

TO : **AF MEMBERS**

FROM : **NORMAN JIAO**
Executive Director

SUBJECT : **Documentation and Promotion of Best Practices**

To promote knowledge-sharing among our members, we are collating "best practices" from among our members' projects or programs. At this stage, the criteria for citing a project or program as "best practice" is for it to have been awarded or cited by any award-giving institution, either locally or abroad.

The best practices will be promoted and shared not just among AF members, but with funding institutions and other development partners by uploading them to the AF and CODE-NGO websites.

In this regard, we are inviting you to submit information about your award-winning projects or programs, using the following format:

- Title of Project
- Proponent Award/Citation Earned
- Year the Award/Citation was received
- Award-Giving Institution

Most importantly, please submit an electronic copy (Microsoft Word or PDF format) of the FULL DOCUMENTATION of the Winning Project, as originally submitted to the award-giving institution.

You may submit your best practice story via email at afonline@info.com.ph, or bring a CD copy to the AF office at Room 1102, 11th Floor, Aurora Tower , Aurora Boulevard , Cubao, Quezon City . We would appreciate receiving your submissions on or before May 7, 2008 .

Thank you.

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