



Awards Manual

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Introduction/Purpose

The purpose of this manual is to help chapters understand the awards programs available to chapters and individuals in JCI. There are three main categories of awards:

- Individual Awards
- Project Awards
- Professional Skills Competitions

The awards program at the National and International levels has been revised in recent years and the state awards program has updated to assist in the submission of awards up the pipeline.

Year-End award winners at the state level are eligible to nominate projects/individuals for National Awards, assuming all other criteria are met.

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 determining nominee qualifications.

NOTE: Per Iowa Jaycee Bylaws, chapters indebted to the Iowa Jaycees are ineligible to receive awards.

In addition to the information in this manual, please also refer to the JCI USA Awards manual for the current year for additional information.

Individual Awards

The following awards will be issued at the state meetings during the year. 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.

Individual awards requiring a nomination form to be submitted include:

- Outstanding Local New Member (First-year members)
- Outstanding Local Member (Member for more than 1 year, not a current local officer)
- Outstanding Local Director
- Outstanding Local Secretary
- Outstanding Local Treasurer
- Outstanding Local Vice President
- Outstanding Local President

Other individual awards recognized during state meetings:

- Passport to Civic Leadership Recognition for 3rd, 6th & 10th degrees
- Presidential Award of Honor*

*Presented at the discretion of the State Cabinet/President

Minimum suggested expectations for Outstanding New and Local Members:

The following can be used as a guideline in submitting nominations. Please include specific numbers when writing nominations so impact can be judged.

1. Participate in at least 1 visitation in the Half Year
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 PMG or serve as an active committee member
6. Top New Member – Attendance at New Member Orientation
7. Participate in a minimum 1 Regional or State Event
8. Be active in all areas of the chapter

Example of a nomination showing impact: *John has been a member for 2 years. His activity level at meetings is limited as he works 2nd shift. Yet, John remains very active. This Half Year, John chaired Run, Punt, Pass. Due to availability during the day, John personally distributed flyers to the elementary and 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, John 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. John completed the PMG 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.*

Minimum suggested expectations for Outstanding Local Officers (Director, Secretary, Treasurer, Vice President):

The following can be used as a guideline in submitting nominations. Please include specific numbers when writing nominations so impact can be judged. *Note: Large/Flagship Project Chairs that are elected or appointed to the local board would be considered a Director regardless of title.*

1. Actively promoted chapter to members, within the community, within the Iowa Jaycees and to prospective members. This includes such examples as:
 - a. Submitted monthly newsletter articles in chapter newsletter
 - b. Actively recruited new members during the Half Year
 - c. Participated in at least 1 Regional or State Event in the Half Year
 - d. Participated in at least 2 visitations in the Half Year
 - e. Actively participated in chapter activities in assigned area
 - f. Moved at least 1 Degree movement throughout the Half Year
 - g. Participated in creating and/or evaluating the Chapter Plan

Example of a nomination showing impact: *Todd, our CDVP, oversaw 3 projects this Half 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. 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 this Half Year.*

Minimum suggested expectations for Local Presidents:

The following can be used as a guideline in submitting nominations. Please include specific numbers when writing nominations so impact can be judged.

1. Submitted monthly newsletter articles in chapter newsletter
2. Chapter was promoted at least twice in the Half Year in news media
3. Actively recruited at least 2 new members
4. Participated in at least 2 visitations
5. Participated in at least 1 Regional and/or State Event in the Half Year
6. Advanced at least 1 movement in the Degree Program
7. Attended all Board & General Membership Meetings
8. Ensured chapter conducted a New Member Orientation
9. Ensured chapter was at growth for the Half Year
10. Ensured chapter completed Quarterly Evaluation of Chapter Plan

Example of a nomination showing impact: *As President Sara, attended all 12 of our chapter projects this Half Year 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 Half Year 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 Half Year we renewed 18 of 30 members and recruited 15 new members to get to growth monthly. Therefore, we ended the Half Year 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.

Project Awards

The following awards will be issued at the state meetings during the year. Minimum expectation guidelines are also listed in this manual to provide guidance in submitting nominations. All project awards can only be won once during the year.

Project awards requiring a nomination form to be submitted include:

- Local Economic Development Program
- Inter-organization Collaboration Project
- Local Personal Skill Development Program
- Local Growth and Development Program
- Local Community Empowerment Program
- Long-term Local Community Development Program

Project Guidelines for 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.

Project Guidelines for 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.

Project Guidelines for 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

Project Guidelines for 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, Membership Recruiting, Growth Week Activities, Chartering a Chapter

Project Guidelines for 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)

Project Guidelines for 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).

Project Examples: See “Local Community Empowerment Program” award category

Professional Skills Competitions

The JCI USA Professional Skills Program is designed to help promote and develop the skills of its members in the areas of speaking, writing, debating and interviewing. These competitions help members become more confident in presenting themselves both verbally and in written format; skills which can be transferred to a member's personal and professional life.

Competitions are regularly held at national conventions, and can be held at a state or local level on an as-needed basis. More details about debate topics, rules, and judging can be found in the USA

Awards/Competitions library at www.jci.cc

Competitions may include:

- Portfolio/Interview Competitions
- Write-up
- Speak-up
- Jaycee Debate

Special Awards

These special life-long award are the highest award presented to local members by the state, national and international Jaycees. These awards are intended for the Jaycee who has made significant contributions to their local community and chapter. More details on submission for these awards can be found at www.jciiowa.org/chapter-resources

Special awards include:

- Governor
- Ambassador
- Hawkeye Corps Member
- Senator