

## TEXAN / TEX-ANNE CHECKLIST

1.	About three weeks before the event, develop the invitation/introductory letter (and attachments) and call the counselor at the appropriate high school.
2.	<b>After conversation with that counselor</b> , fax to the counselor: the invitation/introductory letter - 1 page the Young Texan/TexAnne Program information sheet – 1 page the resume instructions – 1 page the resume basics page – 1 page a sample resume - 3 pages 2 nomination forms (one for boy, one for girl) – 2 pages Total 10 pages if you count fax cover sheet.
3.	Wait for the counselor to return the nomination forms and the students' resumes.
4.	Fax the nomination forms to club publicity chairman and secretary so they can write up article for the local paper and club newsletter. (optional)
5.	One week before the event, talk with the counselor again to ensure attendance.
6.	Attend event. At event: Tell about Optimist International, Texan/TexAnne Program, local club history and projects; Introduce students, their parents, and school contact person; Read excerpts from students' resumes; Congratulate them and their parents; Give scholarships and certificates; Take pictures; Ask students to say a few words about future plans; Ask school contact person to say a few words about school. Let them know if they need public service projects they can help with club projects.
7.	Forward nomination forms and resumes to Norma Pittman, South Texas District Optimist International, P.O. Box 506, Helotes, TX 78023