

Early Childhood Australia / McArthur Management Services  
**Early Childhood Student Encouragement Award**  
**Total Value \$3,000**

**GUIDELINES FOR SUBMITTING APPLICATION**

**Due date: 30 July 2010**

**Submission**

- Include page numbers in the footer on the right hand side of each page in the format Page XX of XX
- Include your name in the footer on the left hand side of each page
- Arial 11 point font
- 4cm right and left margins

If submitting by mail

- Include original plus 3 copies of your application (Total 4 copies)
- Do not bind the application package or use covers other than the application form. Place 1 staple in the top left hand corner of the application.
- Use A4 paper
- Send application to:

Brooke Cowling  
Event Manager  
Early Childhood Australia  
PO Box 86  
Deakin West ACT 2600

If submitting electronically (via CD Rom or email)

- Submit in Microsoft Word or PDF format
- Provide only one copy of the completed application package
- E-mail to [awards@earlychildhood.org.au](mailto:awards@earlychildhood.org.au)  
Or post CD to:

Brooke Cowling  
Event Manager  
Early Childhood Australia  
PO Box 86  
Deakin West ACT 2600

If you do not receive acknowledgement or receipt of your application within seven (7) days or have any questions, please contact Brooke Cowling on:

Tel: 02 6242 1800

Toll-free: 1800 356 900

E-mail [awards@earlychildhood.org.au](mailto:awards@earlychildhood.org.au)

Ensure that pages in your application are numbered and that your name is included in the footer.

Ensure you have supplied two written references in addition to the two referees.