

## **2008 Show-Me Excellence Awards Frequently Asked Questions**

**Q. What is the deadline?**

A. Monday, June 2, 2008. Only entries postmarked on or before this date will be accepted.

**Q. May I submit more than one entry per category?**

A. Yes. MAHPRM members may enter as many categories as they wish and may submit more than one entry per category. Please be sure the appropriate division is marked clearly on each project.

**Q. How many copies of each project should I submit?**

A. Please follow the directions indicated for each category, but submit only one binder or envelope per entry. Categories 6, 12, 13 and 21 require multiple versions of publications or manuscript copies for judging purposes.

**Q. How many copies of the entry form should be submitted?**

A. Submit two copies of the entry form for each entry. Attach one copy of the entry form to the outside of the project using staples or tape. Attach the second copy to the accounting ledger.

**Q. How many copies of the narrative should be submitted?**

A. Two copies of the project narrative must be submitted with each entry. Please follow the format indicated on the back of the entry form.

**Q. Which category best fits my entry?**

A. Please contact Kibby Smith at MHA at 573/893-3700, ext. 1321, if you have questions about which category to enter.

**Q. Some category descriptions include questions that should be answered in the narrative. Do these questions replace the points outlined in the narrative checklist?**

A. Please answer these questions in addition to those listed in the narrative outline. They are intended to supplement the narrative checklist, not to replace it.

**Q. May I pay by credit card?**

A. Yes. MAHPRM accepts MasterCard and VISA. Simply complete the payment information section of the accounting ledger.

**Q. May I develop my own entry form?**

A. No. Please use only the entry form provided in the Show-Me Awards Call for Entries mailing. A PDF version of the form is available online at [www.mahprm.org](http://www.mahprm.org).

**Q. May I pay extra to have my entry returned?**

A. No. All nonwinning entries will be discarded. Winning entries may be claimed after the 2008 Show-Me Excellence Awards program scheduled Friday, Nov. 7, at Tan-Tar-A Resort in Osage Beach, Mo. Unclaimed winning entries also will be discarded.

**Q. If I win a Show-Me Excellence Award, may I include the names of other individuals who contributed to the project?**

A. Yes. As a MAHPRM member, you are entitled to list your name or department on the award. Other staff persons who helped produce the entry also may be included. However, **at least one MAHPRM member must be listed**. Please remember, space is limited. No more than three names may be included on the award authorization. Also, because of space constraints, please avoid including titles.

**Q. I'm not a MAHPRM member. How do I join?**

A. A membership application was enclosed in the Call for Entries mailing. Simply return the completed form and \$35 with your Show-Me entries. (Please remember to complete the "MAHPRM Dues" section of the accounting ledger.) Membership applications also are available online at [www.mahprm.org](http://www.mahprm.org).