



ANNOUNCEMENT of AWARD RECIPIENT

(This form must be used to announce all Award Recipients to Governing Committee.)

Name of Award Recipient: **Freda Hall Stewart**

Category of Nomination: ___X___ Individual _____ Caregiver

Address: 515 Church Street
 Lancaster, PA 17602

Phone: 717-295-5751

Recognition Event: **Example:**

**Crispus Attucks Community Center
Martin Luther King, Jr. Breakfast
Lancaster, PA
Monday, January 21, 2008**

Steering Committee is responsible to:

- ☐ Notify Award Recipient of recognition.
- ☐ Invite and cover expense for Award Recipient and one guest to attend recognition event.
- ☐ Notify Governing Committee of Award Recipient by submitting Announcement of Award Recipient form.
- ☐ Prepare draft of news release for approval by Governing Committee.
- ☐ Ensure that Award Recipient's name is added to the plaque maintained by Recognizing Organization for past Award Recipients.

Governing Committee is responsible to:

- ☐ Confirm receipt of Announcement of Award Recipient.
- ☐ Approve draft of press release.
- ☐ Prepare Award Piece for presentation to Award Recipient.
- ☐ Issue \$500 check for presentation to Award Recipient.