



# 2014 National Awards Manual

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**Part One:**

**Applicable U.S. Junior Chamber Policies**

**UPDATES/CORRECTIONS TO THE NATIONAL AWARDS MANUAL WILL BE  
POSTED ON THE USJC WEBSITE ([WWW.USJAYCEES.ORG](http://WWW.USJAYCEES.ORG))**

## **POLICY 12-11.D**

No State Organization or its Local Chapters shall be eligible to receive any single project or programming awards unless such State Organization provides at least one (1) judge to serve on The U.S. Junior Chamber Awards Committee (as a judge) for the judging of such awards, or pay a Five Hundred Dollar (\$500) proxy fee.

## **POLICY 12-11.E**

No State Organization or its Local Chapters shall be eligible to compete in any individual competitions unless such State Organization provides at least one (1) judge to serve on the Awards Committee (as a judge) judging such awards. (The project/programming judge and the individual competitions [judge] may be the same person.) If the state cannot provide one (1) judge, with the consent of the National Service Center and the Awards Committee Chairman, they may arrange for a specific substitute judge from another state, or pay a Five Hundred Dollar (\$500) proxy fee. If no such arrangements are made, competitors will be disqualified.

## **WHAT THESE POLICIES MEAN**

These policies exist to benefit three parties — you, your state organization and The United States Junior Chamber. These policies are intended to provide a framework to assess the efforts and skills of Jaycees in an objective and fair manner. These policies are not intended to make the awards program challenging, to raise funds for the National Organization or to cause individuals or state organizations any undue hardships.

Policies 12-11.D and .E — If your state has participants in individual competitions or "books judging," the state must provide at least one (1) judge for individual competitions and at least one (1) judge for books judging; the same judge may judge both competitions and books. **NOTE:** The term "books" includes online submissions for both Single Project Entries (SPEs) and state and chapter Annual Reports. The judge **MUST** come from the state in question — however, in the case of an emergency, a proxy may be obtained with the permission of the National Service Center **AND** the National Awards Committee Chair. Judging is the best way to bring information back to your respective states regarding "books" and competitions and is a wonderful opportunity to keep former competitors involved in your programs.

For the purpose of judging **Individual Competitions**, each State Organization shall be entitled to designate up to three (3) members to serve at the awards judging sessions for the Annual Meeting and Year-End Celebration. The National Awards Committee shall appoint judging panels for each competition from the names designated by the states and each member of that panel shall have one (1) vote.

In case the National Awards Committee feels that the number of names received is not sufficient to constitute the panel, it may add more members. However, there shall not be more than three (3) members from any one state.

A specific time period will be established by the National Awards Committee in conjunction with the National Service Center for the purpose of registering judges for the individual competitions. **Each state must register their judge(s) with the National Awards Committee Chair for individual competitions during the posted time frame.**

**Part Two:**

**Professional Skills Competitions**

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# **GENERAL INFORMATION**

## **Competitor Requirements**

The USJC 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.

### **General Eligibility Requirements**

- Each state selects its representatives through statewide competitions. The state's first place competitor/team or alternate is eligible to represent the state on the National level.
- Only one (1) representative from each state per competition is eligible to compete. (Or in the case of Policy Debate or Jaycee Debate, only one team per state is eligible.)
- Competitors must be fully registered to attend the Annual Meeting prior to the time of competition; one-day registration is not permitted.
- Competitors must be a member in good standing of a recognized Jaycee chapter prior to the day of competitor registration at the Annual Meeting.
- Exceptions:
  - Andrew and Charlotte Mungenast Family of the Year competitors - At least one family member must meet the above requirements. Note: Family members that are outside of the USJC age limits (either older or younger) are not required to be registered for the Annual Meeting.
  - A competitor is allowed to be 41 years of age as long as his or her membership is still valid.
  - National winners of the Debate and Durward Howes Speak-up competitions who intend to advance to compete at The Conference of the Americas (formerly known as Area C Conference) and JCI World Congress, must be a member in good standing at the time they compete at the JCI competition. The competitor is allowed to be 41 years of age as long as his or her membership is still valid.

### **Specific Eligibility Factors**

- Current members of the USJC Board of Directors, USJC Staff Members, and all National Award Committee Chairs (past and present) are **NOT** eligible to compete in any of the competitions.
- National Program Managers and past members of the USJC Board of Directors are only eligible to compete in Master Speak-up, Policy Debate and/or Jaycee Debate.
- Once a member has placed first in competition in an International competition, (JCI Area Conference or JCI World Congress), s/he is no longer eligible to compete in that particular competition again on the National level.
- State Program Managers/Chairpersons who were responsible for organizing the Professional Skills Program for their state during the year in which judging is based (i.e., for a competition in June 2013, the judging year would be from January 1, 2012 to December 31, 2012) are not eligible to compete.

### **General Guidelines for All Competitors**

**Dress** – Competitors are expected to dress in business professional attire during the competition. Military uniforms, kilts and cowboy hats are considered business professional attire. Competitors are not allowed to wear any state apparel, badge, pin or button that identifies the person's home organization. A membership pin of the US Jaycees or JCI is allowed and encouraged but will have no impact on the competitor's score.

**Use of Notes or Props** – In all competitions, *except* Policy Debate and Jaycee Debate, the use of notes is strictly prohibited. Notes are permitted for the Policy Debate and Jaycee Debate competitions but paper and pens will be provided by the facilitator once the competitors enter the competition room. Props are strictly forbidden in ALL competitions.

**Procedure for Entering** – An official entry form and an entry fee of \$50 per competitor per competition must be submitted. The only exception: Policy Debate or Jaycee Debate teams must only submit **one** (1) entry fee of \$50 **for the team** (not \$50 per team member). Fees can be paid online or by a check mailed to the National Service Center postmarked by the date published by the National Awards Committee. Entries postmarked (or electronically submitted and received) after the published deadline, *may* be subject to a \$50 late fee.

## **Competition Judge Requirements**

A qualified judge is one who:

- has previously served as a National Awards Judge or is selected and approved by their state organization;
- is currently a member of a local Jaycee chapter or, if outside the USJC age limit, is a USJC Ambassador or a JCI Senator;
- has been an active Jaycee for a minimum of one (1) year;
- is **not currently** serving as the State President or had served as the State President for the year on which the Awards and Competitions are being judged.

# **COMPETITION SPECIFICS**

## **Portfolio/Interview Competitions**

### **John H. Armbruster “Keyman” Memorial Award**

The John H. Armbruster “Keyman” Memorial Award is presented annually to up to three (3) outstanding members who have continued to show support, dedication and enthusiasm following their first two years of membership. The award is named in honor of John H. Armbruster in recognition of his long and faithful service to The U.S. Junior Chamber. He was a charter member of the St. Louis Junior Chamber and throughout his life he contributed to the organization. John H. Armbruster founded The Junior Chamber Crew Club and through his publication, Log of the S.S. Fellowship, he kept up correspondence with members across the nation and throughout the world for more than 40 years.

