

Georgia District Exchange Clubs

2015-2016 Awards Book



TO: Club Presidents and Clubs' Awards Program Chairperson

This is your Georgia District Exchange Clubs AWARDS BOOK. Let me encourage you to share the success and recognition your club members deserve for their hard work during the year by participating in the various categories of awards. It's great to go to the District Convention and hear your Club's name called for being recognized as the best.

Chairperson of Awards Committee: This person should familiarize themselves with the Awards Book, both National and District. There are deadline dates that must be met in order to qualify for the various awards. Please note the deadline dates for both the National Awards and the Georgia District Awards. Your District Awards package must be in the hands of the District Chairperson on May 15th, not just Post Marked, to be considered. No exception because of the short timeframe involved. **Please keep a copy for your files.**

Remember to add a narrative where asked for. Elaborate when possible. Many times this can determine the outcome of the award winners.

Upon completion of a National Program of Service project, complete National's e-mail *Program and Activities Application* form by e-mailing it to National Headquarters retaining a "**form Confirmation**" copy for documentation purposes for your District competition. National will mail you the respective patches earned for display on your National Service Awards banner. Display your Banner proudly so your members can see their accomplishments. Visitors attending your Club meetings will see that you are an active club in the community.

Below is my contact information and mailing address. If you have any questions regarding your Georgia District Awards program, please contact me. Let's celebrate a great year in Exchange, especially, the Georgia District Exchange Clubs under the leadership of **District President Barney Knighton, a member of National President Dan McQueeney's** team.

Yours in Exchange,

Hazel Hendrix

Hazel Hendrix

Georgia District Awards Chairperson

720 Brookwood Drive

Statesboro, GA 30461

912-536-1297 cell

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Approved by Georgia District Board of Directors

TABLE OF CONTENTS

Awards Program

Scope of Program	1
Eligibility	1
Period of Competition	1
Judging	1
Awards	2
Special Awards/definitions/contacts.....	3
Exchange Club Competition Entry Form	4
Exchange Club Awards	
Ed Smiley Exchange Club of the Year	5 - 8
Charlie Foster Exchange Club of the Year	9 - 10
Millard A. Beckum Outstanding Club President	11 - 12
Lyman J. Walker Outstanding Club Secretary	13
Ellie Royal Outstanding Club Treasurer	14
Cecil Kerby Community Service Award	15
Best Funds Raising Award	16
Harold N. McMillan Club History Book	17
Leonard C. Grace Best Club Bulletin	18

AWARDS PROGRAM

SCOPE OF PROGRAM –

Through friendly competition:

To provide a broad spectrum of activities and services for competition that will challenge Club Officers and Directors,

To describe the awards presented by the Georgia District Exchange Clubs in an effort to encourage local Exchange Clubs to obtain the fullest benefits from the concept of Club operations,

To prescribe the rules for competition and the criteria used in judging the awards,

To challenge and stimulate Club members to promote the objectives of Exchange through participation in its programs of service, achieving top recognition in the competition as worthy of special honor and merit.

To expand the ideas and objectives of Exchange throughout the community and the state.

ELIGIBILITY –

To participate in the Awards Program, Clubs must have both National and District dues paid through May 15, of the current Awards year. (Date of judging awards). Exchange Clubs, regardless of size (except where otherwise noted), are eligible to enter. The Official Exchange Club Competition Entry Forms, along with required materials by each category (i.e., copies of your Application Form, National Confirmation form for supporting documentation for each category), must be sent to the District Awards Chairperson no later than May 15. NO EXCEPTIONS WILL BE ALLOWED. (Best Club Bulletin Award Entries must be received no later than March 15). **The Period of competition for Club Bulletins remains the same – April through February. NOTE CHANGE: If you wish not to compete at the District level for the Leonard Grace Best Bulletin Award you may submitted directly to National for their consideration. If you wish to compete at the District level for local competition, bulletins must be sent to me first for judging and I will then forward all entries received by me to National for their competition.**

PERIOD OF COMPETITION – The period of competition is May 16 through May 15.

JUDGING - It is the responsibility of the District Awards Chairman to make sure all judges completely understand all rules and regulations pertaining to judging the entries. As far as possible, the judges will be Exchangites from each Division of the District. Strict adherence to all rules and regulations must be followed in ascertaining winners in each category. If there is any question in the minds of the committee or judges in selecting a winner, the question must be submitted to the Awards Chairman for referral to a review board composed of at least three members of the Georgia District Board of Directors for a decision.

AWARDS - Plaques will be awarded large, medium and small clubs in each category unless otherwise *indicated*. Patches will be awarded to all participants. A rule change is not permitted by the club. The Georgia District Board of Directors must approve all rule changes.

