

2017 Awards Manual



STATE, NATIONAL & INTERNATIONAL INDIVIDUAL AWARDS

Iowa Governorship

The Iowa Jaycees Governor Award has been established to recognize dedicated Jaycees within the local Jaycee chapters of Iowa. This is the highest award presented to local members by the Iowa Jaycees. This award is intended for the Jaycee who has made significant contributions to his local community and the growth of their chapter. The individual must have been an active Jaycee for a minimum of two years.

Completed award application must be submitted to the JCI Iowa along with a payment of \$125.00. These awards are traditionally presented at Chapter or a State convention. This award is subject to the written approval of the state president and president of the governors association. Please allow up to 4 weeks for processing time prior to the presentation date. [Here is a link to the current nomination form.](#)

US Jaycees Ambassadorship

Since 1976, Jaycees in every state have recognized their finest members by presenting them with the prestigious Ambassador honor. This life-long honor recognizes those who have served the United States Junior Chamber of Commerce and their community with highest distinction and greatest contribution. An Ambassador must be a four year member, have served one year on the local Jaycees board of directors, or have served one year on the state executive committee. This award is subject to the written approval of the state and national presidents. For more information or download an application, please visit their website, http://www.usjayceefoundation.org/ambassador_search.html

JCI Senatorship

A JCI Senatorship is an award that may be given to current or past members to honor them for outstanding service to the Junior Chamber organization on the local, state, national or international level. A Senatorship confers "Life Membership" in JCI Iowa. Senatorships for current individual members are restricted to members of at least five years' standing for services rendered at any level of the organization and are subject to the written approval of the state and national presidents.

An [application](#) for a Senator- ship must be completed, approved and signed by the president of the local organization of the applicant, the president of the national organization of the applicant, and the president of JCI. If the applicant is one of those whose signature is required, the next senior officer may sign for him or her.

Payment must be included with the completed [application form](#). The awarding of a JCI Senatorship is an honor that can be bestowed upon a member only once in a lifetime. The actual presentation, therefore, should be conducted with appropriate dignity and, preferably, at a formal ceremony on the local or regional level or at state conventions during the evening banquet. Please allow up to 6-8 weeks for processing and mailing.

Cost for the Senate Award is as follows: \$300.00 payable to Junior Chamber International, \$75.00 payable to the US Junior Chamber, \$50.00 to the Iowa JCI Senate. This money goes to the individual's first year dues in the Iowa Senate organization, and also covers the cost of the nominees Iowa JCI nametag.

For more information about JCI Iowa Senate, please visit their website, www.iajcsenate.org
For more information about the USA JCI Senate, please visit their website, www.usjcsenate.org

Pride of Iowa

The Pride of Iowa Award can be presented to a project, individual, or organization that has shown exemplary community service either within our Jaycee organization or within the community. Completed award application must be submitted to the Iowa Jaycee Service Center along with a check for \$75.00. This award is subject to the written approval of the state president and/or state cabinet.

IOWA JUNIOR CHAMBER AWARDS PROGRAM

Listed below are the awards that will be given during the 2017-2018 year. The Cabinet of the Iowa Junior Chamber reserves the right to not present a particular award or adjust the number of awards given in a particular area. The suggested expectations are a guideline that will be used in 2017 in determining nominee qualifications. NOTE: Per Iowa Jaycee Bylaws, chapters indebted to the Iowa Jaycees are ineligible to receive awards.

IOWA JUNIOR CHAMBER MIDYEAR AWARDS

The following awards will be issued at our two State Meetings during the year. Award nominations follow for each category in which the chapter is responsible for submitting information. Those awards designated with a "*" are awarded at the discretion of President/Cabinet. Minimum expectation guidelines are also listed in this manual to provide guidance in submitting nominations. All individual awards can only be won once during the year. Nomination forms are **located at the end** of this manual and can also be downloaded from the Iowa Jaycees website. **The deadlines for these awards are due one month prior to convention, unless noted by current Iowa JCI Cabinet.**

First Midyear: Jan.– June

Second Midyear: July-Dec.

Year End: A review of all submissions.

