



Illinois' Sharing A Vision Conference 2007 "Proud Moments" Submission Guidelines

- 1) Stories should focus on a child or a family or a group of families and their "Proud Moments" as a result of their interactions and collaborations with professional services and supports. The story should highlight the positive impact on the child, the family, and in the community.
 - 2) Stories should be narrative in nature and may be personalized—make them easy to read. Use creative energy and enthusiasm. This is a chance to have statewide impact with the successes that families and providers in your community have had in serving children. (See attached examples.)
 - 3) There is no minimum size for a story, but the maximum is one 8 ½" x 11" page.
 - 4) Text should be composed in Microsoft Word documents where possible. We reserve the right to edit text (as necessary) for grammar, spelling, punctuation, and clarification of "best practice."
 - 5) Photos should be digital and sent electronically as email attachments. Black and white photos are preferred. Color photos are acceptable; they will print grayscale. We reserve the right to resize, crop, or edit as necessary for spacing and/or printing needs.
 - 6) Use first names or non-identifying information only for the protection of children and families in your stories. We will list stories by Local Interagency Council number to assist people who want information for purposes of replication. Interested individuals can contact LIC Coordinators or the corresponding Child and Family Connections office for more information.
 - 7) It is helpful to list and refer people to websites for more information about a "Proud Moment." For instance, if a family started a support group with a website, then it is a good idea to include the website address in your story.
 - 8) Ask the following questions before you begin writing:
 - A) Who do I want to impact with this story?
 - B) What is my goal in sharing this story?
 - C) What is my Proud Moment?
 - D) Why would this be useful for others? What information do I need to share to make it useful?
- Read the story when you are done and edit as necessary to achieve your objectives.
- 9) Including quotes, anecdotes, and/or photos will increase the interest for the reader—if you have fun writing it, then it will be fun to read. You may use larger fonts, or italics, or a text box for a quote to capture attention if you like.
 - 10) Anyone named, quoted, or pictured needs to fill out and sign a permission form. Parents may sign for their children under age 18. If you use a photograph taken by a professional (like a newspaper photo) you must obtain the permission of the photographer for this use. We can give them credit and print "Used with permission" if it is indicated on their form.

Thank you for all your support—together we can recognize and replicate the most successful parent-professional collaborations in Illinois!

Submissions (family "story," permissions forms, and/or digital picture) may be sent to

Terry Goode on or before **September 1, 2007**

by email at: terry.goode@insightbb.com

or by post: 2807 Willow Bend Rd, Champaign, IL 61822

[Note: Please send digital pictures by email.]

Contact Terry with questions or comments at the above email or by phone at (217) 363-3136.