Important dates:

- March 15 – Club Bulletin – Hazel Hendrix, Awards Chairperson
- April 15 – Youth of the Year Award – Robert Lindsey, Chairperson
- April 15 – A.C.E. Award – Giles Chapman, Chairperson
- April 15 – Speech Contest Entries – Loy Addison, Chairperson
- May 15 – All American Volunteer – Hazel Hendrix, Awards Chairperson
- May 15 – National Exchangite of the Year – Hazel Hendrix, Awards Chairperson
- May 15 – All Other District Awards – Hazel Hendrix, Awards Chairperson
- Judging District Awards (location TBA)

Other National Deadline Dates: Refer to the **CLUB LEADERS MONTHLY PLANNER**- Award Section

GEORGIA DISTRICT EXCHANGE CLUB AWARDS*

ED SMILEY EXCHANGE CLUB OF THE YEAR – This award will be presented to Club having the highest number of points earned as set forth on the Application Form.

CHARLIE FOSTER EXCHANGITE OF THE YEAR – This award will be presented to an individual having the highest number of points earned as set forth on the Application Form. Current National or District Officers and Directors and Club Presidents are not eligible for this award.

MILLARD A. BECKUM OUTSTANDING CLUB PRESIDENT – This award will be presented to a Club President who qualifies and earns the highest number of points as set forth on the Application Form.

LYMAN J. WALKER OUTSTANDING CLUB SECRETARY – This award will be presented to a club secretary who qualifies and earns the most points as set forth on the Application Form. No winner in the previous two (2) years is eligible for this award.

ELLIE ROYAL OUTSTANDING CLUB TREASURER – This award will be presented to the Club Treasurer who qualifies and earns the most points as set forth on the Application Sheet. No winner in the previous two (2) years is eligible for this award.

CECIL KERBY COMMUNITY SERVICE AWARD – This award is presented to the club that is judged to have served its community best with one particular project. Only one entry per Club is eligible. National Exchange Club's Form Confirmation must be included with entry to be eligible as well as a Narrative Statement describing the project as per the established criteria. Judging will be done on a point system as set forth on the Application Form. No one particular Community Service Project is eligible to win more than once every three years.

LISA GLISSON BEST FUNDS RAISING PROJECT – This award will be presented to the Club with the best funds raising project. Entries will be judged in accordance with the criteria as set forth on the score sheet. A maximum of two entries per club will be allowed for competition. Do not include more than one project on each activity report. No one particular fund raising project is eligible to win more than once every three years.

HAROLD N. McMILLAN CLUB HISTORY BOOK – First place will be awarded to clubs presenting the best club history book using the criteria on the history book form enclosed. Clubs wishing to compete must send their history book to the Awards Chairman before May 15 or it may be brought to the district judging.

LEONARD C. GRACE BEST CLUB BULLETIN – First place award will be presented to clubs for the best Club bulletin award. Clubs wishing to compete must mail three (3) copies of three (3) separate issues (no more than 1 separate issue of any month) of their bulletins to the District Awards Chairman no later than MARCH 15th. District winners will be entered in National competition. **NOTE CHANGE:** If you wish to enter your club bulletin for National's "Best Edit Award", you may send your bulletins directly to National. If you wish to continue competing at the District level for the Leonard C. Grace Best Bulletin Award, send your bulletins directly to the Awards Chairperson by the due date indicated. After determining the District winner, I will then forward all bulletins received by me to National for its "Best Edit Award" competition.

INCREASED MEMBERSHIP – One award will be presented in this category for the highest net increase in membership. Computations will be determined from the National Membership report using the following formula: (MEMBERSHIP ON MAY 15 LESS MEMBERSHIP AT BEGINNING OF YEAR = NET INCREASE). MINIMUM OF + SIX (6) MEMBERS TO COMPETE.

SPECIAL AWARDS

OUTSTANDING DISTRICT DIRECTOR – Presented to the District Director for outstanding service during the current year of service. Selection is made and presented by the District President.

YOUTH-OF-THE-YEAR – This award is presented to a young person judged to be the most outstanding achiever in school activities, community service activities, academics, special achievements, etc., in the District as set forth by the National Exchange Club's Youth-of-the-Year Program criteria. A special entry form for Youth-of-the-Year must be sent to the District YOY Chairperson. For more information contact Robert E. Lindsey, 1292 Hubbard Road, Columbus, GA 31904-1302.