Members who have been a member of the U.S. Junior Chamber for more than two years are eligible to compete, provided they meet all other eligibility criteria listed under the “General Eligibility Requirements” section. Members who have competed in the Brownfield competition on a state or National level in a previous award year **are** eligible to compete in the Armbruster competition, provided they meet all other eligibility criteria listed under the “General Eligibility Requirements” section.

This award is based on the following criteria

- individual’s impact on local and state organization
- community impact through individual’s actions
- participation in USJC and JCI events
- exemplification of USJC values

### **C. William Brownfield Memorial Award**

The C. William Brownfield Memorial Award is presented annually to up to three (3) outstanding first-year members. The award is named in honor of Bill Brownfield, the author of the Jaycee Creed. Bill Brownfield recognized that the spirit and enthusiasm of the Junior Chamber movement came from the spirit of first-year members.

Items in competitor’s portfolio shall be reflective of only the member’s first 12 months of membership in the Junior Chamber and will not necessarily encompass a calendar year. New members are eligible to compete for the Brownfield any time during and up to their first 24 months of membership. In no case would a member be eligible for this award after the second Year-End Meeting following the nominee’s initial entry into membership of the U.S. Junior Chamber. Jaycees that were members of the organization for more than two years, left the organization (for whatever reason and for any time frame) then joined the organization again as a new member, are ineligible to compete in this competition.

This award is based on the following criteria:

- individual’s impact on local organization
- community impact through individual’s actions
- participation in training and orientation programs
- participation in community and international events
- exemplification of USJC values

### **Andrew and Charlotte Mungenast Memorial Award (Family of the Year)**

The Andrew and Charlotte Mungenast Memorial Award is presented annually to up to three (3) outstanding families in the United States Junior Chamber. These are families who have promoted and exemplified the objectives and beliefs of the Jaycee Creed. The award is named in honor of Andrew and Charlotte Mungenast. Andrew was one of the founders of The United States Junior Chamber and served as its first Secretary. Both the United States Junior Chamber and Junior Chamber International considered his wife, Charlotte, to be “The First Lady of Jaycees.”

A “family” is defined as: a married couple with or without children, a single parent with one or more children, and siblings (i.e. brother/sister, brother/brother, sister/sister) living in the same household.

At least one (1) member of the family unit must be a Jaycee in good standing and meet the criteria listed under the “General Eligibility Requirements.” Any family may enter this competition regardless of the member’s length of membership in the organization. All members of the family group that are 18 years old or older must be present and participate in the competition. Children under the age of eighteen are welcome to attend and participate in the competition, but are not required to do so. Members who are competing in the Brownfield or Armbruster competitions on a state or National level in the current award year or who have competed in either or both competitions in a previous award year are still eligible to compete in the Mungenast competition, provided they meet all other eligibility criteria listed under the “General Eligibility Requirements” section.

This award is based on the following criteria:

- family’s impact on local and state organization
- community impact through family’s actions
- participation in USJC and JCI events
- exemplification of USJC values

### **Interview**

A panel of judges will conduct an exclusive oral interview of each nominee at the competition. Absolutely no spectators are allowed to be present during the interview competition.

Most of the oral interview will be based on the nominee’s answers to life-relevant questions, measurement of his or her enthusiasm for the Junior Chamber as well as his/her understanding of the organization’s philosophy, mission and beliefs. Judges are also looking for evidence of the skills the member has obtained or improved throughout his or her Jaycee career, and how these skills have been and are being put to use.

### **Portfolio**

An electronic “portfolio” submission is required for Brownfield, Armbruster, and Mungenast Family of the Year Competitions. A panel of judges will review and score the portfolios prior to the Annual Meeting. The panel of judges who evaluate the portfolios may or may not be the same panel of judges who conduct the interviews, so competitors should answer all questions as thoroughly as possible and not assume the judges have seen their portfolios. If a competitor would like to bring a physical copy of their portfolio for the judges in the Interview portion of the competition, they may, though it is not required.

**The following is the format for the Portfolios for all three competitions:**

Portfolios should be no more than fifteen (15) pages in length.

The Individual Awards Entry Form specific to the competition should be completely filled out and placed in front of Tab 1.



**TAB 1: Resume** – Use a professional resume format, with a maximum of two (2) pages in length.

There is no “standard” resume format. This gives members the flexibility to use a format comfortable to them. It is suggested that you start with basic personal information, including educational and professional/employment information. The competitor should be sure to indicate when he or she first joined the Jaycee organization. The resume should blend both your personal/professional and Jaycee accomplishments, and should be focused on activities from the judging year (i.e., for a competition in June 2013, the judging year would be from January 1, 2012 to December 31, 2012), with the exception of Brownfield competitors, who should highlight their first 12 months of membership only.

#### Suggested Resume Items

- Number of members recruited (and even names of members if your desire)
- Number of projects attended (ex: list the projects attended by Area of Opportunity)
- Number of projects chaired or committees served on (also note the projects with completed PMGs)
- Number of Degrees advanced (list specific/notable/unique accomplishments, if applicable)
- Local Jaycee office(s) held
- Number of new member orientations attended and/or conducted
- Number of state, national, or international meetings attended (include names and dates)
- List of Individual Development Competitions participated in (include at which level and the results)
- Number and types of training sessions attended and/or conducted
- Honors and awards received
- Number of public relations opportunities involved in
- Number of extensions worked on (and number of extensions successfully completed)
- Number of chapter assists (especially at-risk chapters under 30) – include details such as projects worked on, members recruited, renewals assisted with, amount of travel, etc.
- List the significant events that occurred in the competitor’s life that year beyond the Jaycees. Focus on positive changes that occurred outside of the Jaycee organization but are directly related to or a result of the Jaycee movement. (**NOTE:** Items not related to Jaycees should be carefully explained. If a competitor wishes to show a relationship between these items and their Jaycee experience, it should be made explicit.)

**TAB 2: Letters of Recommendation** – It is suggested that you include three (3) to five (5) one-page letters of recommendation. One of the letters **must** be from the competitor’s Local Chapter President.

**TAB 3: Substantiating Materials** – Include a section of substantiating materials up to ten pages in length. More information rather than less will enable for easier judging and selection of the award winners.

#### Examples of Substantiating Materials

- Membership applications
- Letters
- Fliers, calling lists, etc.
- Lists, charts and graphs
- Summaries
- Public relations materials (including newspaper clippings and radio or TV coverage listings)
- Travel vouchers
- Color photos
- Thank you notes

- Postcards
- Certificates
- Calendars
- Financial statements and receipts
- Agendas or meeting minutes showing actions taken by the competitor
- Training vouchers or certificates of completion

The above items are merely suggestions. These are not requirements. A competitor is not limited to nor expected to include the above items in his or her portfolio. The choices and order of items included will depend on the competitor. The portfolio should be professional, creative and innovative, but should reflect the competitor's style in every way possible.

### **Additional Tips and Suggestions**

- Portfolios should be in order and tabbed.
- The Awards Entry Form should be first, before Tab 1. Behind Tab 2, the Local Chapter President's letter of recommendation should be first.
- **NO MORE THAN 15 PAGES TOTAL.** Multiple-page documents are NOT permitted (see "Rules and Suggestions for Single Project Entries" for the definition of a multiple page document).
- All pages must be numbered.
- An electronic copy of portfolio must be submitted prior to the competition registration deadline as published by the National Awards Committee.

