

Louisiana Department of Environmental Quality
KEEP LOUISIANA BEAUTIFUL
5th Annual State Awards

2007 State Awards Deadline June 15, 2007

How to Enter

Only those entries in compliance with these guidelines will be judged:

*** These award applications must cover program activities for June 1, 2006 through May 31, 2007.**

1. Complete the Award Information Sheet (attached), which will be the first page of your entry.
2. Type an Executive Summary, responding to the questions contained in the "Writing Your Executive Summary" section. Do not exceed two double-sided pages (four sides).
3. Add up to four double-sided pages of supplemental material numbered 1-8, not including the Award Information Sheet and Executive Summary. Supplemental material can include press clips, brochures, photographs, letters of endorsement, proclamation, etc. Please do not include bulky items such as t-shirts and posters.
4. Submit up to five un-cropped photographs that feature your organization's work. These photos may be duplicates from your supplemental material. They will be used in a multi-media display at the awards luncheon if your organization is selected as a winner.
5. Photographs **MUST** be submitted on disc in .jpg format.
6. One hard copy of the award application must be mailed to the Department of Environmental Quality, Keep Louisiana Beautiful Awards, Post Office Box 4313, Baton Rouge, LA 70821-4313 (Attention: Linda Levy) and one copy shall be emailed to linda.levy@la.gov. Award applications may also be hand-delivered to Department of Environmental Quality, 602 North 5th Street, Baton Rouge, LA 70802. All applications must be received no later than June 15, 2007.

Writing Your Executive Summary

Type the name of your organization, city, and state in the top right-hand corner of the first page of your Executive Summary. Answer the questions below. This is the most important part of your entry, and is read carefully by the judges. Summaries must be typed and answers must be numbered to match the questions. Please do not use clip art or colored ink in this portion of your entry. Use no less than one-inch top, bottom, and side margins on standard 8 1/2" x 11" paper, with a type size no smaller than 12 points. You may single space or double space your summary.

1. **Background and Statement of Need**—What was the motivation for your project/program?
2. **Execution of Program**—Describe your project/program. What activities were involved?
3. **Budget, Impact, and Community Involvement**—What was your budget? Describe the volunteers, in-kind donations, number of volunteer hours or other goods and services you received from the community, businesses, schools, government resources, individuals, etc.

4. **Results and Sustainability**—What are the results, community benefits, etc., that your program achieved? Is this a continuing effort? Does it dramatize the need for ongoing action?

Diane Chandler Award

1. **Background:** Provide a brief history of your nominee including how he or she first became involved in community or environmental projects. Include the nominee's background, qualifications, number of years involved, and other accomplishments.
2. **Leadership:** Describe your nominee's leadership qualities. Include how civic groups, the business community, individuals, or others were involved in his or her projects.
3. **Community and Environmental Action:** Describe the litter prevention activities, beautification and community improvement programs or minimization of waste initiatives the nominee has participated in and/or spearheaded.

Judging, Notification and Presentation

First Place, Second Place, and Third Place recognition may be awarded for the following award categories:

(1) Litter Prevention, (2) Beautification and Community Improvement, (3) Waste Reduction, and (4) Law Enforcement. An individual winner will be selected for the Diane Chandler Award.

Nominations will be judged by an independent panel of judges.

Winners will be announced at the:

2007 Keep Louisiana Beautiful State Conference
August 23-24, 2007, in Lake Charles, Louisiana
L'Auberge du Lac Hotel and Resort

For conference information:

www.keeplouisianabeautiful.org, or

Leigh Harris, Executive Director

Keep Louisiana Beautiful, Inc.

17170 Perkins Road, Baton Rouge, Louisiana 70810

Telephone: (225) 752-7446

Email: leigh-harris_klb@cox.net

2007 Keep Louisiana Beautiful Awards Information Sheet

Name: _____ Phone: _____
Title: _____ Fax: _____
Organization Name: _____ E-mail address: _____
Street Address (No P.O. Boxes): _____
City, State, Zip Code: _____

(All correspondence will be conducted via email unless no email address is provided)

Eligible Group: (select only one)

- Nonprofit/Civic/Community Organization
- Youth Group/School
- Government Agency
- Business/Professional Organization

Category: (select only one)

- Litter Prevention
- Beautification and Community Improvement
- Waste Reduction
- Law Enforcement
- Dianne Chandler Award

Name as it should appear on the award:

Type the name exactly as it should appear on the award (limit 50 characters, including spaces).

ENTRY CHECKLIST

- 2007 Keep Louisiana Beautiful Awards Information Sheet
- Executive Summary, two (2) double-sided pages
- Supplemental Material, four (4) double-sided pages
- Five Photographs
- One hard copy of the award application mailed and one copy emailed to linda.levy@la.gov. Document must be in Microsoft Word and photographs provided in .jpg format.

Questions? Contact:

Karen Fisher-Brasher or Linda Levy, Louisiana Department of Environmental Quality

Email: karen.fisher@la.gov or linda.levy@la.gov

Telephone: (225) 219-3265 or 225-219-3241

Organizing Your Entry

Your award entry will be examined by several individuals, so be sure to put all materials in a binder that can withstand frequent handling. Clear plastic sleeves inside a three ring binder are an excellent way to display your award application and material.