INDIVIDUAL AWARDS: (No more than 3 will be awarded per category)

- Secretary of the Midyear
- Treasurer of the Midyear
- Top Local Director of the Midyear
- Vice Presidents of the Midyear
- Top Local Presidents of the Midyear
- Top New Members of the Midyear
- Top Local Members of the Midyear
- Junior Jaycee (Award for children of Jaycees)
- Hero Award (Award for spouse, significant other or family member of member)

OTHER INDIVIDUAL AWARDS GIVEN AT CONVENTION (Nomination form not required):

- Presidential Award of Honor*
- Board Member of the Midyear (RD and/or DD)*
- Cabinet Member of the Midyear
- Top First Timer of the Convention (awarded by Iowa JCI Senate)
- Passport to Leadership Recognition for 3rd, 6th & 10th Degrees
- Membership & Visitation Incentives
- Competitions: Pollard, Armbruster, Family Life, Speak-Up, Write-Up, Jaycee Jargon and Jaycee Debate

Minimum suggested expectations for Secretary/Treasurer and Local Vice Presidents:

The following can be used as a guideline in submitting nominations.

1. Actively promoted chapter to members, within the community, within the Iowa Jaycees and to prospective members. This includes such examples as:
 - a. Submitted regular content for chapter newsletter and social media posts
 - b. Actively recruited new members during the midyear
 - c. Participated in at least 1 Regional, State or National Event in the Midyear
 - d. Participated in at least 1 chapter visitations or
 - e. Partnered with another local nonprofit community event as a Jaycee
 - f. Actively participated in chapter activities in assigned area
 - g. Moved at least 1 Degree movement throughout the Midyear
 - h. Participated in creating and/or evaluating the Chapter Plan

Example of a nomination showing impact:

Todd, our CDVP, oversaw 3 projects the first half of the year. He was instrumental in having the Mayor sign a Jaycee Week Proclamation in January. The proclamation was published in the OURTOWN Weekly, our hometown newspaper in which 800 subscribers had access to read the Proclamation. In February, our chapter ran Supershooters with 30 children participating. Our Easter Egg Hunt was a success as Todd and his new Chairperson Katie took our traditional project and added new insight. Because there was still snow on the ground, we moved the Egg Hunt indoors to the Nursing Home. This allowed the Nursing Home residents to help hide eggs and watch the event. They solicited donations from 3 new sponsors: Hy-Vee, Kmart and Drug Town. By receiving donated eggs and candy, our chapter saved \$500 while providing the Egg Hunt for 500 children. Todd completed the Community Evaluation of our plan, went on 2 visitations, attended 3 of 3 Board and General Meetings, signed a member to move 2 Degrees and promoted our Community projects monthly in the newsletter throughout the year.

Minimum suggested expectations for Local Presidents:

The following can be used as a guideline in submitting nominations.

1. Chapter was promoted at least twice in the Trimester in news media
2. Submitted content for chapter newsletter or social media posts.
3. Actively recruited at least 2 new members
4. Participated in at least 1 visitations
5. Participated in at least 1 Regional, State or National Event in the midyear
6. Attended all Board & General Membership Meetings
7. Assured chapter conducted a New Member Orientation
8. Assured chapter was at growth for the midyear or maintained a retention of 75% or higher
9. Assured chapter completed Quarterly Evaluation of Chapter Plan

Example of a nomination showing impact:

As President Sara, attended all 12 of our chapter projects this trimester including the Chamber Business PM to represent our chapter. Not only did Sara submit monthly articles to our Chapter Newsletter, Sara worked with our Marketing VP to be sure our chapter was promoted in the media. This Trimester OURTOWN Jaycees were promoted in the newspaper 3 times; our website was updated monthly; and volleyball team sported newly designed Jaycee T-shirts. Our chapter goal is to be +1 monthly. This Trimester we renewed 18 of 30 members and recruited 15 new members to get to growth monthly. Therefore, we ended the trimester at +3. Sara, personally, recruited 3 new members. She advanced 2 degrees. She attended the Regional Social and All-State. She attended 3 of 3 Board & General Membership meetings and helped conduct the New Member Orientation by drafting a Welcome Letter for our New Member Orientation Packets.

Minimum suggested expectations for Top New and Top Local Members:

The following can be used as a guideline in submitting nominations.