### **Scoring**

A panel of judges will review and score the portfolios. A panel of judges (which may or may not be the same panel that reviewed the portfolios) will conduct an exclusive oral interview of each nominee or family. In the initial judging round, the portfolio review and the oral interview will each count as 50% of the competitor's total score. The final round of competitions (also known as "Finals" or "Call Backs") will consist of an oral interview only. Winners of the award will be determined by combining the portfolio score with the scores from each oral interview round.

## **Write-up**

The annual Write-up competition is held to recognize the most outstanding writers in the U.S. Junior Chamber of the past year. It is not the intent of this award to recognize professional writers. A "professional writer" is defined as a member who either currently or previously earned at least 25% of their income in a profession in which writing or publishing is required. The winning essay from the competition will be published in the official publication of The U.S. Junior Chamber.

### **Scoring**

The Write-up competition will take place in two rounds. All contestants will participate in the first round of competition. Everyone shall be sequestered in the same room. A topic will be revealed to the competitors at the beginning of the competition. Each contestant will have thirty (30) minutes to complete an essay on the same topic.

The entry will be judged on:

- comprehension and clarity of the topic
- format and presentation (logic)
- development of the entry (creativity)

- mechanics (spelling, neatness and correct use of grammar)

Contestants should take care not to identify their chapter or state in their essays. All essays will be hand-written. Competitors will not be allowed to bring any assistive tools in to the competition room. This includes, but is not limited to, cell phones, PDAs, dictionaries, thesauruses or reference materials. Those competitors receiving the highest scores on their essays from the judges will participate in the second round of competitions known as “Finals” or “Call Backs.” The Write-up competition for finalists will be conducted the same competition day. The same procedure used in the initial round of competition will be followed for the finalists’ competition. The finalists will again have thirty (30) minutes to complete an essay on a new topic. Winners of the award will be determined strictly by final round scores. Spectators are not allowed in the competition room during any portion of the Write-up competition.

## **Speak-up**

The annual Speak-up competitions are held to determine the most outstanding speakers in the U.S. Junior Chamber of the past year. It is not the intent of this award to recognize professional speakers. A professional speaker is defined as a person who either currently or previously earned at least 25% of their income in a profession in which speaking is the primary component of the job description. The first place winners of the Durward Howes Memorial Award and Master’s Speak-up must deliver his or her winning prepared speech at the General Assembly Meeting following the announcement of winners.

### **Durward Howes Memorial Award (Novice Speak-up)**

This award is given to up to three (3) outstanding speakers who are general members of the U.S. Junior Chamber. As noted above in the “General Eligibility Requirements” and “Specific Eligibility Factors” sections of the manual, the pool of possible competitors for this competition has been expanded from the past. Please refer to those sections to determine qualifications for eligibility. The award is named in honor of Durward Howes, President of The U.S. Junior Chamber in 1930-31. Howes is known as the father of the Ten Outstanding Young Americans program.

The first place Speak-up winner at the Year-End Celebration is eligible to represent the U.S. Junior Chamber at the JCI World Speaking Competition. This competition is held in the spring at the Conference of the Americas. The winner of the Area competition is also eligible to compete at JCI World Congress. Winners should refer to the JCI Website ([www.jci.cc](http://www.jci.cc)) for information regarding international rules, guidelines and registration procedures.

### **Master’s Speak-up**

The Master’s Speak-up competition is designed to recognize the best of the best! This award is given to up to three (3) outstanding speakers. **Anyone** who is a current member of the U.S. Junior Chamber may compete in the Master Speak-up competition, with two exceptions:

- As noted in the “Specific Eligibility Factors” section of this manual, current members of the USJC Board of Directors, USJC Staff Members and all National Awards Committee Chairmen (past and present) are NOT eligible to compete in any of the competitions.
- A State Chair/Program Manager who was responsible for organizing state competitions during the year in which national judging is based, may not compete.

The Master’s Speak-up competition allows speakers more time to speak on a topic in greater depth, and topics chosen for this competition tend to be more thought-provoking and often speak directly to how to address those challenges which may be facing our organization at any time.

## **Scoring**

The first round of competitions will consist of a five- to seven-minute prepared speech. The topic for the Howes competitors shall be released no sooner than two (2) weeks prior to the national competition day. The topic for the Master's competitors shall be released no sooner than one (1) week prior to the national competition day. Within each competition, all competitors shall compete in the initial round and shall speak on the same topic.

A second round of competitions known as "Finals" or "Call Backs," will be held for the competitors receiving the highest scores on their prepared speech. The topic for the final round will be announced to each candidate individually just prior to his or her speech. All competitors will be given the same amount of time (1 minute) to prepare for the impromptu speech. The length of the impromptu speech will be three to five minutes. The winners will be determined by combining the scores received in both rounds. The contestants will be judged on the basis of their delivery, speech content, salesmanship and continuity.

Contestants should take care not to identify their chapter or state in either their prepared or impromptu speeches. The winners of the two speaking competitions will be asked to present their prepared speech to the General Assembly during the awards presentations.

## Jaycee Debate

The Jaycee Debate competition is held to determine the most outstanding debate team in the U.S. Junior Chamber for the awards year. It is not the intent of this award to recognize debate professionals, including, but not limited to, litigators, mediators and lobbyists. The first, second and third place winning debate teams will be recognized during the awards ceremony. Any teams (regardless of if they placed during National competition) may represent the United States Junior Chamber in competition at the JCI Area C Conference of the Americas, held in the spring. Members should consult the JCI Website ([www.jci.cc](http://www.jci.cc)) to obtain additional information regarding competing on an international level, including eligibility, deadlines and registration procedures.

A Jaycee Debate team must include three (3) members: a “Captain” and two speakers. All three members must be from the same state, but do not have to be from the same chapter. One member of the team may be a current State Officer. “Current” is defined as having served during any portion of the year on which judging is based. “State Officers” are defined as: President and Vice Presidents. Both of the remaining two members of the team must meet the same eligibility criteria for all other competitions listed under the “General Eligibility Requirements” section.

### Competition Procedure

The competition will be on a single-elimination basis with winning teams moving on to the next level of competition. Depending on the number of teams competing and the combined score from previous rounds, the top 3 or 4 finalist teams will face off in “head to head” style competition or a “round-robin” style competition. The winners of the Jaycee Debate competition shall remain secret until revealed at the awards ceremony. Audiences are invited to witness the Jaycee Debate competition throughout all rounds.

Teams will argue opposite sides of the topic. A coin toss **prior** to the announcement of the topic will be used to determine which team will be able to choose their preferred side. The team winning the coin toss will be provided with thirty (30) seconds to make their decision to choose either “for” (the pro side) or “against” (the con side). Each team will be given the topic fifteen (15) minutes prior to the start of the debate. Both teams are provided with the topic at the same time. Different topics, chosen via random drawing, will be used for each round of competition. The topics may be either Jaycee or non-Jaycee related. Speakers should take care not to identify their chapter or state (or that of their opponents) at any time during their arguments.

