

2012-
2013

Chapter, District, National

Award Guidelines



Creating Mobility and Independence For People With Disabilities

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AMBUCS Resource Center

336-852-0052 fax 336-852-6830 email ambucs@ambucs.org www.ambucs.org

PO Box 5127 High Point NC 27262

Award Guidelines

DISTRICT & NATIONAL AWARDS

Award Year June 1 - May 31

Each chapter should have a one-person Awards Committee to review the awards to be won at the chapter, district, and national levels. **The National Awards Committee recommends this one person committee be the immediate past president.** It is he or she who knows most intimately the achievements during his year as president. As Awards Chairman he or she can give valuable advice and assistance to the president by alerting the committee chairmen well in advance of the necessity and requirements of good performance so that the chapter will continue to qualify for and win awards.

Award categories

Awards to chapters are divided into two categories—**Merit** and **Achievement**.

Merit Awards

Merit awards recognize chapters which achieve excellence in performance as defined by the National Association's Board of Directors. Chapters do not submit entries for these awards. These awards are automatically calculated based upon AMBUCS™ Resource Center records for the chapter year June 1 - May 31. Award banner patches are given at the National Conference.

Awards in the Merit category are:

Operation Scorecards:

National President's Citation based on Chapter and District Operation Scorecards:

Merit, Honor, Superior Chapter

Merit, Honor, Superior Governor

Most Improved Chapter

New Club Building:

New Club Building Award

Sparkplug Award

Living Endowment Giving:

100% Living Endowment Giving Award

Living Endowment Giving Per Member Award

Living Endowment Giving Plateau Award

Big Heart Award

William L White

Named Scholarship

AmBility Ambassador

Membership Activity:

Blue Chip Chapter & District Awards

Top Ten Blue Chip Award

Golden 50, Diamond 75, Century 100 Chapter Awards

Branding Time Awards

Spring Round Up Awards

Double Up Award

Fifty Percent Growth Award

Member Retention Award

Therapist of the Year Award

District Governor Newsletter Award

AmTryke:

AmTryke 5 or More Award

AmTryke Award

Achievement Awards

Achievement awards **recognize** chapters and individuals in competition with others. Chapters must compete for these awards by submitting entries to the District Governor at the August District Board meeting.

Awards in the Achievement category are:

<u>Chapter/District/National</u>	<u>District/National</u>
(INDIVIDUAL)	(CHAPTER)
AMBUC of the Year	Community Service
Project Manager	Local Charities
	Newsletter
	Visibility

To compete for any of the achievement awards at the district level, entries must be filed by the chapter awards chairman with the District Governor at the August District Board Meeting, in accordance with policies

4 Achievement Awards

and procedures defined herein. Judges' decisions are announced and district winners are recognized at the Regional Fall Conference.

Competition for achievement awards at the national level is restricted to district winners. Judges decisions are announced and national winners are recognized at the National Conference.

All narratives for Achievement Awards must be typed and submitted on standard 8 1/2" x 11" paper, stapled in the upper left hand corner, and the identifying entry form attached as a cover. (See special requirements for awards on the entry forms). Submit each award separately as each award has individual judges.

To be eligible to receive a district or national award, a chapter must:

1. Be "in good standing" (all national, regional, and district dues and fees paid).
2. Be a 100% Living Endowment Chapter (\$40.00 per member) for the award year. See Living Endowment Giving Award.

It is suggested that in regions with multiple districts, the districts judge each other's entries, turning in their results to the governor of the district judged.

It is the responsibility of the region director to send winning entries for each achievement award, to the AMBUCS Resource Center at the conclusion of the Regional Fall Conference.

NOTE TO DISTRICT GOVERNORS: At the Regional Fall Conference make every effort to present awards to the immediate past presidents of the winning chapters. The award represents the efforts put forth during their year as chapter president. Too often the award is given to the present officers, ignoring the past president, who was primarily responsible for winning the award.

MERIT AWARDS:

OPERATION SCORECARD AWARDS

Chapter Scorecards

The National President's Citations for Merit, Honor, and Superior Chapters are based upon chapter performance in all areas of operation. This award is for all chapters, including those chartered prior to December 31st of the award year.

This award provides chapters with a tool for planning chapter operations. Chapters which score high typically reflect all-around excellence in many activities.

Current quarter scorecards are available on AMBUCS™ Web site www.ambucs.org. Each report should be completed at the last board meeting of the quarter, or at a specially called Chapter Executive Committee meeting, so that it can be mailed, faxed or emailed to arrive at the AMBUCS™ Resource Center by the 10th of the month following the quarter. Reports sent late are assessed penalty points.