Phone: 706-324-1025 email: iluvalmycats@aol.com

SPEECH COMPETITION – The winner of the club level will be invited to participate in District competition for the District Award. The entry form for the American Citizenship Speech Contest must be sent to the speech competition Chairperson. Information will be forwarded to clubs. Additional information on the Speech Competition, contact Loy Addison, 2805 Willcox Court, Albany, GA 31707 229-881-1243 Email: loy.addison@gmail.com

A.C.E. AWARD (Accepting the Challenge of Excellence) - Recognizes high school seniors who have made a dramatic change in their attitude and performance while in school. These students have overcome great physical, emotional or social obstacles. Contact Giles Chapman, 23 South Ivy Ridge Road SE, Rome, GA 30161 H: 706-234-7967 C: 706-802-9853
Email: gcha150541@bellsouth.net

DEFINITIONS

SMALL CLUB – A club with 29 or less members.*

MEDIUM CLUB – A club with between 30 and 74 members. *

LARGE CLUB – A club with 75 or more members. *

***All membership numbers and awards will be based on membership numbers as of July 1. New clubs will be based on membership numbers as of Charter date.**

Retain copies of your National Exchange Club's FORM CONFIRMATION form and/or your email confirmation reporting form from National (This is the only acceptable documentation for an activity). Do not send these forms to the District Awards Chairman during the year. When required in a specific competition category, copies of these forms along with the individual competition entry form should be submitted as a package. When Documentation is required, only one (1) project shall be contained in each report to National.

EXCHANGE CLUB COMPETITION ENTRY FORM

The Exchange Club of _____ wishes to compete with other Clubs in the District for awards in the following categories. Club's Representative and/or Awards Chairperson _____. Category: small ____ medium ____ large ____

AWARDS #	CATEGORY	PAGE	CHECK
1	ED SMILEY EXCHANGE CLUB OF THE YEAR	5-8	[_____]
2	CHARLIE FOSTER EXCHANGITE OF THE YEAR	9-10	[_____]
3	MILLARD A. BECKUM OUTSTANDING CLUB PRESIDENT	11-12	[_____]
4	LYMAN J. WALKER OUTSTANDING CLUB SECRETARY	13	[_____]
5	ELLIE ROYAL OUTSTANDING CLUB TREASURER	14	[_____]
6	CECIL KERBY COMMUNITY SERVICE AWARD	15	[_____]
7	BEST FUND RAISING EVENT	16	[_____]
8	HAROLD N. McMILLAN CLUB HISTORY BOOK	17	[_____]
9	LEONARD C. GRACE BEST CLUB BULLETIN	18	[_____]
*10	INCREASED MEMBERSHIP	----	XXXXX
*11	SPECIAL MEMBERSHIP	---	XXXXX
*12	ATTENDANCE	---	XXXXX

***NO ACTION REQUIRED**

*******PLEASE ONLY SUBMIT ONE COPY OF THIS FORM WITH YOUR AWARDS PACKAGE**

ED SMILEY EXCHANGE CLUB OF THE YEAR AWARD

EXCHANGE CLUB OF _____

This score sheet is to be used in determining the points earned by Clubs competing for the **Ed Smiley Club of the Year Award**. Entries must be completed, certified by a Club Officer and in the hands of the District Awards Chairman no later than **May 15, no exceptions**. Clubs submitting an application form should fill in the points claimed for each activity. **The Judges will verify each activity and the totals based on your supporting e-mail Form Confirmation documentation from National (one project per application form only).**

SIGNATURE OF CLUB OFFICER _____ OFFICE _____

[Judges Use Only]

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
-------------	---------------	-----------------------------	---------------------

COMMUNITY SERVICE ACTIVITIES

- | | | | |
|----|----|--|---------|
| 1. | 20 | Book of Golden Deeds | [_____] |
| 2. | 20 | Crime Prevention Program | [_____] |
| | 10 | Each additional activity List below: (50 points max.) | [_____] |
| | | _____ | |
| | | _____ | |
| | | _____ | |
| | | _____ | |
| 3. | 20 | Fire Prevention Program | [_____] |
| | 10 | Each additional activity. List below: (50 points max.) | [_____] |
| | | _____ | |
| | | _____ | |
| | | _____ | |
| | | _____ | |
| 4. | 10 | Service to Seniors | [_____] |
| 5. | 10 | Family Days | [_____] |
| 6. | 10 | Operation Identification | [_____] |
| 7. | 10 | Blue and Gold (Wounded in Service Award). | [_____] |
| 8. | 10 | Other Community Service Programs. List below: (50 pts max.) | [_____] |
| | | _____ | |
| | | _____ | |
| | | _____ | |
| | | _____ | |

AMERICANISM ACTIVITIES

- | | | | |
|----|--------|----------------------------------|---------|
| 9. | 25 Ea. | Freedom Shrine (New dedication). | [_____] |
| | 15 Ea. | Freedom Shrine (Co-sponsored). | [_____] |
| | 10 Ea. | Freedom Shrine (Re-dedication). | [_____] |