During the Jaycee Debate, speakers will adhere to the following speaking order and time limits:

Captain FOR the motion (PRO):	2 minutes
Captain AGAINST the motion (CON):	2 minutes
1 <sup>st</sup> Speaker FOR the motion (PRO):	3 minutes
1 <sup>st</sup> Speaker AGAINST the motion (CON):	3 minutes
2 <sup>nd</sup> Speaker FOR the motion (PRO):	3 minutes
2 <sup>nd</sup> Speaker AGAINST the motion (CON):	3 minutes
Captain FOR the motion (PRO):	2 minutes
Captain AGAINST the motion (CON):	2 minutes

The “Captains” for each team will be responsible for the team’s “introduction” of their point of view and “summary” or “closing argument” for their point of view. **NO NEW MATERIAL MAY BE INTRODUCED** during the closing arguments; the speaker may only restate their point of view and rebut material already presented.

## **Point of Information**

Only a participating speaker can give a Point of Information. Substitutes, supporters or members of the audience cannot offer or answer Points of Information. A Point of Information may be made only during the second and third minutes of the first or second speaker's time. A Point of Information is not permitted at any time while the Captain is speaking.

Following are the procedures for giving and accepting Points of Information:

- If giving a Point of Information, raise your hand or place your hand over your head, stand up and address the speaker at the podium, saying, "On a Point of Information..."
- Wait for the speaker to indicate whether he or she will listen to your point. If the speaker says "No, thank you", or indicates by way of a gesture that the point will not be taken, or continues with their speech without yielding the floor, then sit down.
- If the speaker indicates that he or she will take the point, then deliver it clearly and briefly and then sit down. Do not retort to the speaker's reply. At no point should the speakers engage in a conversation with each other.
- If speaking, and an opponent offers a Point of Information, you can accept it right then, you can refuse to accept it, or you can indicate you will deal with it in a moment when you are finished with the point you are making.
- The time used to ask and answer the question (or Point of Information) counts against the current speaker's time. Thus it is important that the speaker keep control of his/her allotted time.

## **Timeout**

- Each team is allowed a quantity of one (1) timeout, one (1) minute in length, during the debate.
- A timeout may be taken at any time during the debate as long as it is called in between speakers.
- The team captain shall indicate to the Chairman that his/her team wishes to use their timeout, at which time the Chairman will ask the Timekeeper to inform them when the minute is up.

**NOTE:** Debate competitions held on the International level require a fourth member of the team, who shall to serve as an "adjudicator." An adjudicator is a judge for the competition. Since the U.S. Jaycees have other methods in place for assigning judges for each competition (including Jaycee Debate), this position is not part of the U.S. Junior Chamber Jaycee Debate competition.

If a member has competed in the Jaycee Debate competition at a National Meeting, s/he is ineligible to compete again on the National level. However, the member is eligible to participate on the International level in the position of adjudicator, Captain or speaker so long as he or she meets the International eligibility requirements. For the most up to date International rules and guidelines, please visit the JCI Website at [www.jci.cc](http://www.jci.cc).

**Part Three:**  
**Book Competitions**

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# GENERAL INFORMATION

## Submittal Procedures

### **Eligibility and Rules for Submitting Single Project Entries**

1. Only entries that place first or second in state judging are eligible for national competition (see below).
2. State and local organizations **MUST** have all 2014 dues paid in full by January 31, 2015 to be eligible.
3. Recognition is based on the progress of the project between January 1<sup>st</sup> and December 31<sup>st</sup>. Projects must be completed to receive an award. The project can be started the previous awards year but in order to be eligible, it must be finished during the awards year in which it is being submitted for competition.
4. All decisions of the National Awards Committee and the National President are final and irrevocable.
5. A specific project may be entered in only one (1) of the eight (8) Single Project Award Categories. Under no circumstances may the same project be submitted and considered for an award in more than one (1) Award Category in the same awards year.
6. In theory, a chapter may submit up to two (2) Single Project Entries in each of the eight (8) Single Project Award Categories so long as the entries placed first or second on the state level and have been certified by the State President of the awards year as the entries certified to represent the state.
7. Entries must be submitted using the online system provided by the U.S. Jaycees and available on the USJC Website.
8. Once an entry has been submitted online by a chapter, the entry must then be approved by the President of the State Organization who held office during the awards year. To do so, the State President must use the means indicated by U.S. Jaycees and available on the USJC Website before the posted deadline.
9. Single Project Entries must be created, edited, submitted and approved during the time frame established for that purpose by the USJC National Awards Committee.
10. To learn how to use the USJC Awards Program Software, please refer to the USJC Website where you will find the guidelines to do the following:
  - a. Create and edit a Single Project Entry, including substantiating material
  - b. Delete an Entry
  - c. View an Entry
  - d. Approve an Entry (available to State Presidents only)

### **Procedures for Certifying Eligible Single Project Entries**

1. Before a Single Project Entry can be submitted to be judged on the National level, it must first be certified by the State Jaycee Organization as a first or second place winner from judging held on the state level. Each state may submit up to *two* (2) Single Project Entries (SPEs) in each **Single Project Award Category**. It is up to the State Organization to judge the entries submitted on the state level to determine which SPEs will represent their state on the national level.
2. After placing first or second, the SPEs must then be “**certified**” by the President of the State Organization who held office during the awards year.



## **Judge Requirements**

For the purpose of judging **Single Project Entries** (SPEs) submitted by chapters and **Statewide Project Awards**, the number of judges required per state will be determined by the total number of entries submitted from the state. There shall be one (1) judge for every ten (10) SPE submittals up to thirty (30).

<b><u>Number of Entries</u></b>	<b><u>Number of Judges</u></b>
1 - 10	1
11 - 20	2
21 - 30	3
31 or More	4

**NOTE:** These are **minimum** requirements. Should a state wish to submit additional judges they may with the permission of the National Awards Committee Chair.

### **Eligibility Requirements for Judges of National Awards**

A qualified judge is one who:

- has previously served as a National Awards Judge or is selected and approved by their state organization;
- is currently a member of a local Jaycee chapter or, if outside the USJC age limit, is a USJC Ambassador or a JCI Senator;
- has been an active Jaycee for a minimum of one (1) year;
- is **not** currently serving as the State President or had served as the State President for the year on which the Awards and Competitions are being judged.

# SINGLE PROJECT ENTRY (SPE)

## Category Definitions

### **Classification of Projects**

Since all Junior Chamber projects provide opportunities for members to enhance their potential, it can be difficult for a chapter to determine how best to classify a project in their Business Plan. When planning a calendar of events for the year, a chapter should determine the purpose of each project that is suggested in order to ensure that meaningful programs and events are included into the chapter's plan of action for the year. Once the purpose of the project is determined, the project is grouped under the Area of Opportunity that is best reflected by that purpose. Grouping projects and events into Commissions and Areas of Opportunity will allow the chapter to then identify any areas that are “missing” from their business plan, thus keeping them from being a well-rounded chapter.

