

HSA Bio Guidelines

The sole purpose of the bio is to let everyone know why the recipient is receiving this award.

Keeping the above in mind, please use these guidelines when creating each recipient's bio:

1. Focus on volunteering. How does the recipient help your unit and or community? How does the recipient go beyond the call of duty or beyond what their job description says they should do?
 - a. It is much more interesting to describe in detail what the recipient does at your unit than to list titles they have.
 - b. Try to stick with reasons that pertain to your unit and not things they did with past units unless you are noting their longevity.
2. There is no need to include information on education or work unless it specifically pertains to why the recipient is receiving the award.
3. Use **complete** grammatically correct **sentences**.
4. Do not write in the first person. i.e. "So and so always helps me with registration." "We are best friends." "I love the way he works with the kids."
5. Proof read with a few pairs of eyes! Are all the facts accurate? Are spellings, including the recipient's name, correct?
6. **Each bio (1 per recipient) must:**
 - a. be a **MAXIMUM of 16 lines**
 - b. use **"Times New Roman" 12 point font**
 - c. have **1.5" left and right margins**

Please e-mail the bios to TCPTAhsa@gmail.com
no later than **Wednesday, February 3, 2021.**