1. Participate in at least 1 visitation in the midyear
2. Actively recruit at least 1 new member
3. Advanced at least 1 movement in the Degree Program
4. Attend at least 75% of the chapter projects/meetings
5. Chair a project and complete CPG or serve as an active committee member
6. Top New Member – Attendance at New Member Orientation
7. Participate in a minimum 1 Regional, State or National Event
8. Be active in all areas of the chapter

Example of a nomination showing impact:

Chris has been a member for 2 years. His activity level at meetings is limited as he works 2nd shift. Yet, Chris

remains very active. This year, Chris chaired Run, Punt, Pass. Due to availability during the day, Chris personally distributed flyers to the elementary & middle school gym teachers and coaches. He also met with and secured 3 sponsors. New this year, we designed T-shirts with the sponsors paying \$50 each for their logo on the shirts. We then charged \$10 per shirt. We raised \$750 dollars on Run, Punt, Pass which we then donated \$500 to the Soccer Field Concession Project. As well, Chris promoted the project by submitting the Project Announcement to be printed in the 3 Church Bulletins, the chamber website, and a project plug was given during the Daily School Announcements. We had a total of 60 children participate. Chris completed the CPG complete with contact names, dates to submit announcements, etc. He advanced 1 degree. One of the coaches joined our chapter due to the success of Run, Punt, Pass

CHAPTER AWARDS:

- Membership Awards of Honor
- Top Growth Chapter of each Quarter (and Year)
- Top Growth Region each Quarter (and Year)

IOWA JUNIOR CHAMBER MID-YEAR PROJECT AWARDS

The following awards will be issued at Mid-Year and Year-End Meetings.

AWARD ELIGIBILITY:

Pursuant to our state bylaws, chapters must be financial with the state organization in order to be eligible for awards. This means all debts over 30 days old to the Iowa Junior Chamber should be paid prior to convention or as set forth by the state cabinet.

PROJECT AWARDS:

Outstanding Project awards will be recognized at Mid-Year and Year-End Meetings. The form is available on the state web site and at the end of this manual. Chapters MAY submit more than one project for each area.

The following 3 (Iowa ONLY) project categories will be recognized in 2017:

- Sue Rich Memorial Award (Outstanding Project for the Elderly)
- Gail Marshall Memorial Award (Outstanding Project for Children)
- Dan Arthur Memorial Award (Best Project benefitting the American Cancer Society)

The following 8 National project categories will be recognized in 2017:

Local Economic Development Program

Programs conducted with the goals of creating, increasing or improving business and economic opportunities and/or productivity in the local community. Also includes strategic planning projects and programs conducted to raise funds to pay for the operation and expenses of the local Jaycee chapter. (NOTE: The PMG's primary purpose must state that the money is benefiting the chapter – not a charitable donation.) Projects that obtain positive recognition for the chapter, or establish, maintain or improve a favorable relationship between the chapter and the public would also fall under this category.

Project Examples: Chamber of Commerce involvement, How to Start Your Own Business, investment clubs, speakers from successful local companies, How to Write a Project Management Guide, planning needs and analysis, record keeping, Board retreats, short-term and long-term planning, Haunted House, parking cars, raffle, running a County Fair, Press Releases, Distinguished Service Awards, Parades, Pageants, Newsletters, Websites, Marketing or public relations training

Inter-organization Collaboration Project

Projects conducted to provide benefit to chapters and their members from collaborating with members of other JCI USA and JCI organizations. Local chapters can increase their impact by working together with other organizations. This category also includes some projects conducted for state Jaycee, JCI USA and JCI emphasis programs.

Project Examples: Twinning, Outstanding Young Farmer (OYF), any collaboration between region, state, JCI USA or JCI chapters. (NOTE: PMG's primary purpose must state if the project is a state Jaycee emphasis program if it not obvious but the name. ex: To raise money for the JCI Nevada's state priority project the Las Vegas Children's Home.)

Local Personal Skill Development Program

Programs conducted that further the JCI USA Mission by creating development opportunities for young people to create positive change and developing the skills of individuals. This category also includes projects that provide social opportunities (chapter activities), as well as family involvement opportunities for chapter members and their families.

Project Examples: Time Management, Public Speaking, Family Day at the Zoo, New Member Orientation, How to Deal With Difficult People, a speaker explaining the principles of Buddhism, Putt-Putt Golfing, Movie Night, Passport to Civic Leadership, How to Change a Flat Tire, Chapter Awards

Local Growth and Development Program

Programs conducted that aim to grow JCI USA in order to create development opportunities for more young people in their community. This category includes member recruitment, and recruitment drives to establish new chapters or save existing chapters.

