

2009 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 applicant

_____ **Acknowledgement Form (NEA members ONLY)**

- Applicant **must** use template provided
- 12 point font size
- Must be typed
- Must be signed by applicant's State President or Executive Director

_____ **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

_____ **Letters of Recommendation**

- Minimum of three letters of recommendation with at least one letter written by someone at the school (student, colleague, or administrator) of the applicant
- 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.