Points subtotal _____

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
10.	20	GIVEAKIDAFLAGTOWAVE	[_____]
	10	Each Additional activity List below:	(50 points max.) [_____]

11.	20	One Nation Under God Program	[_____]
	10	Each additional activity List below:	(50 points max.) [_____]

12.	5 Ea.	Proudly We Hail (Minimum 6 presentations.)	(30 points max.) [_____]
13.	20	Get Out the Vote	[_____]
14.	20	Milestones of Freedom	[_____]
15.	10 Ea.	Other Americanism Service Programs. List below:	(50 pts max.) [_____]

YOUTH PROGRAMS

16.	20	<i>Youth of the Month/Year. (minimum of 3 required)</i>	[_____]
	1 Ea.	For each month presented per student	[_____]
17.	20	Young Citizenship Award.	[_____]
18.	20	A.C.E. Award.	[_____]
19.	20	Sunshine Special	[_____]
20.	20	Youth Talent.	[_____]
21.	20	American Citizenship Speech Contest.	[_____]
22.	10 Ea.	Other Youth activities. List below:	(50 points max.) [_____]

Points subtotal _____

CHILD ABUSE PREVENTION PROGRAMS

23. 20 Exchange Club Center-related activity. [_____]

10 Ea For additional activities, list below: **(50 points max.)** [_____]

24. 20 Non-center –related activity [_____]

10 Ea. For additional activities, list below: **(50 points max.)** [_____]

26. 20 Quarters for Kids [_____]
27. 10 Ea. Other Child Abuse Prevention activities, list below:**(50 points max.)** [_____]

NEW CLUB BUILDING

28. 125 New **25** Member Chartered Club built (List location and POM date) [_____]

100 New **20** Member Chartered Club built (List location and POM date). [_____]

75 New **15** Member Chartered Club built (List location and POM date). [_____]

5 Ea. For each Charter Member above the minimum levels **15, 20 or 25**. [_____]

Location_____ POM Date _____
29. 125 Co-sponsored New **25** Member Club built (List location and POM date) .[_____]

100 Co-sponsored New **20** Member Club built (List location and POM date) .[_____]

75 Co-sponsored New **15** Member Club built (List location and POM date) .[_____]

5 ea. For each Charter Member above the minimum levels **15, 20, or 25** [_____]

Location_____ POM Date _____
30. 1 Ea. For each member added via Operation Turnaround [_____]

Location_____

CLUB MEMBERSHIP GROWTH

(**May 15** minus **July 1** as reported by the National Exchange Club Report – No exceptions).

31. 3 Ea. *NET INCREASE/ DECREASE in Club Membership [+/- x 3] =* [_____]

LOCAL CLUB ATTENDANCE

(As submitted by Secretary – Average from July 1 – May 25 – No Exceptions).

32. 20 75% and over [_____]

10 51% to 74% [_____]

5 26% to 50% [_____]

0 Under 26% [_____]

Points subtotal _____

DISTRICT AND NATIONAL CONVENTION ATTENDANCE

- 33. 15 Club represented at most recently held Region 10 Conference (If held). [_____]
5 Each additional member attending. (25 points max.) [_____]
- 34. 10 1 Delegate to 2015 District Convention. [_____]
10 Each additional Delegate (40 points max.) [_____]
- 35. Registered members, other than Delegates at 2015 District Convention.
1 Ea. Each member outside 25 mile radius. [_____] [_____]
1/2 Ea. Each member inside 25 mile radius. [_____] [_____]
- 36. 20 Ea. Registered members including Delegates present at 2013 National
Convention. (100 points max.) [_____]

CLUB ENTERING THE FOLLOWING COMPETITION CATEGORIES

- 37. 20 Club Exchange of the Year. Name _____ [_____]
- 38. 20 Club President of the Year. Name _____ [_____]
- 39. 20 Club Secretary of the Year. Name _____ [_____]
- 40. 20 Club Treasurer of the Year. Name _____ [_____]
- 41. 25 Fund Raising Project(s) [_____]
10 One Additional Project with a \$100.00 minimum raised.
(10 points max.) [_____]
- 42. 20 Club History Book entered in current competition. [_____]

PUBLICATION OF CLUB BULLETIN

- 43. 20 Club Bulletin published for each meeting. (20 points max.) [_____]
10 Club Bulletin published monthly or bi-monthly. (10 points max.) [_____]
-10 No Bulletin published. (minus 10 points) [_____]

GRAND TOTAL POINTS [_____]

*Award: A plaque will be awarded for first place.
All other entries will receive patches.*

CHARLIE FOSTER EXCHANGITE OF THE YEAR AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB'S NOMINEE: _____

This score sheet is to be used in computing the points earned during the period July 1st through May 15th by individuals competing for the **Charlie Foster Exchangite of the Year Award. It must be completed and submitted to the District Awards Chairman no later than May 15th.**

SIGNATURE OF CLUB

OFFICER: _____ OFFICE: _____

ENTRIES NOT COMPLYING WITH THESE REQUIREMENTS MUST BE DISQUALIFIED:

MINIMUM REQUIREMENTS: *Have attended 75% of club meetings. *Be club's current or a past Exchangite of the Year. *Be an active Exchangite at time of award. *May NOT be a current National or District Officer, District Director or Club President.

