

**ANNOUNCEMENT CHECKLIST FORM  
AWARDS, SCHOLARSHIPS AND CHAMPIONSHIPS**

As part of our continuing efforts to print the most accurate information in *Life at Ken-Caryl*, we request that this form be completed (**both sides**) with as much detail as possible when submitting announcement information. You may use an additional sheet of paper if needed.

This form can serve as a checklist if you have already written out the information to be included, or it can be filled out as the primary document we should use when printing your information. We will edit all information to fit our format.

Please understand that we do not return photos by mail as the likelihood of loss is too high. Once the labeled photo you submitted has appeared in *Life at Ken-Caryl*, you are welcome to visit the Ranch House to retrieve it. We will keep unclaimed photos for up to 12 months only as our office space is limited.

1. Type of Announcement (*Check one*):

Youth Achievement

Award Recipient

Team Championship(s)

2. Name(s) of individual(s) being recognized:

**A. YOUTH ACHIEVEMENT:** Full name: \_\_\_\_\_

Name(s) of parents: Mr. and Mrs. \_\_\_\_\_  
or (if names different)

Mr. \_\_\_\_\_ and Mrs. \_\_\_\_\_

**B. AWARD RECIPIENT:** Full name: \_\_\_\_\_

**C. TEAM/CHAMPIONS(S):** Team Name: \_\_\_\_\_ Division: \_\_\_\_\_

Names (from left to right - top row, center, front row, etc.) to identify each person in photo with acknowledgement of individuals who live on the Ranch and their neighborhood:

Front row: \_\_\_\_\_

Center row: \_\_\_\_\_

Top or back row: \_\_\_\_\_

3. Ken-Caryl Ranch Connection (*Regarding resident(s) being recognized, please identify*):

Ken-Caryl neighborhood of residence: \_\_\_\_\_

If appropriate, Chatfield Senior High class of (year): \_\_\_\_\_

Elementary/middle school currently attending: \_\_\_\_\_ Grade level: \_\_\_\_\_

If appropriate, college or university attended/attending: \_\_\_\_\_

Location of college or university: \_\_\_\_\_ Class of (year): \_\_\_\_\_

4. Who's Who?

**Please include a short description of the organization presenting the award, scholarship or other special recognition:**

5. What's What?

**Please include a short explanation of how the individual(s) earned the award, scholarship or other special recognition:**

6. When was that?

**Please be sure to include the date of the event:** \_\_\_\_\_

7. Where was that? (This could include the location of a championship game, the name and location of a church/synagogue, another city or town, etc.) **Please indicate where the event took place or is to take place if you would like us to include that information.**

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8. What else should we know?

9. Contact name(s) should we need more information: \_\_\_\_\_

10. Contact phone number should we need more information: ( ) \_\_\_\_\_

Please call 303-979-1876 if you need additional information or if you have any questions.