Dear Superintendent/Secretary,

Please follow the below instructions for completing Project Listing Sheet for submission.

1. This listing must be completed electronically and emailed to [projects@cssa.asn.au](mailto:projects@cssa.asn.au)
2. The accuracy of this form is very important as it is used for checking Project Numbers, Project Division Registration, and spelling on Certificates. Please fill it out carefully and ***please double check your spelling.***
3. If you need to add a specific comment about the Project then enter it in the *‘Comments’* column provided. This note is particularly helpful to determine if an Achievement Award is relevant to the scholar.
4. If a scholar is in a different division to their appropriate age, please advise in the *‘Comments’* column so we can accurately sort the project to the correct marker.
5. Submit the completed Project Listing Sheet (as a Word document and not PDF) to:

Hannah Gurd - [projects@cssa.asn.au](mailto:projects@cssa.asn.au)

Many thanks and if you have any questions, please don’t hesitate to contact Hannah on the above email address or on 0407 610 591.

**Example of Project Listing**

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| --- | --- | --- | --- | --- | --- |
| **Division** | **Year of Birth** | **First Name** | **Surname** | **Project No.** | **Comments** |
| 9 | 2010 | James | Jones | 09900 |  |
| 9 | 2010 | Jacky | Smith | 09901 | Parents not in truth |
|  |  |  |  |  |  |
| 10 | 2011 | Timothy | Wright | 09902 | Learning difficulties |

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| **SUNDAY SCHOOL NAME:** | |
| **SUPERINTENDENT NAME:** | |
| **POSTAL ADDRESS:** | |
| **PHONE NO:** | **EMAIL:** |
| **DATE OF PRIZE NIGHT:** |  |

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| **Division** | **Year of Birth** | **First Name** | **Surname** | **Project No.** | **Comments** |
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| **Division** | **Year of Birth** | **First Name** | **Surname** | **Project No.** | **Comments** |
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