



TRPA Programming & Recreation Branch Award **LONGFELLOW AWARD**

Applications must be submitted via <https://form.jotform.com/242194207591154>

This award is given to the person, or persons, responsible for outstanding programming or accomplishments in Aquatics. It is presented in honor of Commodore W. E. Longfellow who started the American Red Cross Lifesaving Service in 1914.

Agencies can nominate one individual in each of the categories - *For more information on these awards, please contact Whitney Fitzsimons whitney.fitzsimons@knoxcounty.org 865-227-2118*

SUBMISSION FORMAT: Application packet must include the following for consideration:

Narrative:

- Explain why the nominee is worthy of this award.
- Include accomplishments.

Narratives must be a maximum of two (2) pages using the following formatting requirements:

- Double spaced
- Margins on narrow setting (.50 on all sides)
- Font size is Times New Roman, size 12
- Ink color is black
- All narratives must include a header and footer with the following:
 - Header – use three column format with the agency name on the left, project title in the center and this year on the right. Footer – use center format with the page number.
- Include a headshot in jpg format.

Description: Provide a 50 word description of your project/program