Each chapter scoring 350 points for the year earns Merit Chapter status; 450 points earns Honor Chapter status; and 550 points earns Superior Chapter status. A chapter can earn the title *with Distinction* if the chapter also charters a new chapter during the year.

New chapters

For new chapters, chartered between July 1 and December 31, the points required to achieve Merit, Honor, and Superior status are as follows:

Chartered between July 1 and September 15: Merit 250—Honor 350—Superior 450.

Chartered between September 16 and December 31: Merit 200—Honor 250—Superior 300.

Awards

Merit

Banner medallion.

Honor

Banner medallion.

Superior

Banner medallion and a Superior Chapter watch to the chapter president.

With Distinction

A Chapter can earn the title *with distinction* if the chapter also charters a new chapter during the year. Certificate to the chapter president.

Late Reporting Policy Statement

The purpose of this policy statement is to clarify the rules with regards to submitting and the grading of scorecards submitted by the Chapter President and District Governors.

1. Scorecards are due in the AMBUCS™ Resource Center by the 10th of the month following the end of each quarter:

- a. First Quarter due Sept. 10th
- b. Second quarter due Dec. 10th.
- c. Third quarter due March 10th.
- d. Fourth quarter due June 10th.

2. If no scorecard is submitted, AMBUCS™ Resource Center staff will grade a scorecard for the chapter or district with the information available via standard reports like the Blue Chip, LEG report, etc.

3. Revisions and corrections will be accepted until the close of the following quarter. For example, corrections and revisions of the first quarter scorecard will be accepted until Dec. 10th. After these deadlines no corrections will be accepted. This is to allow results to be published, and to prevent the continued recalculation of District Governor scorecards, which are dependent on Chapter Scorecard results.

4. The final deadline for revisions, corrections, or late submissions is June 10th. Because of the tight time frame for closing the year and preparing the Merit Awards for the National Conference; alterations to scorecards after June 10th are not permissible.

District Governor Scorecards

The National President's Citation for Merit, Honor, and Superior Governors is based upon chapter performance in the district, plus specific minimum requirements for governors. The basis for scoring is the quarterly *Governor's Scorecard* which is completed by the District Governor. If a new chapter is chartered within a governor's district, the award adds the "with *Distinction*" title to their names.

Awards

Merit Governor: 300 points

Award: paperweight

Merit Governor with Distinction: 300 points and a new chapter

Award: paperweight and certificate

Honor Governor: 400 points

Award: paperweight

Honor Governor with Distinction: 400 points and new chapter

Award: paperweight and certificate

Superior Governor: 500 points

Award: clock

Superior Governor with Distinction: 500 points and a new chapter

Award: clock and certificate

Most Improved Chapter

Awarded to one chapter per region based on a minimum 25% scorecard point improvement from one full year to the next. The basis for scoring is the yearly total of scorecard points which is compiled by the AMBUCS™ Resource Center.

Award

Banner medallion

NEW CLUB BUILDING AWARDS

These awards are given to encourage chapters to engage in New Club Building by chartering chapters in their community or other communities.

New Club Building

Eligibility

Each chapter primarily responsible for the chartering of a new chapter between June 1 and May 31 qualifies for an award.

Award

Banner medallion with name of the new chapter to each qualifying chapter.

Sparkplug

Eligibility

On every New Club Building Committee there is a sparkplug who keeps the action going. The committee knows who this AMBUCS™ member is, and should so designate him or her. He may or may not be the committee chairman. Upon recommendation by the committee to the District Governor, and approval by the Region Executive Committee, the recipient receives at the National Conference the following recognition:

Awards

Sparkplug Award Plaque recognizes the Spark Plug's contribution to the new club building effort with the new chapter so designated on the award.

Sparkplug lapel pin.

Green jacket (awarded to those Sparkplugs whose efforts chartered a chapter with twenty or more members).

LIVING ENDOWMENT GIVING AWARDS

These awards are given to encourage and recognize participation in the support of the Living Endowment Program. AMBUCS Scholars-Scholarships for Therapists, the AmBility Program and Cornerstone Growth and Development.

Procedures

1. AMBUCS Resource Center totals all monies sent to the Living Endowment Fund, Chapter donations and individual member contributions are included. This data is based upon June 1 - May 31 AMBUCS™ Resource Center records, which compiles and releases at the National Conference the official results based on funds received at the AMBUCS™ Resource Center. These donations and contributions include: Living Endowment Giving (Ambility, Scholars, Cornerstone Growth and Development), Big Hat giving at auctions, William L White and AmBility Ambassador memberships. NOTE: Big Hat giving at auctions is included after the chapter has reached the 40.00 per member giving. William L White and AmBility AmBassador memberships are included after the chapter has reached the 40.00 per member giving. In the case of multiple donors in more than one chapter, only one chapter may be designated to receive Living Endowment credit.
2. The February 28th Blue Chip Report chapter membership total is the basis for the average per member contribution.