***May NOT have received this award within the last five years.**

[Judges Use Only]

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.	10	Attended the National Convention. 2015	[_____]
2.	10	Attended the Georgia District Convention 2015	[_____]
3.	15 max.	Local Club perfect attendance (see notes). Notes: 1. Club Meeting Weekly OR	[_____]
	10 max.	2. Club Meeting twice a month.	[_____]
4.	3 ea.	Procured new member(s) in his/her Club since last District Convention. If candidate was sponsoring Committeeman of a new club, points are limited to new members in Home Club only. <u>Attach a list of name(s) and dates joined.</u>	[_____]
5.	10 max.	* Chairman of Club Community Service Committee or Project. <u>Attach a list of committee(s) or project(s) and hours expended by nominee</u>	[_____]
6.	10 max.	* Chairman of Club Service to Youth Committee or Project. <u>Attach a list of committee(s) or project(s) and hours expended by nominee</u>	[_____]
7.	10 max.	* Chairman of Club American Citizenship Committee or Project. <u>Attach a list of committee(s) or project(s) and hours expended by nominee.</u>	[_____]
8.	10 max.	* Chairman of Club Funds Raising Committee or Project. <u>Attach a list of a committee(s) or project(s) and hours expended by nominee.</u>	[_____]
9.	10 max.	* Chairman of other Club Committee or Project.	

Attach a list of other Club committee(s) or project(s) and hours expended by nominee.

10. 5 ea. # Member of Club Committee or Project. **Attach a list of local Club Committee(s) or project(s) and hours expended by nominee.** [_____]
(25 points max).

Points subtotal _____

11. 10 max. *Chairman of Georgia District Committee. [_____]
Attach a list of committee(s) and hours expended by nominee.

12. 5 ea. #Member of Georgia District Committee. [_____]
Attach a list of committee(s) and hours expended by nominee
(25 points max.)

13. 10 max. Pres-Elect, Secretary, Treasurer or Director of Club. (Circle One) [_____]

14. 25 Sponsoring Committeeman for new Club POM'ed since last Convention. [_____]
Give name of new Club and date of POM.
Name _____ Date _____

SUB-TOTAL POINTS [_____]

15. 0-50** **NARRATIVE:** List and explain other accomplishments or services, Exchange related, not covered above. [_____]
(Used only in case of tie)

GRAND TOTAL [_____]

Judge _____ (signature)

* Requiring more than 15 man-hours # Requiring more than 10 man-hours
** Points to be assigned by Judges *** Co-chairman-half points totals Items 6-11

MILLARD A. BECKUM OUTSTANDING CLUB PRESIDENT AWARD APPLICATION

EXCHANGE CLUB _____
 CLUB PRESIDENT'S NAME _____

Dates: July 1 through May 15. **Score sheet with documentation as must be received by awards chair no later than May 15. Attach a one-page narrative** why your club feels this person should be named the Outstanding Club President.

Score sheet and attachments are certified correct: _____
 (Signature – Club Secretary)

ENTRIES NOT COMPLYING WITH THESE MINIMUM REQUIREMENTS MUST BE DISQUALIFIED:

- *Applicant must be nominated by his/her Club's Board of Directors....Attach a copy of the resolution approving.
- *Must have conducted a Club President's **Program Development Meeting by June 30th** and reported on the proper form to the National Exchange Club by **July 15 (of presidential year)**. **(Copy of the PDM report must be attached with this application form).**

**Club holds 12 regular Board of Directors meetings (not less frequently than once each month) and President presides over 10 regular Board meetings during this administrative year.*

Requires a copy of the National Exchange Club's e-mail FORM CONFIRMATION

[Judges Use Only]

