

## INDIVIDUAL ENTRY GUIDELINES

1. When typing the entry use proper outline form. Type the question and then the answer. There is no need to type what is in parenthesis.  
(Outline Example Below)  
I.  
    A.  
        1.  
            a.  
                (1)
2. Be sure to use the correct outline. The evaluations entitled New President and New State Delegate should be filled out by new local chapter presidents or state delegates. This includes newly chartered chapters after January 1 of the previous year.
3. Do not be wordy. Use phrases if possible to explain something. Use details in answering questions – be specific.  
Example: 10 invitations sent out. Visited 3 chapters first quarter.
4. The first time an abbreviation is used, it must be spelled out. After it is used the first time the abbreviation may be used.
5. The evaluation should be no longer than 10 pages (not including substantiating material-Chapter/District Handbook). Number each page in the lower right hand corner.
6. The font is to be no smaller than 10 point; Font style Times New Roman preferred.
7. Page margins to be no less than .50 (1/2")
8. Do not use colored paper.
9. Watch typographical errors – have someone review your entry before you submit.
10. **Mid-Year Entry:** Attach a cover sheet stating your name, chapter and position. There is no need to place the mid-year in a 3-prong paper folder. This is only needed for the year-end. There is no need to submit substantiating material with your mid-year.
11. **Year-End Entry:** Should be placed in a **3-prong paper folder** with a 2 x 4 label on the front cover with the following information:  
Name:  
Chapter:  
Position:  
Year:
12. Your Year End Entry should consist of the following items in this order:
  - 10 page typed entry in outline form, numbered in the lower right hand corner.
  - Your Personal Plan of Action (Goals and Implementation)
  - (5) Pages of Substantiating Material: Numbered in the lower right hand corner
  - Chapter/District Handbook (Chapter Presidents and District Directors Only – This is the Handbook/Plan of Action that is distributed to each of your members)

## **SUBSTANTIATING MATERIAL**

1. A maximum of (5) pages is allowed.  
Examples: Chapter membership brochure, newspaper articles, pictures, etc.
2. Your Personal Plan of Action (Goals and Implementation) is NOT part of your substantiating material.
3. Number pages 1-5 in the lower right hand corner.
4. One manual, newsletter or three letters pertaining to the same subject may count as one page. Cut off the lower right hand corner of all but the last page and number the last page.
5. Articles from newspapers, magazines etc. must show the name of the publication and the date published.
6. Photos must be labeled, with a brief description. DO NOT stack photos. Each page of pictures is to be counted as one page.
7. Scanned photos may be used but they must be in color and of good quality.
8. Materials must be arranged on one side of an 8 ½ x 11 white piece of paper. Securely fastened. Reduced copies will not be accepted.
9. Contact the R & R State Program Manager or your chapter's R & R Manual with any additional questions.

The entry is submitted to the current R & R State Program Manager by the deadline listed on the Women of Today calendar or in her CIP. There is no monetary fee required to submit.