Project Examples: M-Nights, Door-to-Door Membership Recruiting, Growth Week Activities, Chartering a Chapter

Local Community Empowerment Program

Programs conducted that are designed to promote or improve the quality of life for people in the community and assist with community needs and also extend the JCI USA Mission. Included in this category would be projects that raise funds for non-JCI USA programs and charities in the local community and for children and youth which promote and encourage their involvement in activities and/or the learning of personal and leadership skills. Government involvement in all areas of the local, state and national governmental process, plus projects designed to provide the education of laws and governmental processes would be in this category. Also included in this category are projects conducted to improve the natural world, especially the preservation, management and care of natural and community resources.

Project Examples: Game Night at the Senior Citizens Center, holding a How to Buckle in a Child Seat event, Model Legislation, Get Out the Vote, Meals on Wheels, Political Debates, Blood Drive, collecting canned food for the local food pantry, working at a homeless shelter, Adopt-A-Highway, planting trees in a park, phone book recycling, Easter Egg Hunt, reading to kindergarteners, Kid Care fingerprinting, a youth leadership weekend for high school students, T-ball tournament, summer soccer league, raising money to help a local person get a kidney transplant, holding a car wash for the domestic violence shelter, collecting coins for the Ronald McDonald House, selling raffle tickets to raise money to help a local dance troop to compete at out-of-state finals a fund raiser for a camp for children supported as a “emphasis” or “priority” project by your state (ex: Camp JCI Virginia)

Long-term Local Community Development Program

Projects and programs run over a ***period of more than one year*** to improve the community and extend the JCI USA Mission. Similar to the “Local Community Empowerment Program” category, but duration of project would be different (greater than one year).

Local Corporate Social Responsibility (CSR) Program

Programs that further the UN Global Compact's Mission to promote and spread the values of Corporate Social Responsibility (CSR). CSR is about how a business takes account of its economic, social and environmental impacts in the way it operates-maximizing the benefits and minimizing the downsides. CSR has acquired prominence in recent years due to increased global awareness as regards corporate citizenship and environmental footprints. CSR as a concept has been embedded in several countries through various regulatory measures that compel businesses to adopt stringent measures so as to avoid pollution, treat effluents, prevent reckless use of scarce resources and to avert the mistreatment of employees and the customers alike.

Local United Nations Millennium Development Goals (UN SDG) Project

Projects that are specific to the goals listed, that work with the United Nations Sustainable Development Goals. At the Millennium Summit in September 2000, the largest gathering of world leaders in history adopted the UN Millennium Declaration, committing their nations to a new global partnership to reduce extreme poverty and setting out a series of time-bound targets, with a deadline of 2015. In 2015, the group reconvened and built a new list of targets, with a deadline of 2030. These targets have become known as the Sustainable Development Goals.

Goal 1: No Poverty	Goal 10: Reduced Inequalities
Goal 2: No Hunger	Goal 11: Sustainable Cities and Communities
Goal 3: Good Health	Goal 12: Responsible Consumption
Goal 4: Quality Education	Goal 13: Climate Action
Goal 5: Gender Equality	Goal 14: Life below Water
Goal 6: Clean Water and Sanitation	Goal 15: Life on Land
Goal 7: Renewable Energy	Goal 16: Peace and Justice
Goal 8: Good Jobs and Economic Growth	Goal 17: Partnership Goals
Goal 9: Innovation and Infrastructure	

NOTE: Projects that fall into the UN SDG category will be located under various Areas of Opportunity and Commissions in your Business Plan, depending on which of the seventeen goals is targeted. For the best examples of UN SDG projects, log on to the JCI Website at www.jci.cc and find the heading "Programs." Choose the option "Awards" from the drop down menu. On the Awards Home Page, select "Previous Winners" in the left-hand column. If you have difficulties, contact the National Awards Committee member assigned to your state or the National Awards Committee Chair.

