

Hints for Writing a Successful Annie Application

Parenthetical numerals refer to the Annie Application

1. Create a *purposeful* program to meet the needs of your specific chapter members.
2. Enter the title of the program and check one of the categories that this particular program supports. (1.)
3. Programs may address professional needs, personal growth, societal information, and fellowship. (2.)
4. Most programs do include some kind of social segment. This is different than focusing on fellowship.
5. If fellowship is identified, then be certain that the program in some way promotes further fellowship among chapter members at a deeper or expanded level.
6. Fellowship may also address a connection with other organizations in the community, school district, Area, or state.
7. Identify how many members are involved in **presenting** the program. This would be actually taking an active role in the program itself. (4.)
8. Clearly identify how your program is aligned with one of the seven society purposes. (Relationship to society 1.)
9. Concisely state how the program relates to that specifically identified purpose. (2.)
10. Identify the key persons involved in planning the program. Using name and chapter title will help. (Involvement of members 1.)
11. Actively engaging members implies that the members had a part to contribute or a follow up action to make. It is more than the members “enjoyed” the program. Tell what they did as a result of the program.
12. Identify the actual projects that supported this program or arose out of hearing this program. (Impact of the Program 1.)
13. Clearly explain how the program changed the chapter or how the chapter acted within the community, or how the profession of teaching was affected. (2.)
14. Identify how your program furthered the impact of the Society within your district, your community, your city. (3.)
15. In evaluating the effectiveness of the program, give specific information perhaps including evaluative comments or changes that resulted from this program. (4.)
16. Clear, concise descriptive writing is helpful in demonstrating how the program met the elements of the application.
17. Adhere to the deadline date, especially if you are applying for a PACE, applications **MUST** be on time.
18. Keep in mind that the long-term impact of the mission and purposes of the Society far exceeds the immediate joy of receiving a “certificate”.

