

EARTH DAY

S.C. Department of Health and Environmental Control

Earth Day Awards Entry Form

Introduction:

Those applying for consideration to receive a S.C. Department of Health and Environmental Control (DHEC) Earth Day Award should complete this form.

How to Submit an Entry:

Entries may be submitted either electronically or by the U.S. Postal Service or other mail delivery services. In supporting the spirit of Earth Day, DHEC **encourages applicants to submit their entries electronically**. Please note that the entries must include all four parts as noted below. For electronic entries, send complete entry packages to the Earth Day Awards Committee at earthdayawards@dhec.sc.gov. For entries being submitted by mail, please send complete entry packages to:

DHEC - Commissioner's Office, Earth Day Awards Committee, 2600 Bull Street, Columbia, SC 29201

Entry Deadline:

All entries must be received by **Friday, February 11, 2011**, for projects that were implemented at any time during 2010. Mail-in entries postmarked by February 11, 2011, will be accepted. Awards will be presented in April 2011. Incomplete or late entries will not be judged.

Instructions - Part One: General Project Information

Please provide the:

- (1) Name of the individual, family, school, community, business, government or non-profit entity that is applying for the Earth Day Award.
- (2) Name of a contact person or sponsor who will be responsible for providing information about the project.
- (3) Contact person's or sponsor's title or relationship to the entrant.
- (4) Telephone number of the contact person or sponsor.
- (5) E-mail address at which the contact person or sponsor may be reached.
- (6) Title of the project you are entering into the Earth Day Awards program.
- (7) Number of people directly responsible for implementing the project.



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(8) Provide a mailing address for the entrant, including street number or Post Office Box number, city, state, and zip code.

(9) In addition to the completed General Project Information page, a Project Summary, Project Essay, and Project Documentation are required for entry into the Earth Day Awards program. Use this checklist to ensure you have all the required elements in your entry.

Instructions - Part Two: Project Summary

Write a brief description of the project that gives a general outline and describes the results of the project's implementation. This description should include a project title, the dates over which the project was conducted, the name of the project leader, and should be no greater than two paragraphs in length.

Instructions - Part Three: Project Essay

In no more than 1,500 words, thoroughly detail the project and its results. This detailed account also should include the project title, the name of the project leader, the dates over which the project was conducted, an indication of any measurable improvement or protection of the natural environment, and demonstrate sustainability or the ability to be replicated.

Instructions - Part Four: Project Documentation

All projects must include visual documentation of the project's implementation and results. Documentation can include graphs, charts, reports, spreadsheets, photos, movies, and other related materials. Acceptable electronic file formats include those that exist in Microsoft Office Suite applications (Word, Excel, Access, PowerPoint, etc.), Adobe (.pdf), and .wav and .mp3 sound and movie files. Videotapes, CDs, and/or DVDs may also be submitted. If an entrant wishes to document a project through an existing **and** operational Web site or page, a Web address must be provided in the Project Summary, Project Essay, and Project Documentation sections. There is no limit to the size or amount of supplementary or supporting information provided as part of the Project Documentation. Please ensure that you include in the Documentation section a complete list of people directly involved with implementation of the project. Should you have any questions as to acceptable documentation formats, please contact the Earth Day Awards Committee at earthdayawards@dhec.sc.gov or (800) 768-7348.



E A R T H



D A Y

Part One – General Project Information

(1) _____
Name of Individual/Family/School/Community/Business/Government/Non-Profit Entity

(2) _____ (3) _____
Name of Contact Person/Sponsor/Teacher Title

(4) _____ (5) _____
Telephone Number E-mail Address

(6) _____ (7) _____
Title of Project # of Employees/Participants

(8) _____
Mailing Address City State Zip Code

Entry Form Checklist:

(All must be included with your entry)

- General Project Information Form
- Project Summary
- Project Essay
- Project Documentation

Mailed entries should be sent to:

SCDHEC – Commissioner’s Office
Earth Day Awards Committee
2600 Bull Street
Columbia, SC 29201

Mailed entries should be sent to:

earthdayawards@dhec.sc.gov



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Part Two - Project Summary (Not to Exceed Two Paragraphs in Length)

** If submitting by mail, use 12-point font and print on both sides of paper.*



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Part Three - Project Essay (1,500 or fewer words)



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Part Four – Project Documentation

** For this section, be sure to include a list of all people directly involved with implementation of the project. There is no limit to the size or amount of information provided in this portion of the entry form.*