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.	5	WHILE SERVING AS CLUB PRESIDENT, the NOMINEE presided over all monthly Board Meetings	[_____]
2.		ATTENDANCE AT CLUB MEETINGS:	[_____]
	5	Perfect attendance	
	3	One Absence	
	2	Two Absences	
	1	Three Absences	
3.	5	Assigned each member in his/her Club to at least one Committee.	[_____]
4.	3 ea.	Each new member sponsored. (<u>Attach names and dates joined</u>).	[_____]
5.	5	Attended GEORGIA DISTRICT CONVENTION (2015)	[_____]
6.	5	Attended NATIONAL EXCHANGE CLUB CONVENTION (2015)	[_____]
		WHILE SERVING AS CLUB PRESIDENT, CLUB HAS:	
7.	10 max.	Presented or re-dedicated a Freedom Shrine	[_____]
8.	10 max.	Sponsored a Crime Prevention Program	[_____]
9.	10 max.	Sponsored at least one of the following Community Service Projects:	[_____]
		Book of Golden Deeds	
		Fire Prevention	
		Service to Seniors	
		Operation Identification	
		Family Days	
		Other Community Service Programs	
10.	5 max.	Completed Exchange University for President	[_____]

<u>ITEM</u>	<u>POINTS</u>	<u>BASIS FOR JUDGING</u>	<u>TOTAL POINTS</u>
11.	10 max.	Sponsored at least one of the following Americanism Projects: GIVEAKIDAFLAGTOWAVE One Nation Under God Proudly We Hail (Minimum 6 presentations) Get Out the Vote Milestones of Freedom Other Americanism Projects	[_____]
12.	10 max.	Sponsored at least one of the following Youth Programs: Youth of the Month/Year (Minimum 6 presentations) Young Citizenship Award A.C.E. Award Excel Club Sunshine Special Youth Talent Quick Think-A-Thon Other Youth Projects	[_____]
13.	10 max.	Sponsored at least one of the following CAP Projects: Exchange Club Center-related activity Non-center-related activity Quarters for Kids Other Child Abuse Prevention Projects	[_____]
14.	25 ea.	Club sponsored or co-sponsored a new Club (List location(s) and POM date): Location _____ POM _____	[_____]
15.	-3 ea.	Club had net loss of _____ members, July 1 through May 15, as provided by National Exchange Club (If net is -4, subtract - 12 points)	[_____]
		OR	
	+3 ea.	Club had net gain of _____ members, July 1 through May 15, as provided by National Exchange Club.(If net is +4, add +12 points).	_____
		SUB-TOTAL POINTS (Before Narrative Score)	[_____]
16.	1-10 **	NARRATIVE STATEMENT (Exchange Club Activity Only) (Judges' score used only in case of tie)	[_____]
		TOTAL POINTS EARNED **Points assigned by judges	[_____]

LYMAN J. WALKER OUTSTANDING CLUB SECRETARY AWARD APPLICATION

EXCHANGE CLUB OF: _____

CLUB SECRETARY NOMINEE _____

MINIMUM REQUIREMENTS:

- * Nominee's Club must meet at least twice a month.
- * Nominee's Club Board of Directors must meet at least once a month.
- * Nominee must **NOT** have received this award within the last two (2) years.

Dates: July 1st through May 15th

SIGNATURE OF CLUB PRESIDENT: _____

Judges Use Only

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.		<i>ATTENDANCE AT CLUB MEETINGS:</i>	[_____]
	5	Perfect Attendance	
	3	One Absence	
	2	Two Absences	
	1	Three Absences	
2.		ATTENDANCE AT BOARD MEETINGS	[_____]
		<u>(Points same as Item 1).</u>	
3.	5	ATTENDANCE AT (2015) DISTRICT CONVENTION	[_____]
4.	5	ATTENDANCE AT (2015) NATIONAL CONVENTION	[_____]
5.	1 ea.	OTHER SPECIAL DUTIES OR POSITIONS HELD IN CLUB DURING THE ADMINISTRATIVE YEAR: <u>(LIST (6 points max.)</u>	[_____]

6.	3 ea.	NEW MEMBERS SPONSORED in his/her Club. (July 1 to May 15). New members of a sponsored new club are not allowed. Attach a list of members and dates joined. (15 points max.)	[_____]
		SUB-TOTAL POINTS	[_____]
7.	5 pt.	Completed Exchange University for Club Secretary	[_____]
8.	1-10**	NARRATIVE STATEMENT (Exchange Club Activity Only).	[_____]
		(Judges' score used only in case of tie).	
		<i>** Points assigned by Judges</i>	
		TOTAL POINTS	[_____]

Judge _____

(Signature)

ELLIE ROYAL OUTSTANDING CLUB TREASURER AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB TREASURER NOMINEE _____

MINIMUM REQUIREMENTS:

- * Nominee’s club must meet at least twice a month.
- * Nominee’s club Board of Directors must meet at least once a month.
- * Nominee must **NOT** have received this award within the last (2) years.

