

Electronic media entries

Many of the rules and guidelines above apply in principle to radio and television entries and may be adapted. Exhibits must consist of scripts and written or recorded summaries of education coverage during the judging period. Other things are helpful, such as time log; excerpted tapes, video tapes and film; and descriptive brochures. However, it is not necessary to spend large amounts of money and effort in preparation.

Individual journalists

By-line material or other material, which can be identified as the work of a specific individual, is best, but judges take the candidate's word when by-lines and other such evidence are not available. Jointly developed works such as dual by-line stories may be entered by a team of two or more journalists.

Other individuals

To nominate persons identified as being individually supportive of literacy awareness, use two above as a guideline and choose the suggestions that fit your nominee's activities.

Entries will be returned only upon request. Members at KAEA Annual Conference may examine winning entries after awards are announced.