

COMBINING THE NGC COVER SHEET WITH YOUR APPLICATION (Apple Users)

1. Complete the fillable NGC Cover Sheet.
 - Open the PDF in Adobe Acrobat Reader.
 - Fill in all required fields.
 - Save the completed cover sheet to your device.
2. Convert your application report to PDF.
 - If your report is in Microsoft Word, Pages, or another word-processing program, save or export it as a PDF.
3. Combine the files.
 - If you have Adobe Acrobat Pro, use the “Combine Files” or “Organize Pages” feature to place the application pages after the completed cover sheet.
 - If you do not have Acrobat Pro, you may use another PDF-merging application or online PDF-combining service approved by your organization.
4. Verify the final PDF.
 - Open the combined PDF.
 - Confirm that:
 - The cover sheet appears first.
 - All application pages follow in the correct order.
 - Information entered on the cover sheet remains visible.
5. Save the completed file.
 - Save the combined document using a descriptive file name.
 - Submit the single PDF file according to your State Awards Chairman’s instructions.

Troubleshooting:

- If information entered on the cover sheet disappears, reopen the original cover sheet, complete it again, save it, and then recombine the files.
- For best results, save the cover sheet before combining it with other PDFs.