100% Living Endowment Giving

This award is given to encourage 100% participation of all members in the Living Endowment Program. It is automatically calculated by the AMBUCS™ Resource Center. Monies received June 1- May 31 (Deadline May 15th).

To qualify for the award, a chapter must have: (1) all members participating through a personal pledge, chapter pledge, or chapter donation; (2) a total amount paid which averages a minimum of \$40 per member. Membership figures are based upon the preceding February 28 *Blue Chip Report*.

New Chapters

New chapters that are considered 100% participants must meet the following criteria:

Charter month	% given	per member
June, July, August	75%	\$30
September, October, November	50%	\$20
December, January, February	25%	\$10

March, April, May	10%	\$4
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Award

Banner medallion to each chapter with 100% participation.

Living Endowment Giving Per Member

This award is given to the chapter contributing the most money per member to the Living Endowment Fund between June 1 and May 31 (Deadline May 15th). Consideration in making this award is the total amount of money collected and sent to the national fund. To qualify, the average per member contribution must meet or exceed \$40.00.

New chapters

Chapters chartered during the year are not required to contribute the full \$40 to be considered a 100% giver to the Living Endowment Fund, Inc. It is broken down in quarter segments:

Charter month	% given	per member
June, July, August	75%	\$30
September, October, November	50%	\$20
December, January, February	25%	\$10
March, April, May	10%	\$4

Awards

Awards: banner medallions to the 1st, 2nd, & 3rd place winners.

Living Endowment Giving Plateaus

To recognize grand total chapter Living Endowment Giving, these awards are provided at specific levels of achievement:

\$25,00— \$50,000 — \$75,000 — \$100,000
 \$125,000 — \$150,000 etc.

The award is a specific grand total level banner medallion which is presented to the chapter during the Living Endowment Program at the National Conference.

Qualification for these awards is based upon official AMBUCS Resource Center records.

Award
 Banner Medallion

Big Heart

This award is given to the top ten chapters contributing the largest dollar amount to the Living Endowment Fund between June 1 and May 31(Deadline May 15th). This award is automatically calculated by the AMBUCS™ Resource Center.

Award

Red Big Heart Banner Medallion to the Top Ten Winners.

William L White Membership

This donor recognition is achieved by a member or chapter who has donated \$1,000 to the Scholarships for Therapist Permanent Fund.

Award

William L White certificate and lapel pin presented to the donor during the National Conference Living Endowment Program.

Named Scholarship

This donor recognition is achieved by a member or chapter who has donated at least \$10,000 to the Scholarships for Therapist Permanent Fund.

Ambility Ambassador

This donor recognition is achieved by a member or chapter who has donated \$1,000 to Ambility Fund.

Award

AmBility Ambassador certificate and lapel pin presented to the donor during the National Conference Living Endowment Program.

MEMBERSHIP ACTIVITY AWARDS

These awards are to recognize chapter’s membership activity throughout the full chapter year, June 1-May 31.

Procedures

Membership acitivity is based on the membership data submitted to the AMBUCS Resource Center. The results are published quarterly in the Blue Chip Membership Report. The Blue Chip Membership Report tracks each chapter’s membership quarterly adds and drops since the beginning of the chapter year June 1st.

Blue Chip

The national Blue Chip award program encourages chapters to maintain a sustained level of growth in their community throughout the full chapter year, June 1-May 31.

Blue Chip goals

Blue Chip goals for existing chapters are assigned, based upon the following schedule, approved by the National Board of Directors.

No. members	Goal
Under 15	15
15 - 20	net gain of 2
21 - 25	net gain of 3
26 - 40	net gain of 4
41 - 60	net gain of 5
61 - 100	net gain of 6
101 - 150	net gain of 7
151 - 224	net gain of 8
Over 224	net gain of 9

A chapter, which reaches 100% of its assigned goal by May 31, receives a Blue Chip banner medallion at the National Conference in recognition of its achievement. Reaching Blue Chip rating each year is a sign of healthy, sustained growth. Having a net gain of two to five members each year requires concentrated effort and planning. For example, a 50 member chapter can expect a normal loss of five to eight members during the year . . . from move-aways, dropouts, and deaths. Losing the maximum of eight members and obtaining a net gain of five, means that 13 new members must be recruited, or an average of just over one per month. Thus, a chapter reaching 100% of its assigned quota by May 31 may consider itself a Blue Chip Chapter.

8 Merit Awards

Top ten Blue Chip chapters

The ten chapters which achieve the highest gain over 100% of goal, receive a TOP TEN BANNER MEDALLION at the National Conference.

