

The award packet was designed to standardize the program. You must use the forms on [bassmaster.com](http://bassmaster.com) to enter. Just follow the instructions below to submit your notebook—it's easy!

**1. Decide what categories your club will enter.** Use the list of categories as a reference; the description will help you determine if your chapter qualifies for that category. You may enter as many categories as you wish.

**2. Complete the introduction pages.** There's an introduction page for each category; only complete and submit the introduction pages for the categories you wish to enter. On the introduction pages you should type or print why your chapter is outstanding in that category. List all project numbers that pertain to this category in the space provided at the top of the page. You may have as many projects as necessary, just remember to list all of them.

**3. Organize your projects.** Each project should be assigned a number, and a project information sheet should be filled out for each project. Complete all of the information requested on the project information sheets. This will include the project name, chapter name, description of project, reasons for conducting the project, man-hours involved, amount raised (if it was a fundraiser) and other organizations involved. At the top of the sheet please circle the appropriate category.

You may circle more than one. For instance, if your club conducted a benefit tournament for a boys and girls home you might want that project considered for both the special event and youth awards. Just circle Event and Yth at the top of the project sheet. The abbreviations are as follows: Con - Conservation, CS - Community Service, PR -

Public Relations, Event - Special Event, Yth - Youth, Chp/yr - Chapter of the Year, Jr. Club - Outstanding Overall Junior Club. Make sure you complete every question, if a question does not apply to your project, simply put a N/A beside the question. **Remember, your entry will be judged on content not quantity!**

**4. Assemble your notebook.** All category information sheets should be placed in the front of the entry in the same order as on the list of categories. Behind the category information sheets you should place your project information sheets (1 through whatever) and behind each project sheet you should place your background and supporting information.

Repeat this step until all your projects are included. Note: Please use original pictures when possible and remember no videotapes are allowed! Your notebook will be returned, however, some pictures may be used by BASS for promotional materials. Upon request we will return all photographs used in promotional materials. The submission of an entry is consent for your materials to be used for publicity.

**5. Check your notebook.** Check your notebook to make sure that it is in the correct order and that you followed all rules. Your notebook will be disqualified and returned if you do not follow these basic rules: **Do not include materials (pictures, articles) from past years. If I find materials from previous years, I will return your notebook. Do not mention past Outstanding Achievement Awards you have received, only projects for the 2004 calendar year will be eligible, your chapter must maintain affiliation with National Federation throughout the contest, you must use the packet on [bassmaster.com](http://bassmaster.com) for your notebook, only one notebook from each Chapter will be accepted.**

**6. Mail your notebook. I must RECEIVE your notebook by January 15, 2005**—be sure to mail it properly so that I will have it on the 15th. Enclose your name, chapter name and address so I can return your notebook properly. All notebooks will be returned!

Once I receive your notebook it will be submitted to an unbiased judge in your respective BASS Federation® division.

Divisional winners will receive a plaque and their entries will then be forwarded to a National judge. National winners from each category will be able to send one representative to the 2005 BASS Federation® Championship.

**So get busy on your award winning entry! Send it to the following address by January 15, 2005:**

BASS Federation  
Attn: Jodi Hatley  
5845 Carmichael Road  
Montgomery, AL 36117

If you have any questions, please feel free to contact Jodi Hatley at (334) 272-9530 or by email at [jodi.r.hatley@bassmaster.com](mailto:jodi.r.hatley@bassmaster.com). I look forward to receiving your notebook soon!