

SERVICE AWARD PROGRAM

USE THIS FORM FOR REPORTING YOUR CLUB'S COMMUNITY AND YOUTH ACTIVITIES AND FUND-RAISING PROJECTS. THIS FORM ALLOWS RECOGNITION BY THE DISTRICT FOR BOTH THE CLUB'S WORK AND THOSE DOING THE WORK.

The web form uses Microsoft Excel. You may fill in the blanks on this form using Excel and totals will be automatically computed for you. You can then either print the form for distribution, or email a saved copy to the required recipients...A&A Chair, Governor, District Secretary, Lt. Governor.

POINTS TO REMEMBER:

1. Include your official club name, club number, and zone number.
2. This report may be submitted monthly or quarterly, with your quarterly Achievements and Awards form, or as your projects are completed. Remember to count 150 points credit on your quarterly A&A form for each youth or community service activity. *Do not count points for fund-raisers (see A&A Instructions.)*
3. All information as denoted by the headings should be included. Remember, fund-raising projects can be reported on this form. Club activities that are purely social should not be reported.
4. There is space provided to report three (3) projects other than Optimist International projects. Multiple forms may be used if you need more space.
5. Follow the distribution code at the bottom of the form for submission.

This form is self-explanatory, but if you have questions, contact the [A&A Chair](#) for assistance. Additional forms may be obtained from the District Secretary or the website.

TAKE ADVANTAGE OF THIS PROGRAM TO GAIN RECOGNITION FOR YOUR CLUB!