

2023 HSA Bio Guidelines

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

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 jobs they have had at your unit or other schools.
 - 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. Please submit a bio and not the surprise bio used for the secret reveal.
4. Use **complete** grammatically correct **sentences**.
5. 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."
6. **Sometimes it takes some time to gather enough information about the recipient. Please plan for this with the deadlines in mind.**
7. Proof read with a few pairs of eyes! Are all the facts accurate? Are spellings, including the recipient's name, correct?
8. **Each bio (1 per recipient*) must:**
 - a. **be submitted as a separate Google Doc (no PDFs)**
 - b. **be a MAXIMUM of 16 lines**
 - c. **use "Times New Roman" 12 point font**
 - d. **have 1.5" left and right margins**
 - e. **do not skip lines or indent**
 - f. ***exceptions in the past have been couples who get the award together for the same reason. In that case, one bio for both of them is fine.**

Please upload the bios using the HSA Google form starting January 4th. The link will be sent in prior to this date.

Bios are due by Wednesday, February 1, 2023.