**Remember:** Commissions are simply a “helpful tool” for a chapter to use while planning events and projects and when writing their annual Business Plan. Commissions and Areas of Opportunity should **not** be confused with **Awards Categories**, which are used to **classify projects** into groups in order **to be judged** against other projects from around the United States. Any references to Commissions through the remainder of this document are used as planning and information resources only and should not be considered when assigning a project’s award category.

### Single Project Award Categories

Based solely on its primary purpose, each Single Project Entry must be placed into one (1) of the following eight (8) award categories for judging.

#### ***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

***Area of Opportunity:*** Business

***Business Plan Commissions:*** Strategic Planning, Business Opportunities, Financial Management, Marketing and Public Relations

***Previous Award Categories:*** Business Development, Ways & Means Fundraising, Public Relations

### ***Inter-organization Collaboration Project***

Projects conducted to provide benefit to chapters and their members from collaborating with members of other USJC 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, USJC and JCI emphasis programs.

*Project Examples:* Twinning, Outstanding Young Farmer (OYF), any collaboration between region, state, USJC 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 Nevada Jaycees' state priority project the Las Vegas Children's Home.)

*Area of Opportunity:* International

*Business Plan Commissions:* International Involvement and State, National and International Junior Chamber Involvement

*Previous Award Categories:* Community Development, International Development, Youth Activities

### ***Local Personal Skill Development Program***

Programs conducted that further the USJC 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

*Area of Opportunity:* Individual

*Business Plan Commissions:* Personal Development, Professional Development, Chapter Activities and Membership Retention and Activation

*Previous Award Categories:* Individual Development, International Development

### ***Local Growth and Development Program***

Programs conducted that aim to grow the United States Junior Chamber 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

*Area of Opportunity:* Individual

*Business Plan Commission:* Membership Retention, Growth and New Chapters

*Previous Award Categories:* Membership Recruitment, Individual Development

### ***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 USJC Mission. Included in this category would be projects that raise funds for non-Jaycee 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 Virginia Jaycee)

*Area of Opportunity:* Community, International

*Business Plan Commissions:* Community Service, Community & Children and Youth, Government and Civic Involvement, International Involvement and State, National and International Junior Chamber Involvement

*Previous Award Categories:* Community and Charity Fundraising, Community Development, Environmental Development, International Development, Youth Activities

### ***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 USJC 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

*Area of Opportunity:* See “Local Community Empowerment Program” award category

*Business Plan Commissions:* See “Local Community Empowerment Program” award category

*Previous Award Categories:* See “Local Community Empowerment Program” award category

### ***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.

*Project Examples:* See JCI Website for additional information

*Area of Opportunity:* Business, Community

*Business Plan Commission:* Business Opportunities, Community Service, Strategic Planning

*Previous Award Categories:* Business Development, Environmental Development

### ***Local United Nations Millennium Development Goals (UN MDG) Project***

Projects that are specific to the goals listed, that work with the United Nations Millennium groups. 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. These targets have become known as the Millennium Development Goals.

Goal 1: Eradicate Extreme Hunger and Poverty

Goal 2: Achieve Universal Primary Education

Goal 3: Promote Gender Equality and Empower Women

Goal 4: Reduce Child Mortality

- Goal 5: Improve Maternal Health
- Goal 6: Combat HIV/AIDS, Malaria and other diseases
- Goal 7: Ensure Environmental Sustainability
- Goal 8: Develop a Global Partnership for Development

**NOTE:** Projects that fall into the UN MDG category will be located under various Areas of Opportunity and Commissions in your Business Plan, depending on which of the eight goals is targeted. For the best examples of UN MDG projects, log on to the JCI Website at [www.jci.cc](http://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.
- **Remember: Jaycees from other states will be judging your projects.** You and everyone in your state *know* what your state’s “emphasis” or “priority” projects are. However, many judges from other states may not realize this is a program “adopted by” and supported by all the chapters in your state. Thus, **unless you specify** in your Project Management Guide that this is a **state-supported** or **state-run project or program**, a judge may think that your project was submitted for judging under the wrong category and thus may not rank your project as high when judging your entry. State emphasis programs or priority projects are classified under “State, National and International Junior Chamber Involvement” commission, and are judged under the “**International Involvement**” awards category.
- Another thing to keep in mind regarding Jaycees from other states 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 judge 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.
- **Commissions** are simply a “**helpful tool**” for a Chapter to use while planning events and projects and when writing their annual Business Plan. They will help a chapter create a balanced and well-round plan. Commissions should not be confused with **Awards Categories**, which are used specifically to **classify projects into groups** in order to be **judged** against other projects from around the United States.
- The U.S. Jaycee Awards Categories are very similar **but not identical** to the categories used by JCI for judging awards on the International level. (For example, on the International level all projects that raise money are grouped together into one Awards Category.) Some project winners from the U.S. Junior Chamber may have to be placed into a different category to be judged internationally. Consult the JCI Website at [www.jci.cc](http://www.jci.cc) for all deadlines and rules regarding submitting awards on an International level. For additional help, consult the National Awards Committee Member assigned to your state or contact the National Awards Committee Chair.

## **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?

## **Judging Process – Chapter SPE**

Each SPE will be judged against SPEs in the same Awards Category and will be ranked by multiple judges. The top four (4) points-getters will be announced, and the best project in each Awards Category will be recognized. The top two (2) SPEs in each Awards Category will be eligible to submit to the Junior Chamber International Conference of the Americas.

Winners are asked to make the winning SPE available for publication in the PMG library on the United States Junior Chamber Website at [www.usjaycees.org](http://www.usjaycees.org).

### **William B. Robertson Best Local Community Empowerment Program**

The William B. Robertson Award is presented annually to the Best Local Community Empowerment Programs in the nation, regardless of chapter size.

The award is named in honor of William B. Robertson of Virginia. He was a co-founder of Camp Virginia Jaycee, a Jaycee-operated summer camp for children and adults who are mentally challenged. Robertson was elected to the U.S. Jaycee Hall of Fame in 1987.

Projects and programs under this award category are run by local chapters to improve the community and extend the USJC Mission. This award is based on the following criteria: Objectives, planning, finance and execution; membership participation; community impact; impact on the local organization; and long-term impact of the program.

### **Best Local Economic Development Program**

The Best Local Economic Development Program Award is presented annually to the most outstanding local economic development programs in the nation, regardless of chapter size.

Programs under this award category are run by local chapters to promote economic development in their community. This award is based on the following criteria: Objectives, planning, finance and execution; promotion of free enterprise; impact on local economy; impact on community and participants; and partnerships and public relations.

### **Best Local Personal Skill Development Program**

The Best Local Personal Skill Development Program Award is presented annually to the most outstanding local personal skill development programs in the nation, regardless of chapter size.

Programs under this award category are run by local chapters to further the USJC Mission by creating development opportunities for young people to create positive change and developing the skills of individuals. This award is based on the following criteria: Objectives, planning, finance and execution; membership participation; skills developed; impact on participants; and long-term impact of the program.

### **Best Local Growth and Development Program**

The Best Local Growth and Development Program Award is presented annually to the most outstanding local growth and development programs in the nation, regardless of chapter size.

