

## Portfolio

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### Task

Submission of the “Main Folder“ of the Operating Authority or the Award Unit, designed as a Record of Achievement Folder and sensibly structured.

### Specifications

- Form, structure and content are in accordance with the “portfolio“ instructions.
- It is to be presented in an attractive folder with index sheets and a table of contents

### Possible elements

- Testimonials (examples)
- Licence or registration certificate (or copy)
- Important data and facts (e.g. profile, annual data)
- Short record of past activities
- Award Team: overview
- Lists of Award Units, their cooperative partners, helpers, and participants
- Current annual schedule
- Illustrated brief description of their own website
- Important samples of their own printed material (e.g. flyer)
- CD-ROM with pictures, presentations and other important data
- Important / current press releases
- ...

### Aids

- Instruction: *Portfolio zur Programmarbeit.*

## Conditions for Photo Publications

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There are journalistic and legal requirements for the publication of a photograph in the context of a NETZWERK article.

Journalistic requirements are:

- In terms of quality, the picture is fit for publication;
- In addition to the picture, the editorial staff needs to be informed of the name of the photographer and the date the picture was taken.

Legal requirements according to the German Copyright Act are:

- The persons depicted on the photograph consent to its publication (“right to one’s own picture”);
- The person submitting the photograph(s) must hold publication rights.

The editorial staff only checks the journalistic requirements and publishes the photo if these are met. The Operating Authority is responsible for ensuring that photos (just like texts!) meet the legal requirements and is liable for damages.



***Du kannst mehr  
als du glaubst!***

## Award Units' Prize 2010

*Photographs • Portfolio • Testimonials*

1st Prize: 250 Euro

Deadline: 1 October 2010

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### Online Info

[www.jugendprogramm.de/bestpractice](http://www.jugendprogramm.de/bestpractice)

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The German National Award Authority, in addition to supporting the local Award work (with tools like the *Participant's Logbook*, training programmes at various levels, a hotline and other direct consultation), wishes to encourage the documentation of this field work by means of the Award Units' Prize.

Not the "extraordinary" is rewarded here, but "good practice" in terms of the "ordinary" work of an Award Team. Recognition will be based on their photographic documentation of their activities (e.g. for the Award Presentation Ceremony), their depiction of individual participants involved in activities (e.g. for their own website) and the quality of their up-to-date "red folder" with the main documents of their Award work (e.g. to help new team members get acquainted).

As in previous years, the winner of the Award Units' Prize 2010 will be awarded 250 Euros, the runner-up 150 Euros and third place 100 Euros. Submissions ought to include the following:

- *Photographs*: Good pictures depicting individual participants' activities in one of the Award sections (Volunteering, Skills or Physical).
- *Testimonials*: "Testimonials" of participants, in which they creatively describe what the programme has brought them personally.
- *Portfolio*: The "Main Folder" of the Operating Authority or the Award Unit, designed as a Record of Achievement Folder and sensibly structured.

Winning this award will be a significant step for the Award Unit concerned. Not only will the winner receive the prize money. More importantly, these photos and testimonials will be published in NETZWERK and other publications by the National Authority, and the portfolios will be used for training at various levels, such as in Basic Award Leaders' Courses and Award Management Courses. The deadline is 1st October 2010.

Good Luck!

## Photographs

### Task

Submission of good pictures depicting individual participants' activities in one of the Award sections Service, Skills or Physical.

### Specifications

- The participant is smiling at the camera during the activity.
- The "conditions for photo publications" are met.
- A brief description of the picture gives information about the activity and the participant involved.
- The photographs are submitted in high resolution on a CD.

### Aids

- NETZWERK photo hints.
- Sample pictures in the NETZWERK picture archive.

## Testimonials

### Task

Submission of "testimonials" of participants, in which they creatively describe what the programme has brought them personally.

### Specifications

- The description must depict the participant and his experience on a personal level; catch phrases are to be avoided.
- The testimonial is accompanied by a picture of the participant in high resolution showing him/her smiling at the camera.
- The "conditions for photo publications" are met.
- The testimonial (text and picture) is submitted on a CD.

### Aids

- Many good examples can be found on the website of the International Award under "testimonials".
- Suggestions for portraits of participants can be found on the German Award's website under "Teilnehmer".
- The "portrait" instruction on that website may also be helpful.

### Online-Info and Legal Notice

More important information can be found online, including:

- current information and notices;
- links to all sites mentioned in this leaflet with instructions, examples or detailed information.

Therefore participating teams should regularly consult this website: [www.jugendprogramm.de/bestpractice](http://www.jugendprogramm.de/bestpractice).

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Legally responsible: Klaus Vogel, National Director.

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