Double Chip chapters

The chapters that achieve Blue Chip status for two consecutive chapter years receive a banner medallion.

Triple Chip and above chapters

The chapters that achieve Blue Chip status for three consecutive years receive a banner medallion.

District and region Blue Chip awards

A banner medallion is presented to each district and region achieving Blue Chip status. It is given to each district and region whose total membership on May 31 equals or exceeds 100% of its Blue Chip goal.

Blue Chip for new chapters

New chapters chartered between June 1 and May 31 of the award year receive a Blue Chip goal. This quota is added to the district and region totals and counts toward their quota for Blue Chip status.

Goals for new chapters are assigned according to the schedule below, approved by the National Board of Directors.

Chapters dropped during the award year are deducted from the district and region quotas.

All Blue Chip awards are presented at the National Conference. Qualification is based upon AMBUCS™ Resource Center records.

Branding Time:

October and November

In the fall months, chapters begin to accelerate their program and social activity. It is an excellent time to bring in new members, easily tying them in with these

activities. September is the time to be looking and planning . . . October and November are the months to put on the AMBUCS™ brand.

Every chapter with a net gain of five members between October 1 and November 30 is designated a Top Spread chapter. Transfer,* dual membership*, and reinstated members count for Top Spread. The president of each Top Spread chapter is designated a Trail Boss and receives a certificate.

Each AMBUCS™ member who brands a new member during this period receives a spur pin . . . two brandings, two spurs . . . three brandings, two spurs and a branding iron pin. For more than three brandings, each member would continue to receive an additional spur, and for every third branding a branding iron instead of a spur. For example: a member who brands six new members receives four spurs and two branding irons. New members branded during Branding Time also count for Big Hat credit. In addition to spurs and branding irons, Big Hatters receive a star pin for each new member.

In order to receive chapter credit toward Top Spread recognition, *Member Application Form #126*, reporting new members branded October thru November, must be received by the AMBUCS™ Resource Center by December 10th.

*Transfers and dual memberships do not count as credit toward spurs, branding irons, or Big Hat credit.

Spring Round Up:

March and April

Every chapter president with a net gain of five members between March 1 and April 30th, is designated a #1 Cowpoke, and will receive a certificate. Transfer*, dual membership*, and reinstated members count for Spring Round Up.

Each AMBUCS™ member who rounds up a new member during this period receives a boot pin . . . two round ups, two boots . . . three round ups, two boots and a branding iron pin. For more than three round ups, each member would continue to receive an additional boot, and for every third round up, a branding iron instead of a boot. For example: a member who rounds up

Blue Chip Goal when chartered in:

No. charter members	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
20	net of 2	net of 1	maintain*	maintain*
21-25	net of 3	net of 2	maintain*	maintain*
26-40	net of 4	net of 3	net of 2	maintain*
41-60	net of 5	net of 4	net of 3	maintain*
61 or more	net of 6	net of 5	net of 4	maintain*

* Maintain level of original charter membership.

six new members receives four boots and two branding irons. New members rounded up during Spring Round Up also count for Big Hat credit. In addition to boots and branding irons, Big Hatters receive a star pin for each new member.

In order to receive #1 Cowpoke recognition, *Member Application Form #126* reporting new members rounded up during March and April must be received by the AMBUCS™ Resource Center by May 10th.

*Transfers and dual memberships do not count as credit toward Boots, branding irons, or Big Hat credit.

Double Up Award

This award is given to any chapter which doubles its membership during the chapter year. To qualify, the June 1 membership is compared to May 31 of the following year. *Blue Chip* membership records are used. A banner medallion is given to winning chapters at the National Conference.

Nifty Fifty Percent Growth

This award is given to any chapter which increases its membership by fifty percent during the chapter year. To qualify, the June 1 membership is compared to May 31 of the following year. *Blue Chip* membership records are used. A banner medallion is given to winning chapters at the National Conference. For example, a chapter that starts with 30 members on June 1, and finishes May 31 with 45 members qualifies for Fifty Percent Growth Award.

Golden 50 chapter

For chapters that are 50 members strong on May 31. First time winners receive a round gold banner medallion with year numeral.

Diamond 75 chapter

For chapters that are 75 members strong on May 31. First time winners receive a diamond shaped banner medallion with year numeral.

Century 100 chapter

For chapters that are 100 strong on May 31. First time winners receive a round banner medallion with year numeral.

Member Retention

Awarded to the Blue Chip Chapter having retained the greatest percentage of membership during the period June 1 through May 31. This award is to encourage the retention of Ambucs and to reduce turnover.

Eligibility

To qualify, a chapter must have achieved Blue Chip status by May 31.

