

Dear Local Community Service Chairperson and Presidents,

It has been brought to our attention that perhaps some of the new community service persons and presidents might have questions on how or what they are to do in regard to nominations and hours.

1. Please look over and read all of the information to get an overall picture.
2. Much important information can be found on the County Community Service pages. Encourage your membership to keep track of their hours. In addition to the hours and nomination(s) we hope that your RTA has group projects.
3. On the back of the Community Service Sheet you will find information as to where and to whom paper work is to be sent. With the revisions and additions of **Areas 9 and 10**, please consult the list of RTA assignments as they may be different from the previous years.
4. Please be sure that all of your nominees are **members of the Indiana Retired Teachers Association**. The contact number for the state is **1-888-454-9333**. You may recognize honorees at your local.

Community Service Guidelines

1. Please read and carefully follow the guidelines for nomination(s). The information on where to send the forms is located on the back of the County Community Service page.
2. On the HOURS reporting sheet please fill in the top and numbers, separating youth and others if possible.
3. For the Outstanding Volunteer, fill in the top part and be sure you fill in the information about your nominee. The committee looks for varied volunteering areas. Honorable Mention nominations(s) (up to three (3)) may also be made.
4. The Group Project sheet is for one major project by the RTA. If this is an ongoing project, please describe changes or improvements.
5. IF YOU DO NOT HAVE ANY NOMINATIONS PLEASE NOTE THIS TO THE AREA CONTACT PERSON. WE STRONGLY URGE YOUR LOCAL TO MAKE NOMINATIONS IN ALL CATAGORIES.

Other Materials

1. Hours recording sheets for individuals to be copied, if desired.
2. Prior Clock and Group Project winners. **Clock winners may only win once. Group Projects may win again if project is changed.**
3. Group Idea sheet
4. Honor Certificate can be copied, if desired.

Your committee is hopeful this information helps you. If you have any questions, please do not hesitate to call your area representative. You will find their names, etc. in several places on the information sent previously to you. They are the "go-to" people for answers. **PLEASE SEND YOUR HOURS AND NOMINATIONS TO YOUR AREA PERSON.**

Thank you for all you do

Dave Riley, State Community Chair

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