

INSTRUCTIONS AND CHECKLIST FOR HANDLING SUNYCUAD AWARDS FOR EXCELLENCE JUDGING

Before the Judging:

- _____ Open all packets and make sure an entry form is attached to all submitted materials.
- _____ Keep track of the number of entries you receive. We need to know the number of entries and the names of the institutions who entered in each category.
- _____ If necessary, separate the materials into subcategories.
- _____ If a self-addressed, stamped postcard is provided, then acknowledge receipt of materials.
- _____ Contact Amy Kremenek, (315) 498-2988 if you feel that an entry should be disqualified, if it is entered in the wrong category, or if there are any questions at all.

After the Judging:

- _____ Prepare a list of winners according to the sample provided for you in your judging packet.
- _____ Arrange all winning entries according to the winners' list. Write the award given on each entry form in the top right-hand corner.

- _____ Make two copies of the front side of all winning entry forms. One set is to be attached to the winner's letters and one set should be sent to Amy Kremenek.

- _____ Package all winning materials, including abstracts and the list of winners, and ship them to Amy Kremenek, Chief Public Affairs Officer, Onondaga Community College, Coulter Library Suite 209, 4585 West Seneca Tpke., Syracuse, NY 13215-4585
This should be done as soon as possible once the judging has been completed.

- _____ Send letters to all winners notifying them of their award. A sample form letter is included in your judging packet. All correspondence should be sent to the person who submitted the entry. Attach a copy of the winning entry form to the letter so the winner knows which of his or her entries is being honored. Send copies of all letters to winners to Amy Kremenek. All winners will receive an additional congratulatory letter from the SUNYCUAD president, have their names posted on the SUNYCUAD web site in June, and receive a plaque at the SUNYCUAD conference in June. Send copies of all letters to winners to Amy Kremenek.

- _____ Send letters to all other entrants, and include the judges' comments. A sample form letter for those who submitted entries, but did not win, is included in your judging packet. We are doing this in order to share constructive criticism with entrants to better prepare them for future entries. All correspondence should be sent to the person who submitted the entry.

- _____ Write your Host Coordinator/Judges' Report *immediately* after the judging is concluded and send it to Amy Kremenek.

- _____ Write a letter to your judges thanking them on behalf of SUNYCUAD for their work. Send a copy to Amy Kremenek.

- _____ Discard non-winning materials.