Procedures

All active, inactive, national, and life members as defined in the National ByLaws are to be counted. Other classes of membership are not counted. All deletions, regardless of cause, are counted.

The member retention percentage is computed from the official records at the AMBUCS Resource Center as it appears on the May 31, year end Blue Chip Report.

Award

Banner medallion to the top three winners.

Therapist of the Year

This award is designed as a public relations tool to be used in conjunction with the National Association "February is AMBUCS Visibility Month", or the Spring Round Up "Invitation to....." promotion. See entry form for Therapist of the Year Award.

Judging and awards

Return completed entry, no later than April 30th, to the AMBUCS™ Resource Center. The candidate must be willing to attend the National Conference as part of the Living Endowment Program.

Judges: Outside judges.

Award: banner medallion for sponsoring chapter.

District Governor Newsletter

This award recognizes the District Governors who publish outstanding newsletters throughout the year. It is judged by outside judges.

Award

Banner medallions are presented to the District Governors at the National Conference for 1st, 2nd, & 3rd places.

AMTRYKE® THERAPEUTIC TRICYCLE AWARDS

These awards recognize chapters participating in the AmTryke® Therapeutic Tricycle Project. It is automatically calculated by the AMBUCS™ Resource Center.

Procedures

These awards are determined by chapter AmTryke, LLC invoices generated during the chapter year June 1 - May 31. To qualify for the awards a chapter must have ordered and paid for AmTryke® therapeutic tricycles during the June 1 to May 31 chapter year.

10 Merit Awards

AmTryke® 5 or more

This award recognizes the number of AmTrykes purchased by a chapter during the chapter year. Recognition banner patches awarded 5, 10, 25, 50, 100.

AmTryke®

This award is given to recognize the top 3 chapters participating in the AmTryke® therapeutic tricycle Project . It is automatically calculated by the AMBUCS™ Resource Center.

To qualify for the award, total trykes ordered and paid for during the June 1 to May 31 chapter year. 1st, 2nd, 3rd place banner medallions will be awarded.

ACHIEVEMENT AWARDS: Chapter/District/National

AMBUC of the Year Award

This award is given to the member who, in the opinion of the judges, is the most outstanding AMBUCS™ member. See entry form for AMBUC of the Year.

Project Manager Award

This award is given to the member who, in the opinion of the judges, served best in the capacity as manager of a chapter project within the year. This project may or may not include fund raising. See entry form for Project Manager.

ACHIEVEMENT AWARDS: District/National

Community Service Award

This award recognizes the chapter which, in the opinion of the judges, has rendered the greatest service for the betterment of the community in which it is located. See entry form for Community Service.

Local Charities Award

This award recognizes the chapter which gives the largest per member monetary contribution, from funds raised during the year, to local charitable causes or community service projects in the community, city, or county in which it is located. (Living Endowment Giving does not count toward this award). See entry form for Local Charities.

Newsletter Award

This award is given to the chapter publishing newsletters which, in the opinion of the judges, are most effective. See entry form for Newsletter Award.

Visibility Award

This award recognizes the chapter with the most outstanding public relations efforts, in the opinion of the judges, during "February is AMBUCS Visibility Month." See entry form for Visibility Award.

Entry for AMBUC of the Year Award

This award is given to the member judged to have been the most outstanding AMBUC. Fill in all eligibility requirements and information requested.

Nominee's Name _____
 Chapter _____ District _____
 Attendance at meetings _____ %
 100% Living Endowment Contributor \$ _____
 Sponsored New member information:
 Name _____
 Date Sponsored _____

The undersigned certifies that all the information written herein is true and correct to the best of my knowledge.

Name of narrative writer _____
 Signature of narrative writer _____

The undersigned certifies that all the information written herein has been carefully read and believed to be true and correct to the best of my knowledge.

Name of chapter president _____
 Signature of chapter president _____

Eligibility Requirements

District

1. The nominee must have had 75% attendance at chapter meetings during the award year.
2. The nominee must be a 100% contributor to Living Endowment during the award year.
3. The nominee must have sponsored one member during the award year.
4. The nominee must be selected as chapter AMBUC of the Year near the close of the fiscal year, with the award being presented at the annual installation of officers in May or June.
5. Chapter Presidents, District Governors, and Region Directors serving during the award year are not eligible to receive this award.
6. Dual or Co-nominees are not allowed.
7. The nominee must be present at the Fall Region Conference to win the district award. Illness or other unforeseeable circumstances could mitigate this requirement, if in the opinion of the judges, it is justified. The judges' decision is final. The judges for excused absence (illness or other unforeseen circumstance as defined within the award guideline) will be the district governors for the region. The request for mitigation from attendance must be presented to the region ex-

ecutive committee meeting at the fall region conference. The vote shall be by secret ballot, with the region director casting a vote in the event of a tie.