Some tips for determining how to classify chapter projects:

- A fund-raising project must be classified in the Award Category according to whom the funds raised are benefiting: the chapter or a charitable cause. Under **no** circumstances should a project have the primary purpose of raising money for **both** the chapter **and** a charitable cause. Choose one (the chapter or a charity) as the **primary** recipient of the funds (thus indicating under which category the project should be classified) and make it one of the **project's goals** to also provide money to the second cause
- Another thing to keep in mind regarding Jaycees from other chapters judging your projects: Even if it is a long-running project for your chapter and everyone in your state knows it by name, be sure to consider that the cabinet member may not be familiar with your project or even any project of its type. Be sure to give a solid explanation of the project's concept and its history.

The state cabinet reserves the right to move projects into the appropriate category if the nomination form is submitted incorrectly or the project could fall into multiple categories. In the event that no projects are nominated for a category, the state cabinet will not be required to present that award.

Judging Guidelines for Single Project Entries

The following are the basic criteria that will be considered by the judges when selecting the most outstanding Single Project Entries. The **overall judging will be based on the impact of the project.**

When evaluating SPEs, initial items the judges will consider include:

- 1) What was the impact on the chapter and/or the community?
 - a) Did the project accomplish its goals?
 - b) Did the Project Manager and committee members learn leadership and management skills through the project?
 - c) Did the project reflect a sincere effort to fulfill specific needs?
 - d) Was the project based on needs rather than ease of undertaking?
 - e) Did the project address a concern of the chapter and/or community?
 - f) Did the project reflect a sincere effort to get involved in problem areas?

- 2) How well was the project managed?
 - a) Was the Project Manager given the proper training and/or authority for his or her responsibilities?
 - b) How well did the committee plan for the achievement of its goals as they related to the chapter's objectives?
 - c) Was adequate concern given to the financial management of the project?
 - d) Did the committee's management reflect a consideration of the individual talents of its members?
 - e) Was proper communication utilized such as committee meetings, committee structures and public relations?

- 3) How successful was the project?
 - a) Was the PMG used as an ongoing management tool?
 - b) Does the substantiating material adequately document the committee's actions?
 - c) Were the evaluations taken seriously and used as learning experiences?
 - d) Was the project well managed?
 - e) Were specific, detailed, sincere and helpful suggestions made for future project chairs?

- 4) How well were resources used?
 - a) Were possible community resources identified?
 - b) How well did the chapter utilize the time, talent, and other resources of non-members in the following areas:
 - i) Problem or need determinations
 - ii) Goal setting (Were "SMART" goals utilized?)
 - iii) Committee planning
 - iv) Project success
 - c) Were the resources used to benefit the participating individuals?

IOWA JUNIOR CHAMBER YEAR-END AWARDS

The following awards will be presented at the Year End All-State meeting. Individuals being considered (previous midyear winners) for year-end awards will be sent the appropriate forms to be filled out with further instructions if needed for award. Awards may include, but are not limited to the following:

Individual Awards:

- Gary Hogue Memorial Award - Top Local Secretary
- Ken Holvenstat Memorial Award - Top State Directors of the Year
- Wayne E. Putnam Award - Top Local Presidents of the Year
- Top Local Vice President of the Year
- Top Local Treasurer of the Year
- David Tetmeyer Memorial Award - District Director of the Year
- Scott Brettmann Memorial Award - Regional Director of the Year
- Program Manager of the Year
- Cabinet Member of the Year

Chapter Awards:

- Bob Cronk Award - for well-rounded programming in all areas throughout the year
- Allen Whitfield Memorial Award - Number One Chapter Overall
- Giessenbier Memorial Award - Top Chapter Overall – Based on Chapter year plan/goals. Evaluation of the Annual Report (Books) submitted as part of final submission for this Top State Chapter Award **

- Sue Rich Memorial Award (outstanding project for the elderly)
- Gail Marshall Memorial Award (outstanding project for children)
- Dan Arthur Memorial Award (outstanding project for the American Cancer Society)

- Best Local Economic Development Program of the year **
- Best Inter-organization Collaboration Project of the year**
- Best Local Personal Skill Development Program of the year**
- Best Local Growth and Development Program of the year**
- Best Local Community Empowerment Program of the year**
- Best Long-term Local Community Development Program of the year**
- Best Local Corporate Social Responsibility (CSR) Program of the year**
- Best Local United Nations Millennium Development Goals (UN SDG) Project of the year**

***Winners of these categories have the opportunity to be submitted for national recognition. Please visit JCI USA for more information on how to submit national awards.*