



# 2010 C.L.E.A.N.™ AWARD

*Custodial Leaders for Environmental Advocacy Nationwide*

## APPLICATION PACKAGE CHECK LIST

(THIS FORM **DOES NOT** NEED TO BE SUBMITTED WITH YOUR APPLICATION PACKAGE)

### \_\_\_\_\_ Data Sheet

- Applicant **must** use template provided
- 12 point font size
- Must be typed
- Must be signed by the applicant (if application is a self-nomination) or the nominator (if application is a nomination)
- All information must be completed or the application package will not be considered
- If a team of custodians applies or is nominated, a data sheet for each custodian is required

### \_\_\_\_\_ Acknowledgement Form

- Applicant **must** use template provided
- 12 point font size
- Must be typed
- Must be signed by applicant's State President or Executive Director
- All information must be completed or the application package will not be considered
- If a team of custodians applies or is nominated, an acknowledgment form for each custodian is required

### \_\_\_\_\_ Summary of Accomplishments

- Limit to five pages maximum
- Double spaced
- 12 point font size
- One inch margins on all sides
- Must be typed
- Numbered pages

### \_\_\_\_\_ Résumé

- Limit to one page maximum
- 12 point font size
- One inch margins on all sides

- ❑ Must be typed
- ❑ Must be signed by applicant/nominee
- ❑ If a team of custodians apply or are nominated resumes for each custodian are required

\_\_\_\_\_ **Letters of Recommendation**

- ❑ Minimum of three (maximum of five) letters of recommendation with at least one letter written by someone at the school (student, colleague, or administrator) of the applicant. The nominator (if applicable) cannot submit a letter.
- ❑ Limit to two pages maximum for each letter
- ❑ Double spaced
- ❑ 12 point font size
- ❑ One inch margins on all sides
- ❑ Must be typed
- ❑ Numbered pages

\_\_\_\_\_ **Supplemental Materials (*optional*)**

- ❑ Limit of up to four examples of additional materials (flyers, posters, articles, photos, training materials, videos/DVDs, etc.)
- ❑ Please do not send original copies of materials. Supplemental materials **will not** be returned.