National

1. - 7. Same as above.
8. The nominee must be selected as District AMBUC of the Year with the award presented at the Regional Fall Conference immediately preceding the National Conference.
9. The nominee must be present at the National Conference to win the national award.

Procedures

District/National

1. A typed narrative of approximately 500 words, is prepared by the chapter Awards Chairman WITH SPECIAL EMPHASIS ON THE PRECEDING 12 MONTH PERIOD, JUNE 1 THROUGH MAY 31. As a cover sheet, attach this entry form making sure all the information is filled out and signed. **Give entry to the District Governor at the August District Board Meeting.**
2. The narrative is entered in district competition and a District AMBUC of the Year is selected at the Regional Fall Conference. The judges may not declare

ties. The judges must select a single winner from the entries in their district. It is the responsibility of the Region Director to send the winning entry to the AMBUCS™ Resource Center at the conclusion of the Fall Regional Conference.

3. District winners are judged at the National Conference, and a National AMBUC of the Year is selected. No entry will be considered for the National AMBUC of the Year Award unless that same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.

Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- a. Brief summary of accomplishments since the nominee became an AMBUCS™ member.
- b. Chapter meetings during the past 12 months: attendance, guests, new members, enthusiasm.
- c. Committee activities: attendance, performance, leadership, new ideas.
- d. Chapter projects: participation, willingness to help beyond the average.
- e. Outstanding contribution to the chapter during the past year; including Big Hatter, Life Membership, William L. White/AmBility Ambassador.
- f. District and National participation.
- g. Verification of 100% Living Endowment status.

Chapter level

Judges: special committee appointed by chapter president. Award: plaque, 6"x 8".

District level

Judges: past district governors or independent judges appointed by district governor. Award: plaque, 8" x 10", plus district banner medallion.

National level

Judges: independent judges or past national presidents as approved by the National Awards Committee. Award: 1st, 2nd, & 3rd place framed certificates; 1st, 2nd & 3rd place banner medallions.

Entry for Project Manager Award

This award is given to the member who served best in the capacity as manager of a chapter project within the year. This project may or may not include fund raising. Fill in all eligibility requirements and information requested.

Nominee's Name _____

Chapter _____ District _____

Attendance at meetings _____ %

100% Living Endowment Contributor \$ _____

The undersigned certifies that all the information written herein is true and correct to the best of my knowledge.

Name of narrative writer _____

Signature of narrative writer _____

The undersigned certifies that all the information written herein has been carefully read and believed to be true and correct to the best of my knowledge.

Name of chapter president _____

Signature of chapter president _____

Eligibility requirements

District

1. The nominee for this award must have been primarily responsible for the operation of a project in their chapter during the year. This project may or may not include fund raising.

2. The nominee must have had 75% attendance at chapter meetings in the previous year.

3. The nominee must be a 100% contributor to Living Endowment.

4. No dual or co-nominees are allowed.

5. The nominee must be present at the Fall Regional Conference to win the district award. Illness or other unforeseeable circumstances could mitigate this requirement, if, in the opinion of the judges, it is justified. The judges' decision is final. The judges for excused absence (illness or other unforeseen circumstance as defined within the award guideline) will be the district governors for the region. The request for mitigation from attendance must be presented to the region executive committee meeting at the fall region conference. The vote shall be by secret ballot, with the region director casting a vote in the event of a tie.

National

1.- 5 same as above.

6. The nominee must be selected as District Project Manager with the award presented at the Regional Fall Conference immediately preceding the National Conference.

7. The nominee must be present at the National Conference to win the national award.

Procedures

District/National

1. A typed narrative of approximately 500 words is prepared by the chapter awards chairman with the qualifications of the nominee. The narration should include their organization of the project, how it was promoted, implementation of the project, and the benefits derived. As a cover sheet attach this entry form making sure all information is filled out and signed. **Give the award entry to the District Governor at the August District Board Meeting.**

2. The narrative is entered in district competition and a District Project Manager is selected at the Regional Fall Conference. The judges may not declare ties. The judges must select a single winner from the entries in their district. It is the responsibility of the Region Director to send the winning entry to the AMBUCS™ Resource Center at the conclusion of the Fall Regional Conference.

3. District winners are judged at the National Conference, and the National Project Manager is selected. No entry will be considered for the National Project Manager Award unless that same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.

Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- a. Brief summary of the project.
- b. How the nominee promoted the project.
- c. How the nominee implemented the project.
- d. The benefits derived.

Chapter level

Judges: special committee appointed by chapter president. Award: plaque, 6"x 8".