Programs under this award category are run by local chapters and members that aim to grow the U.S. Junior Chamber in order to create development opportunities for more young people in their community. This award is based on the following criteria: Plan of action; involvement of local board of directors and members; methods of implementation; results achieved; and long-term impact of the program.

### **Best Local UN MDG Project**

The Best Local UN MDG Project Award is presented annually to the most outstanding local United Nations Millennium Development Goal projects in the nation, regardless of chapter size.

Programs under this award category are run by local chapters that work to advance the UN Millennium Development Goals (MDGs). This award is based on the following criteria: Objectives, planning, finance and execution; membership participation; community impact; link with UN Agencies or partners; and long-term impact of the program.

### **Best Local Corporate Social Responsibility Program**

The Best Local Corporate Social Responsibility Program Award is presented annually to the most outstanding local Corporate Social Responsibility (CSR) programs in the nation, regardless of chapter size.

Programs under this award category are run by local chapters that further the UN Global Compact's Mission to promote and spread the values of CSR. This award is based on the following criteria: Objectives, planning, finance and execution; community impact; alignment to one or more of the Ten Principles through concrete measures; results achieved; impact on local organization; and long-term impact of the program.

### **Best Inter-organization Collaboration Project**

The Best Inter-organization Collaboration Project Award is presented annually to the most outstanding local inter-organization collaboration projects in the nation, regardless of chapter size.

Programs under this award category provide benefits to local chapters from collaborating with members of other USJC and JCI Organizations and can increase their impact by working together. This award is based on the following criteria: Objectives, planning, finance and execution; cooperation between the local organizations; impact on members and contribution to the USJC Vision; community impact; and long-term impact of the program.

### **Dr. Jerry Bruce Memorial Best Long-term Local Community Development Program**

The Dr. Jerry Bruce Memorial Award is presented annually to the Best Long-term Local Community Development Programs in the nation, regardless of chapter size.

The award is named in honor of Dr. Jerry Bruce, who served as President of the Idaho Junior Chamber during 1961-62 and was killed in an automobile accident near Boise, Idaho in 1962.

Projects and programs under this award category are run by local chapters over a period of more than one year to improve the community and extend the USJC Mission. This award is based on the following criteria: Objectives, planning, finance and execution; membership participation; community impact; impact on the local organization; and long-term impact of the program.

### **Best Project of the Year**

The final round of SPE judging will consist of the eight (8) winning SPEs. Several judges will again rank these SPEs with the overall winner being presented with the Best Project of the Year Award. The winner is selected from the first place Single Project Entry of the Year winner in each Award Category.



### **Judging Process – State SPE**

Each SPE will be judged against SPEs in the same Awards Category and will be ranked by multiple judges. The top four (4) points-getters will be announced, and the best project in each Awards Category will be recognized.

Winners are asked to make the winning SPE available for publication in the PMG library on the United States Junior Chamber Website at [www.usjaycees.org](http://www.usjaycees.org).

### ***Feedback***

It is not possible to guarantee return of judging sheets for any SPEs submitted for judging. Efforts will be made to provide constructive commentary to enhance the growth and development of Junior Chamber members. Feedback sheets, if available, will be released to the State President (or designee) no sooner than thirty (30) days after the completion of judging.

### **Dennis Hamilton Memorial Award**

The Dennis Hamilton Memorial Award is presented annually to the Best State Flagship Program. A State Flagship Program contributes to the USJC Mission and Vision, and involves Members and local chapters from across the State Organization based on the following criteria: Strategy and implementation; benefit to and participation of Local Chambers and Members; community impact; public relations, visibility, partnerships and finances; and long-term impact of the Program.

The award is named in honor of Dennis Hamilton, who, while serving as an Administrative Vice President of the Oklahoma Junior Chamber, died in an airplane crash on April 7, 1973, at the age of 30.

### **Steve Little Memorial Award**

The Steve Little Memorial Award shall be presented annually to the Best State Growth and Development Program. State associations focus on the growth and continued development of the Jaycee movement through their state based on the following criteria: Strategic Plan; involvement of State Board of Directors and Members; methods of implementation; results achieved; and long-term impact of the Program.

The award is named in honor of Steve Little who, while serving as President of the Wisconsin Junior Chamber, died in a car accident in January 1982 while driving to a Junior Chamber meeting.

### **Judging Process – Outstanding Local Organization**

#### **Clarence H. Howard Memorial Award**

The Clarence H. Howard Memorial Award is presented annually to the most outstanding local chapter organizations with the best programming.

This award is named in honor of Clarence H. Howard who as President of the St. Louis Chamber was a major contributor to Henry Giessenbier's success in founding the St. Louis Junior Chamber and The U.S. Junior Chamber.

This award is based on the following criteria: Plan of action; Individual Development programs and results; Community Development programs and results; International Development programs and results; and Economic/Business Development programs and results.

The judges, at the discretion of the National President, shall select up to ten (10) recipients of the Clarence H. Howard Memorial Most Outstanding Local Chapter Organization Award.

#### **Harold A. Marks Memorial Award**

The Harold A. Marks Memorial Award is the highest achievement a Junior Chamber chapter can attain in the U.S. Jaycees Organization. The chapter receiving this award is chosen from the Clarence H. Howard Memorial Award winners and is recognized as the Most Outstanding Junior Chamber Chapter in the Nation.

The award is named in honor of Harold A. Marks who served as a National Director of the Arizona Jaycees in 1935-36. He was killed in March of 1936 while flying to the installation of a new chapter.

The National President shall select one (1) recipient of the Harold A. Marks Memorial Award.

### **Judging Process – Outstanding New Local Organization**

#### **Hampton Whetsell Memorial Award**

The Hampton Whetsell Memorial Most Outstanding New Local Organization Award is presented annually to the new local organizations that conduct the most outstanding activities during their first year of affiliation. The first year of activities (from affiliation) must be CONCLUDED during the award year, January 1<sup>st</sup> through December 31<sup>st</sup>.

This award is named for Hampton Whetsell, III. Whetsell's desire to be the best and his will to succeed were recognized during the Annual Meeting in Memphis, Tennessee, where he was presented with The U.S. Junior Chamber "Chapter Pacesetters" award for the largest extension (113 members) in a community of between 850 and 2,500 people. A member for only five months, he was the Chapter President of the Bowman, South Carolina Junior Chamber. He died in an auto accident on August 18, 1989, while driving home from working on a chapter extension.

This award is based on the following criteria: Plan of action; recruitment strategy; Individual Development programs and results; Community Development programs and results; International Development programs and results; and Economic/Business Development programs and results. The same criteria and format used for the other Chapter Annual Report awards is used and judging is based **only** on the **first 12 months** of the chapter's activities.

The judges, at the discretion of the National President, shall select up to three (3) recipients of the Hampton Whetsell Memorial Most Outstanding New Local Organization Award.

**Judging Process – State Annual Report**

Each Annual Report will be judged against all other Annual Reports. The top four (4) points-getters will be announced, but only the best State Organization will be recognized.

**George O. Wilson Memorial Award**

The George O. Wilson Memorial Award is presented annually to the state organization with the best programming by Annual Report.

The award is named in honor of George O. Wilson, who served as President of The U.S. Junior Chamber in 1921-1922.

