



## Violet Richardson Award Club Transmittal Form

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This form must accompany the entry submitted for judging from the club to district or region level. Keep a copy of the application and the completed transmittal form for club files and mail the **original** application and transmittal to the designated member at the district or region level by **January 15th**. For the correct address, see the list of region chairs or contact the region governor.

**DO NOT SEND CLUB MATERIALS DIRECTLY TO HEADQUARTERS.**

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Please fill in the information requested below:

Entry submitted by SI of \_\_\_\_\_ Region: \_\_\_\_\_

Entry submitted by (Name and Title): \_\_\_\_\_

Phone/fax/e-mail: \_\_\_\_\_

### I. Our Violet Richardson Award honoree is:

Name: \_\_\_\_\_

Organization where she volunteers (include the name of organization, contact name, address, phone number and e-mail): \_\_\_\_\_

\_\_\_\_\_

### II. Recognition

1. The following recognition was given to our honoree:

a) Certificate or gift: \_\_\_\_\_ b) Cash award of US\$ \_\_\_\_\_ (amount)

c) Public recognition such as being mentioned in local press/media: (please describe)

\_\_\_\_\_

\_\_\_\_\_

d) Other: (please describe)

\_\_\_\_\_

\_\_\_\_\_

2. Awards of US\$ \_\_\_\_\_ (amount) were given to \_\_\_\_\_ (number) runners-up.

### III. Donation (fill in if applicable)

1. A donation of US\$ \_\_\_\_\_ was given to her volunteer organization.

2. Donations of US\$ \_\_\_\_\_ were given to the runner-up's volunteer organizations.