For: Unit Presidents

**# Due to Area Director**

LOCAL UNIT PRESIDENT’S AWARD CHECKLIST For AREA \_\_\_\_\_\_\_\_

Unit: President:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AWARDS** and **(Due Date)** | **LUP Guide page** | **DATE COMPLETED** | **Destination** | **Comments:** |
| 1. Handbook (November 1) | Page 5 |  | **# Area Director** |  |
| 1. Unit of Excellence   (March 1) | Page 7-8 |  | **# Area Director** | Hardcopy page 24 |
| 1. Public Relations (March 1) | Page 6 |  | **# Area Director** | Newspaper, radio, clippings, picture ofmarquee, etc |
| 1. Newsletter (March 1) | Page 5 |  | **# Area Director** | 2 Different newsletter |
| 1. Scholarship (March 1) | Page 6 |  | **# Area Director** | Hardcopy page 21-22 |
| 1. Scrapbook (March 15) | Page 6 |  | **# Area Director** |  |
| 1. History (June 1) and front and back GREA scrapbook page | Page 5 |  | \*State Office: and  # **Area Director (**needs copy of p. 21) | Hardcopy page 21 |
| 1. 10% Membership Growth | Page 5 |  | \*State Office | State Office will verify |
| 1. Archives & History   (March 1) | Page 4 |  | GREA State Office  ATT: Archives & History  322 Oak Street, Suite 1  Gainesville, GA 30501 | Archives & History  $25.00 |

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| **AWARDS** and **(Due Date)** | **LUP Guide page** | **DATE COMPLETED** | | **Destination** | **Comments:** |
| 1. GREA Foundation   (March 1) | Page 4 |  | | Dr. Bill Gardner  11 Springer Way  Rocky Face, GA 30740 | GREA Foundation $50.00 |
| 1. GREA Museum (March 1) | Page 5 |  | | Georgia Educators Museum, Inc.  P.O. Box 3391  Gainesville, GA 30503-3391 | GREA Museum  $100.00 |
| 1. Spotlight Ads (sell 10 or more ads) (March 1) | Page 7 |  | | \*State Office | March for Convention credit, July for credit. |
| 1. Community Service *(Volunteer Log p, 25)* | Page 4 (9) | Date | Total # of hrs. | \*State Office and  **# Area Director** | Send total number of hours per unit to AD |
| Local Unit Officer Information Sheet  (June 1) NOT AN AWARD | Page 2 |  | | \*State Office and  # **Area Director** | Hardcopy page 26 |

***State Office Address***

GREA

Park Place 1

322 Oak Street

Gainesville, GA 30501-3580

**# *Area Director’s Name and Address:***

Local Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Unit President\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_