District level

Judges: past district governors or independent judges appointed by district governor. Award: plaque, 8" x 10", plus district banner medallion.

National level

Judges: independent judges or past national presidents as approved by the National Awards Committee. Award: 1st, 2nd, & 3rd place framed certificates; 1st, 2nd & 3rd place banner medallions.

Entry Form for Community Service Award

Chapter _____ District _____
Awards Chairman _____

This award recognizes the chapter which has rendered the greatest service for the betterment of the community in which it is located.

Eligibility requirements

District

1. Be "in good standing" (all national, regional, and district dues and fees paid).
2. Be a 100% Living Endowment Chapter (\$40.00 per member) for the award year.

National

- 1.- 2. Same as above.
3. The entry must be selected as the District Community Service winner with the award presented at the Regional Fall Conference immediately preceding the National Conference.

Procedures

District/National

1. Submit a typed summary, of approximately 500 words, detailing the chapter's community service activity or activities for the preceding 12 month period, June 1 - May 31. The narrative should include the benefit(s) resulting from the expenditure of funds raised by the chapter, and from the time and effort expended by the chapter in fulfilling its service responsibilities to its community. As a cover sheet, attach this entry form making sure all the information is filled out. **Give entry to the District Governor at the August District Board Meeting.**
2. The summary is entered in the district competition, and a District Community Service Award winner is selected at the Regional Fall Conference. The governors within a region exchange entries for judging, so that no district governor judges the chapters in his district. The judges may not declare ties. The judges must select a single winner from the entries in their district. It is the responsibility of the Region Director to send the winning entry in each class to the AMBUCS™ Resource Center at the conclusion of the Regional Fall Conference.

3. District winners are judged at the National Conference, and a National winner is selected. No entry will be considered for the National Community Service Award unless that same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.

Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- a. Detailed chapter community service activities for 12 month period.
- b. The benefits derived from the expenditure of the funds raised by the chapter.
- c. The benefits derived from the time and effort expended by the chapter fulfilling its community service.

District level

Judges: to be selected by the district governor.
Award: district banner medallion for the winner.

National level

Judges: independent judges or past national presidents as approved by National Awards Committee.
Award: 1st, 2nd & 3rd place framed certificates, banner medallions for 1st, 2nd, and 3rd place winners.

Entry for Local Charities Award

Chapter _____ District _____
 Awards Chairman _____

This award recognizes the chapter which gives the largest per member monetary contributions from funds raised during year to local charitable causes or community service projects in the community, city, or county in which it is located. **Do not include National Living Endowment Giving**

Eligibility requirements:

Only chapter money raised from fund raising projects, regular funds, grants, corporate sponsors, and individual donations are considered. .

District

1. Be "in good standing" (all national, regional, and district dues and fees paid).
2. Be a 100% Living Endowment Chapter (\$40.00 per member) for the award year.

National

- 1.- 2. Same as above.
3. The entry must be selected as the District Local Charities winner with the award presented at the Regional Fall Conference immediately preceding the National Conference.

Judging and awards

The judges may declare ties if the highest average per member contribution is the same in more than one chapter.

District level

Judges: to be selected by the District Governor. Award: district banner medallion for winner.

National level

Judges: to be selected by the National Awards Committee Chairman. Award: banner medallions to 1st, 2nd, & 3rd place winners.

Procedures

1. List each local cause or charity to which a chapter made a contribution and amount. May be continued on the next page. **Do not include National Living Endowment Giving. Complete this form and give to the District Governor at the August District Board Meeting.**

	Amount
1.	\$ _____
2.	\$ _____
3.	\$ _____
4.	\$ _____

A. Total given \$ _____

2. Chapter Membership from *Blue Chip Report* (award year).

June 1st _____ Sept. 1st _____ Dec. 1st _____ Mar. 1st _____ **=Total** _____

Total divided by 4 = _____ **B. Average membership.**

3. **A.** \$ _____ divided by **B.** _____ = \$ _____ Average per member contribution.

Entry for Newsletter Award

Chapter _____ District _____

Awards Chairman _____

This award is given to the chapter publishing a newsletter judged most effective.

Eligibility requirements

District

1. Be "in good standing" (all national, regional, and district dues and fees paid).
2. Be a 100% Living Endowment Chapter (\$40.00 per member) for the award year.
3. Chapter must have produced newsletters in a regularly scheduled manner between June 1 and May 31 of the award year.

National

- 1.- 3. Same as above.
4. The entry must be selected as the District Newsletter winner with the award presented at the Regional Fall Conference immediately preceding the National Conference.

Procedures

District/National

1. Entry for this award must consist of one newsletter from each of the following periods:

June-July	December-January
August-September	February-March
October-November	April-May

Total of six newsletter entries.