This award is based on the following criteria: Plan of action; Individual Development programs and results; Community Development programs and results; International Development programs and results; and Economic/Business Development programs and results.

***Feedback***

It is not possible to guarantee return of judging sheets for any Area of Opportunity or Annual Report entries submitted for judging. Efforts will be made to provide constructive commentary to enhance the growth and development of Junior Chamber members. Feedback sheets, if available, will be released to the State President (or designee) no sooner than 30 days after the completion of judging.

**Part Four:**  
**Memorial Officer Awards**

**UPDATES/CORRECTIONS TO THE NATIONAL AWARDS MANUAL WILL BE  
POSTED ON THE USJC WEBSITE ([WWW.USJAYCEES.ORG](http://WWW.USJAYCEES.ORG))**

## **GENERAL INFORMATION**

The memorial officer awards are presented annually to those individuals who meet eligibility requirements and demonstrate outstanding dedication to the Junior Chamber organization at all levels: local, state and national. Except where noted, entries must be submitted using the online method detailed on the USJC Website. The nominees must be authorized by the State President of the award year and submitted by the deadline published by the National Awards Committee. Selection of recipients is the decision of a panel of judges as appointed by the USJC National President.

## **LOCAL OFFICER AWARDS**

### **Heidi Juttner Memorial Award**

The Heidi Juttner Memorial Outstanding Local Vice President Award will be presented annually to up to ten (10) outstanding Local Vice Presidents, regardless of the name of their office.

This award is based on the following criteria: Leadership, motivation and inspiration of Members; community impact; impact on Local Organization; participation in State events; and exemplification of USJC Values.

Each state organization may nominate up to ten (10) outstanding Local Vice Presidents for this award.

### **Charles Kulp, Jr. Memorial Award**

The Charles Kulp, Jr. Memorial Award is presented annually to up to ten (10) outstanding Local Presidents in the nation.

The award is named in honor of Charles Kulp, Jr. from Delaware. Kulp served as the Local Chapter President for the Wilmington Junior Chamber and also as a State President for Delaware. He died of cancer in 1979.

This award is based on the following criteria: Leadership, motivation and inspiration of Members; community impact; impact on Local Organization; participation in State, USJC and JCI events; and exemplification of USJC Values.

Each state organization may nominate up to six (6) outstanding Local Presidents for this award. To be eligible for the award, the Local President's chapter must be at YTD growth for the award year.

# **STATE OFFICER AWARDS**

## **R. Bradley Trafton Award**

The R. Bradley Trafton Award is presented annually to up to ten (10) outstanding State Officers in the nation. Offices eligible for consideration are Vice President, Program Manager, Region Director and District Director.

This award is named in honor of R. Bradley Trafton, a past U.S. Junior Chamber staff officer from New Hampshire. He also served as State President, Internal Vice President, and Chaplain (twice) for the New Hampshire Junior Chamber.

Each state organization may nominate up to six (6) individuals for this award.

## **Allen Whitfield Memorial Award**

The Allen Whitfield Memorial Award shall be presented annually to up to four (4) outstanding State Presidents who have shown exemplary dedication and commitment to the Junior Chamber movement.

The award is named in honor of Allen Whitfield from Iowa. He served as National President in 1936-37 and passed away in 1984.

This award is based on the following criteria: Administration; leadership, motivation and inspiration of Members; activities: impact of projects; attendance at USJC and JCI events; and participation in USJC and JCI.

The National President, after conferring with the National Vice Presidents, shall select the recipients of the Allen Whitfield Memorial Award. To be eligible for the award, the President's state must be at YTD growth for the award year. Only one entry is allowed per state.

## **Clayton Frost Memorial Award**

The Clayton Frost Memorial Award is presented annually to the most outstanding State President.

The award is named in honor of Clayton Frost, former North Carolina State President, who died in April 1946 in an automobile accident while returning from the installation of a new chapter.

This award is based on the following criteria: Administration; leadership, motivation and inspiration of Members; activities: impact of projects; attendance at USJC and JCI events; and participation in USJC and JCI.

The National President, after conferring with the National Vice Presidents, shall select the recipient of the Clayton Frost Memorial Award. To be eligible for the award, the President's state must be at YTD growth for the award year. Only one entry is allowed per state.

# **NATIONAL OFFICER AWARDS**

## **Don Cavalli Memorial Award**

The Don Cavalli Memorial Award is presented annually to the most outstanding National Vice President in the nation.

The award is named in honor of Don Cavalli, of Ogden, Utah, former State President of Utah and a past National Vice President. Cavalli died in October 1977 from a rare blood disease.

This award is based on the following criteria: Administration; leadership, motivation and inspiration of Members; activities: impact of projects; communication; and participation in USJC and JCI.

The National President shall select the one (1) recipient of the Don Cavalli Memorial Award.

**Part Five:**

**Other Awards and Recognition**

**UPDATES/CORRECTIONS TO THE NATIONAL AWARDS MANUAL WILL BE  
POSTED ON THE USJC WEBSITE ([WWW.USJAYCEES.ORG](http://WWW.USJAYCEES.ORG))**



## **CIVIC LEADERSHIP CERTIFICATION**

Civic Leadership is defined as, “A consistently successful venture or enterprise; something that is well established in its worth and stability.” Completing the Civic Leadership Certification (CLC) program will help to ensure that the organization is consistently successful, is well managed and is stable.

The CLC program is a planning, evaluation, and reporting process which utilizes input from both the members and the community. When used properly, the CLC program will help the organization develop its members and create a positive impact in the community.

The CLC program can be utilized at all levels of the organization. Recognition will be given to all chapters, districts, regions and states that meet the requirements as provided by the USJC Civic Leadership Certification Program Manager.

For more information refer to Civic Leadership Certification Tips on the official USJC Website, [www.usjaycees.org](http://www.usjaycees.org).

## **MOST OUTSTANDING SENATOR AWARD**

The Most Outstanding Senator, or Senator of the Year, Award is presented annually to the U.S. JCI Senator who contributed the most to their local chapter that provide outstanding and conscientious service to the Jaycees of their city, town, state or the national organization.

To qualify, the Senator must be over 40 years of age, and must be a member of the US JCI Senate or a state-only member of a state that provides that option. Entries should be based on an individual’s achievements over the previous 12 – 18 months. Any chapter or state may nominate a Senator for this award.

To nominate someone for this award, please write a letter of recommendation to the judging committee stating why you feel they are deserving of this recognition. All submissions must be emailed to COS Brian ([bdevitt@usjaycees.org](mailto:bdevitt@usjaycees.org)) and President Fay ([fpoissant@usjaycees.org](mailto:fpoissant@usjaycees.org)) by the submissions deadline.

# MEMBERSHIP AWARDS

## Individual Membership Excellence Awards

Individual Membership Excellence awards recognize the outstanding accomplishments of individuals and their contributions to growing the organization. These awards are presented at the Year-End Meeting and are designed to recognize those individuals who recruit 15, 25, 50 or 100 members during the awards year. Verification of members recruited will be based on official U.S. Junior Chamber membership records in the Membership Database from January 1<sup>st</sup> through December 31<sup>st</sup> of the awards year.