**SIGNATURE OF CLUB
PRESIDENT** _____

Judges Use Only

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.		<i>ATTENDANCE AT CLUB MEETINGS:</i>	[_____]
	5	Perfect Attendance	
	3	One Absence	
	2	Two Absences	
	1	Three Absences	
2.		<i>ATTENDANCE AT CLUB BOARD MEETINGS:</i>	[_____]
		(Points same as item 1).	
3.	5	ATTENDANCE AT NATIONAL CONVENTION – 2015	[_____]
4.	5	ATTENDANCE AT DISTRICT CONVENTION – 2015	[_____]
5.	1 ea.	RECORD KEEPING (Check below) <u>(6 points max.)</u>	[_____]
		___ Appropriate accounting system.	
		___ File IRS Form 990 by November.	
		___ Prepare formal annual budget.	
		___ Maintain separate account for OPERATING & PROJECT accounts.	
		___ Maintain & keep accounts current with District & National.	
		___ Maintain current club bond.	
6.	3 ea.	<i>NEW MEMBERS SPONSORED in his/her Club (July 1 to May 15)</i>	
		New members of a sponsored new club are not allowed.	
		<u>Please provide list of members and dates joined</u>	
		<u>(15 points max.)</u>	[_____]
7.	5 pt.s	<i>Completed Exchange University for Treasurer</i>	[_____]
		SUB-TOTAL POINTS	[_____]
8.	1-10**	NARRATIVE STATEMENT (Exchange Club Activity Only)	[_____]
		(Judges’ score used only in case of tie). **Points assigned by Judges	
		TOTAL POINTS	[_____]

CECIL KERBY COMMUNITY SERVICE AWARD APPLICATION

EXCHANGE CLUB OF _____

PROJECT NAME _____

This score sheet is to be used in computing points earned by a Club competing for the Cecil Kerby Community Service Award. Each Judge will record their evaluation for the project on this form. The scores will then be averaged. The Club having the highest averaged point total will be declared the winner. **Attach to this application form NATIONAL'S E-MAIL CONFIRMATION FORM, as well as, a Narrative Statement describing the Project using the Criteria listed below. ONLY ONE ENTRY MAY BE SUBMITTED FROM EACH CLUB. NO ONE PARTICULAR PROJECT IS ELIGIBLE TO WIN MORE THAN ONCE EVERY THREE (3) YEARS.**

CLUB REPRESENTATIVE TO BE CONTACTED: _____

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.	5-10	<u>PURPOSE AND SCOPE:</u> How well was the purpose and scope of this project explained in the Activities Report? [_____]	
2.	20-60	<u>EVALUATION:</u> How well was the project evaluated in terms of: a. Benefits to the Community and to the Club. b. How the project furthered the principles and ideals of Exchange in the Community and the Club. c. Was the Club the prime sponsor or just one of the participants in this project? d. What percent of the Club's total membership was involved in this project? [_____]	
3.	20-60	<u>DESCRIPTION:</u> How well was the project described in terms of: a. Necessary pre-planning work and activities. b. What actually happened? c. Was follow-up action taken when appropriate? d. Adaptability for those by other Clubs in other locations e. Examples of literature, programs, photos, etc. [_____]	
4.	10-20	<u>PUBLICITY:</u> How adequate was the publicity within the community? [_____]	
TOTAL POINTS (150 points max)			[_____]

JUDGE _____

(Signature)

Points to be assigned by the Judges on all the above criteria.

NATIONAL'S PROGRAM AND ACTIVITIES APPLICATION FORM AND A SELF COMPOSED FORMAT IS REQUIRED WITH THIS APPLICATION FORM.

BEST FUND RAISING PROJECT AWARD APPLICATION

EXCHANGE CLUB OF _____

Project Name _____

A maximum of two entries will be allowed for this competition. **Each entry must be accompanied by a separate score sheet and activities report. A financial statement for each project must be attached to each separate entry.** The winner, plus such honorable mentions as the judges consider deserving; will be based on the criteria as shown below. **Only one winner per club. NO ONE PARTICULAR PROJECT IS ELIGIBLE TO WIN MORE THAN ONCE EVERY THREE(3) YEARS.** Note: See page 3, item II.

CLUB REPRESENTATIVE TO BE CONTACTED _____

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.	0-20	Uniqueness (something not in widespread use)	[_____]
2.	0-20	Adaptability for other Clubs in other locations	[_____]
3.	0-15	Ease of accomplishment	[_____]
4.	0-20	Limitation of risk to financial loss	[_____]
5.	0-15	Ease of repeating each year	[_____]
6.	0-20	General rating of project from activity report	[_____]
7.	0-25	<u>Complete the blanks below of the following formula:</u> New net income produced \$ _____ divided by Membership on July 1 _____ divided by Total man-hours _____ multiplied by 100 [_____]	
			(Max. 25 points)
		TOTAL POINTS	[_____]

JUDGE _____
(Signature)

Points to be assigned by the Judges on all the above criteria.