2. Please complete the following information:

- a. Total current chapter members= _____
- b. Total newsletters currently distributed= _____
- c. Distribution:
 - (1) Members _____
 - (2) District Chapters _____
 - (3) District Officers _____
 - (4) National Officers _____
 - (5) AMBUCS Resource Cntr _____
 - (6) Others _____

3. Attach this entry form as a cover sheet along with the 6 newsletters and give to the District Governor at the August District Board Meeting. The newsletters are entered in the district competition, and a District Newsletter Award winner is selected at the Regional Fall Conference. It is the responsibility of the Region Director to send the winning entry to the AMBUCS™ Resource Center at the conclusion of the Regional Fall Conference.

4. District winners are judged at the National Conference, and a National winner is selected. No entry will be considered for the National Newsletter Award unless the same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.

FOR USE BY THE JUDGES ONLY.

Judging criteria

Using the following five items, evaluate and assign points as shown:

- _____ 1. Editorial content (1-100 points)
- _____ 2. Originality (1-70 points)
- _____ 3. Distribution (1-25 points)
- _____ 4. Appearance and reader interest (1-70 points)
- _____ 5. References to National Association and its activities (1-100 points)
- _____ Total points

Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district.

District level

Judges: to be selected by the District Governor. Award: district banner medallion for the winner.

National level

Judges: to be appointed by the National Awards Committee Chairman. Award: banner medallion for 1st, 2nd, & 3rd place winners .

Entry Form for Visibility Award

Chapter _____ District _____
 Public Relations Chairman _____

This award recognizes the chapter with the most outstanding public relations efforts, in the opinion of the judges, during "February is AMBUCS™ Visibility Month."

Eligibility requirements

District

1. Be "in good standing" (all national, regional, and district dues and fees paid).
2. Be a 100% Living Endowment Chapter (\$40.00 per member) for the award year.

National

- 1.- 2. Same as above.
3. The entry must be selected as the District Visibility winner with the award presented at the Regional Fall Conference immediately preceding the National Conference.

Procedures

District/National

1. Submit a written summary, of approximately 500 words, detailing the public relations efforts for the one month period. The narration may include the chapter's name and Chapter Public Relations Chairman's name. Supporting materials may be attached, including, but not limited to, newspaper articles, ads, proclamations, audio and video recordings, etc.
2. The summary is entered in the district competition, and a District Visibility Award winner is selected at the Regional Fall Conference. The governors within a region exchange entries for judging, so that no district governor judges the chapters in his district. The judges may not declare ties. The judges must select a single winner from the entries in their district.
3. District winners are judged at the National Conference, and a National winner is selected. No entry will be considered for the National Visibility Award unless that same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.
4. **Give this completed entry form along with the supporting materials to the District Governor at the August District Board Meeting.** It is the responsibility of

the Region Director to send the winning entry to the AMBUCS™ Resource Center at the conclusion of the Regional Fall Conference.

Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district.

District level

Judges: to be selected by the District Governor.
 Award: district banner medallion for the winner.

National level

Judges: independent judges or past national presidents as approved by National Awards Committee.
 Award: banner medallions for 1st, 2nd, and 3rd place winners.

Entry for Therapist of the Year Award

GUIDELINES

1. Applicant must have a degree from an accredited institution. Degree must be in one of our four approved disciplines:

**Occupational, Physical,
Speech Pathology or Hearing Audiology**
2. Permission granted by candidate to allow his/her name to be submitted to National AMBUCS™, Inc.
3. Candidate's willingness to attend next national conference if honor is received.
4. **PERSONAL DATA SHEET:** Use the Personal Data Sheet provided to list nominee's various education, employment, awards, and community activities history.
5. **NARRATIVE:** On a separate sheet of paper, submit a narrative explaining why you think the nominee is deserving of recognition as Therapist of the Year. Limit to approximately 400 words or less. Omit from the narrative any reference to your chapter (other than AMBUCS™), your city, etc.
6. Return completed nomination, no later than April 30th, to the AMBUCS™ Resource Center, PO Box 5127, High Point NC 27262 or fax 336-852-6830.

NOMINATION FOR THERAPIST-OF-THE-YEAR AWARD

The _____ Chapter of AMBUCS™, Inc. hereby recommends

Name _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone No. _____

for the _____ (year) National Therapist-of-the-Year Award. We certify that our chapter is in good standing with our National Association.

Personal interview conducted by: _____
Name Date

Recommendation approved by Board of Directors: _____
Date

Recommendation approved by general membership: _____
Date

Chapter Sponsorship Chairman Signature

Chapter President Signature

Date

Date

