

**SCPRA  
OUTSTANDING REGION AWARD  
Checklist for Submitting Documentation**

This data must be supplied by each regional administrator to the awards committee. The regional administrator and recorder must work together to accomplish this task.

Documentation should be compiled on a biannual basis, attached to this checklist and sent to the Awards Committee Chairman by August 15.

SCPRA Awards Committee Chairman  
PO Box 4162  
Florence, SC 29502

**LEADERSHIP**

- Documentation of region officers serving full term (promotes stability)
- Documentation of region officers or members participating in SCPRA Committees (Program/Membership/Nominating/Audit/Awards Committees)
- Documentation of originating innovative programs promoting SCPRA

**TRAINING**

- Documentation of attendance at region workshop
- Documentation of non-region attendees at region workshop
- Documentation of attendance at region network luncheons

**FINANCIAL**

- Documentation of a positive financial workshop balance

**PROFESSIONAL**

- Documentation of attending records related programs and meetings sponsored by other organizations