NATIONAL'S E-MAIL FORM CONFIRMATION FOR FUND RAISING AWARDS AND A FINANCIAL STATEMENT IS REQUIRED WITH THIS APPLICATION FORM. This application form must be in the hands of the Awards Chairman no later than May 15 with required documentation.

HAROLD N. McMILLAN CLUB HISTORY BOOK AWARD APPLICATION

EXCHANGE CLUB OF: _____

Each Club is encouraged to make and maintain a Club History Book (Scrapbook). Each Judge will record their evaluation of each History Book on a blank Club History Book Application Form. The scores will then be averaged. The Club having the highest average points will be declared the winner. **ENTRIES MUST BE SENT TO THE AWARDS CHAIRPERSON NO LATER THAN MAY 15, OR IN THIS COMPETITION ONLY, MAY BE SENT/OR BROUGHT TO DISTRICT JUDGING.**

<u>ITEM</u>	<u>POINTS</u>	<u>CRITERIA FOR JUDGING</u>	<u>TOTAL POINTS</u>
1.	1-10	Usefulness of the Binder. (How appealing and practical is the binder? Is it too big and bulky, etc.?)	[_____]
2.	1-10	Continuity? (Arranged chronologically by events beginning with last year's Convention? Exception: A Memorial page(s) may be placed at the discretion of the Editor.)	[_____]
3.	1-10	Eye appeal and explanation of contents (Are candid snapshots and information explained and presented in a detailed manner?)	[_____]
4.	1-10	Internally produced information (Snapshots, Bulletins, etc.)	[_____]
5.	1- 10	Externally produced information (News articles, Proclamations, etc.)	[_____]
6.	1-10	Creativity/Originality? (State of being original, constructive imagination, freshness of aspect, design or style.)	[_____]
7.	1-10	Attention to Detail. (Thoroughness of the small elements that collectively constitute a Work of art, attractiveness, etc..)	[_____]
8.	1-10	How well does the Club History Book describe the Club's activities?	[_____]
TOTAL POINTS			[_____]

Judge's Signature _____

Points to be assigned by the judges on all the above criteria.

LEONARD C. GRACE BEST CLUB BULLETIN AWARD APPLICATION

EXCHANGE CLUB OF _____

BULLETIN NAME _____

EDITOR'S NAME _____

MINIMUM REQUIREMENTS: Bulletin must be published at least once a month. Copies must be sent to Club's District Director.

NOTE: The winning entrant will only be eligible to win every 3 years. The winner is eligible to receive a banner patch each year.

Is bulletin published at least twice a month? Yes No Approximate annual Club Bulletin

Budget [\$ _____] Any income from advertising? Yes No

How much annually? \$[_____] *July 1st, ACTIVE MEMBERSHIP FIGURE: []

NOTE: If you wish to compete for the Leonard C .Grace Best Bulletin Awards, three (3) separate issues, (3) copies each issue of your Club Bulletin published since April 1, with this application form, must be RECEIVED by the District Awards Chairman by March 15. After judging at the District level and a winner is determined, all club bulletins will be sent to National for competition at that level. However, you may send your club bulletins directly to National for competition if you wish. In that case, your club bulletin would not be considered at the District level if we don't receive it first for judging.

The following criteria, as prescribed by the National Exchange Club will be applied in judging Club Bulletins:

- | | |
|---|----------------------|
| <u>CONTENT: MAXIMUM-30 POINTS</u> | <u>Points</u> |
| A. Is content balanced between news of upcoming meeting programs, other Club events, project progress, reports of recent projects, member news, items of general Exchange interest, personality profiles and humor? | |
| B. Does the bulletin promote participation, attendance, membership and New Club Building, Exchange Education, significant news on District and National levels of Exchange? | |
| C. Does the bulletin carry the correct Exchange Club emblem, complete and correct Club name, city, state, date, meeting time and place? | |

<u>READABILITY; MAXIMUM -10 POINTS</u>	<u>POINTS -</u>
Does the writing meet acceptable standards of punctuation, sentence structure, grammar and spelling? Is writing concise, understandable and accurate?	

<u>EYE APPEAL: MAXIMUM -10 POINTS</u>	<u>POINTS -</u>
Does the overall appearance of the bulletin stimulate readership? Is the masthead and other elements creative and neatly handled? Is occasional artwork, photos, color, etc. used? Is printing of good quality?	

TOTAL POINTS _____

Points to be assigned by the Judges on the above criteria.