## State Membership Plaques

Two (2) plaques are presented annually each year in recognition of outstanding membership growth by state. The first is awarded to the state with the highest **percentage** of membership growth. The second plaque is presented to the state with the greatest **numerical** membership growth. Both are based on official U.S. Junior Chamber membership records from January 1<sup>st</sup> through December 31<sup>st</sup> of the awards year.

## Andrew G. Mungenast Founder's Plaques

Two (2) Andrew G. Mungenast plaques are presented annually in recognition of increases in new chapter affiliations. The first is presented to the state with the greatest **numerical** growth in chapters (the largest number of new chapters chartered) within the awards year. The second plaque recognizes the state with the highest **percentage** of increase in number of new chapter affiliations. Verification is made through U.S. Junior Chamber growth records from January 1<sup>st</sup> through December 31<sup>st</sup>.

These awards are presented in honor of Andrew G. Mungenast, who was one of the founders of The U.S. Junior Chamber and served as its first Secretary.

## Recruiter's Hall of Fame

Each year, up to ten (10) of the most outstanding recruiters may be inducted into the Recruiter's Hall of Fame. To become a nominee, a member must accomplish **one or both** of the following criteria:

1. Recruit minimum of 200 new members during the awards year (January 1<sup>st</sup> - December 31<sup>st</sup>)
2. Recruit a total of 500 members during the member's lifetime

To be eligible for consideration, the Hall of Fame application must be mailed to the National Service Center and postmarked by the date published by the National Awards Committee. Each winner will receive a plaque at the Year-End Meeting and his or her name will be permanently enshrined in The U.S. Junior Chamber Exhibition Hall.

## **UNITED STATES JUNIOR CHAMBER AMBASSADOR**

Since 1976, Junior Chamber chapters 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 and their community with highest distinction and greatest contribution. Thank that special individual for their outstanding service, involvement, and commitment by nominating them as an Ambassador — the highest honor bestowed on a Jaycee.

Application materials can be found on the USJC Website at [www.usjaycees.org](http://www.usjaycees.org). Materials must be submitted through the U.S. Junior Chamber Service Center.

## **JUNIOR CHAMBER INTERNATIONAL SENATOR**

The JCI Senatorship is an honor recognized throughout the world as an indication that a man or woman has, while active in the Jaycees, made a significant and substantial contribution toward the furtherance of the organization's philosophy and beliefs.

A Senatorship has become a coveted honor that recognizes outstanding contribution and service to JCI and its member organizations. By providing Life Membership, there is a link with an organization that continues to bring the Junior Chamber vision to thousands of young adults the world over. Fees paid for a Senatorship are used to provide for the continuing growth and opportunity of JCI to more and more young people.

Application materials can be found on the USJC Website at [www.usjaycees.org](http://www.usjaycees.org).

## **RETURN THE FAVOR AWARD**

The "Return the Favor" Award is presented annually to U.S. JCI Senators and/or U.S. JCI Senate Organizations that provide outstanding and conscientious service to the Jaycees of their city, town, state or the national organization.

The judging is based on written records detailing the contributions of the Senator or Senate Organization during the awards year. The records must be submitted to the U.S. JCI Senate's Return the Favor Chairman by the State President, Regional Vice President and/or State RTF Chairperson. The U.S. JCI Senate presents RTF Awards quarterly. These recipients are eligible for the annual U.S. Junior Chamber RTF Award presented at the Year-End Meeting.

The recipient of the Return the Favor award is decided by the U.S. JCI Senate National President, the Administrative Vice-President and the RTF Chairperson based on activity reported during the year and supported by substantiating material and letters of nomination and/or recommendation.

## **SPECIAL PARTNER AWARD**

The Special Partner Award is presented annually to up to ten (10) VIPs of State and National Officers who have gone above and beyond to keep the home fires burning while their significant others are working for the Organization.

The National President shall select the recipients of the Special Partner Award.

**Part Six:**

**Junior Chamber Youth Awards**

**UPDATES/CORRECTIONS TO THE NATIONAL AWARDS MANUAL WILL BE  
POSTED ON THE USJC WEBSITE ([WWW.USJAYCEES.ORG](http://WWW.USJAYCEES.ORG))**

# **PROFESSIONAL SKILLS COMPETITIONS**

## **General Eligibility Requirements**

To be eligible to compete in the Professional Skills Competitions, competitors must be members in good standing of a Junior Chamber Youth chapter that is in good standing with the USJC (which means they are a fully chartered chapter registered in the U.S. Jaycees' JCY database with chapter members between the ages of 7-17).

### **Debate**

The Junior Chamber Youth Debate competition will mirror the structure and rules of the USJC Jaycee Debate competition. The topics used for the JCY Debate may be different from those used in the Jaycee Debate competition.

For additional information on the JCY Debate competition, please refer to the "Jaycee Debate" sub-section under the "Competition Specifics" section of this manual.

### **Speak-up**

The Junior Chamber Youth Speak-up competition will mirror the structure and rules of the USJC Durward Howes Speak-up competition. The topics used for the JCY Speak-up may be different from those used in the Durward Howes competition.

For additional information on the JCY Speak-up competition, please refer to the "Speak-up" sub-section under the "Competition Specifics" section of this manual.

## **MOST OUTSTANDING LOCAL MEMBER**

For each entry, a letter of evaluation from the Chapter Chaperone who held that position during the awards year must accompany each nominee's entry form. Each entry form must have the signature of the State President who held office during the awards year. Each state organization can nominate up to five (5) outstanding Junior Chamber Youth Local Members for this award. This award is presented annually to the top three (3) members. To be eligible for the award, the member's chapter must be a viable chapter in the U.S. Jaycees' JCY database.

This award is based on the following criteria:

- individual's leadership, motivation and inspiration of members
- community impact through individual's actions
- impact on local organization
- participation in state events
- exemplification of USJC values

The National President shall select the recipients of the Most Outstanding Junior Chamber Youth Local Member Award.

## **MOST OUTSTANDING LOCAL CHAPTER**

The Most Outstanding Junior Chamber Youth Local Chapter Award is presented annually to up to three (3) Junior Chamber Youth Chapters. The Chapters must submit the completed awards form and a letter of recommendation from their sponsoring Chapter President that served during the awards year. Each state can submit up to five (5) nominations. To be eligible for the award, the chapter must be a viable chapter in the U.S. Jaycees' JCY database.

The National President shall select the recipients of the Most Outstanding Junior Chamber Youth Local Chapter Award. The judging is based on the chapter's Annual Report.

For additional information on Annual Reports, please refer to the "Area of Opportunity/Annual Report" sub-section under the "Book Competitions" section of this manual.

## **SINGLE PROJECT ENTRIES**

Each Single Project Entry (SPE) will be judged against all other submitted SPEs from Junior Chamber Youth Chapters. The SPEs will **not** be broken down by Awards Category. The SPEs will be ranked by multiple judges. The judges will select up to three (3) SPE Award winners from all viable submissions.

For additional information on SPEs, please refer to the "Single Project Entry (SPE)" sub-section under the "Book Competitions" section of this manual.