



EXCHANGE

GEORGIA DISTRICT EXCHANGE CLUBS

#ExchangeFitsCommunities

Georgia District Exchange Clubs 2023-2024 Awards Book

District Awards Chair:
Loy Griffin Addison
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Albany, Georgia 31721
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EXCHANGE



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TO: Club Presidents and Club Awards Program Chairperson

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

Chairperson of Awards Committee: This person should familiarize themselves with the Awards Book, both National and District. There are deadline dates that must be met to qualify for the various awards. Please note the deadline dates for both the National Awards and the Georgia District Awards. Your District Awards package must be in the hands of the District Chairperson on May 15, 2024, **not just Post Marked, unless noted on page 6, to be considered**. No exceptions because of the short time frame involved. **Please keep a copy for your files.**

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

To document that your club has completed the project that you are submitting, a copy of the report off the National website must be attached to the application. National will mail you the respective patches earned for display on your National Service Awards banner. Display your Banner proudly so your members can see their accomplishments. Visitors attending your Club meetings will see that you are an active club in the community.

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

Yours in Exchange,

Loy G. Addison

Loy Addison
Georgia District Awards Chairperson
2805 Willcox Court
Albany, Georgia 31721
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Approved by Georgia District Board of Directors: November 18, 2023

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DISTRICT AWARDS PROGRAM

SCOPE OF PROGRAM –

- Through friendly competition:
- To provide a broad spectrum of activities and services for competition that will challenge Club Officers and Directors,
- To describe the awards presented by the Georgia District Exchange Clubs in an effort to encourage local Exchange Clubs to obtain the fullest benefits from the concept of Club operations,
- To prescribe the rules for competition and the criteria used in judging the awards,
- To challenge and stimulate Club members to promote the objectives of Exchange through participation in its programs of service, achieving top recognition in the competition as worthy of special honor and merit.
- To expand the ideas and objectives of Exchange throughout the community and the state.

ELIGIBILITY – To participate in the Awards Program, Clubs **MUST HAVE both National and District dues paid through May 15, of the current Awards year.** (Date of judging awards—judges will receive packets via email May 20, 2024.) Exchange Clubs, regardless of size (except where otherwise noted), are eligible to enter. The Official Exchange Club Competition Entry Forms, along with required materials by each category (i.e., copies of your Application Form, National Confirmation for supporting documentation for each category) must be sent to the District Awards Chairperson **no later than May 15, 2024. Best Club Bulletin Award Entries must be received no later than April 15, 2024.** The Period of competition for Club Bulletins remains the same - April 2023 through March 2024. **NO EXCEPTIONS WILL BE ALLOWED.**

PERIOD OF COMPETITION – The period of competition is May 16, 2023, through May 15, 2024.

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

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

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

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

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

*** All membership numbers and awards will be based on membership numbers as of July 1, 2023. New clubs will be based on membership numbers as of Charter date.**

Important Dates:

April 15 – Club Bulletin - Loy Addison, Awards Chairperson

April 15 – Youth of the Year Award – Robert Lindsey, Chairperson

April 15 – A.C.E. Award – Ginger Larrabee, Chairperson

May 15 – Volunteer of the Year Award – Loy Addison, Awards Chairperson

May 15 – National Exchange Club Member of the Year – Loy Addison, Awards Chairperson

May 15 – All Other District Awards – Loy Addison, Awards Chairperson

Chairperson Judging District Awards – Judges will receive information via email.

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

GEORGIA DISTRICT EXCHANGE CLUB AWARDS

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

CHARLIE FOSTER EXCHANGE CLUB MEMBER OF THE YEAR – This award will be presented to an individual having the highest number of points earned as set forth on the Application Form. Current National Board of Directors are not eligible for this award.

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

LYMAN J. WALKER OUTSTANDING CLUB SECRETARY- This award will be presented to a club secretary who qualifies and earns the most points as set forth on the Application Form.

ELLIE ROYAL OUTSTANDING CLUB TREASURER – This award will be presented to the Club Treasurer who qualifies and earns the most points as set forth on the Application form.

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

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

HAROLD N. MCMILLAN CLUB HISTORY BOOK – First place will be awarded to clubs presenting the best club history book using the criteria on the history book form enclosed. Clubs wishing to compete must submit their **application** to the District Awards Chairperson no later than **MAY 15TH**. Clubs will deliver their history book to the District Awards Chairperson Thursday night of the district convention for judging.

LEONARD C. GRACE BEST CLUB BULLETIN – First place award will be presented to clubs for the best Club bulletin award. Clubs wishing to compete must **e-mail** three (3) separate issues (no more than 1 separate issue of any month) of their bulletins to the District Awards Chairperson no later than **APRIL 15TH**.

WANDA J. WHITTEN VOLUNTEER OF THE YEAR - The award is designed to recognize an outstanding Exchange club member who is active in the organization through participation in recruitment/new club building efforts, club/ district leadership positions, major club or district committees, projects, or fundraisers. The award also seeks to recognize individuals who roll up their sleeves to volunteer and have a positive attitude.

RALPH WHITE AMERICANISM PROJECT – This award is presented to the Exchange Club with the most outstanding Americanism Project. The project should include a theme(s) that honors: America, our Heritage, the Military, our Blessings of Liberty, our Flag, our Nation Under God, or the Principles Which We Represent. Only one project per year may be entered and any one project can only be entered every three (3) years. ****NEW****

BILL BANKS INCREASED MEMBERSHIP AWARD – One award will be presented in this category for the highest net increase in membership. Computations will be determined from the National Membership report using the following formula: (MEMBERSHIP ON MAY 15 LESS MEMBERSHIP AT BEGINNING OF YEAR = NET INCREASE). MINIMUM OF + SIX (6) MEMBERS TO COMPETE. Patches will be given only to those clubs that have a membership increase of six (6) or more. **** This will be submitted by the District Secretary. ****

SPECIAL AWARDS

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

YOUTH-OF-THE-YEAR – This award is presented to a young person judged to be the most outstanding achiever in school activities, community service activities, academics, special achievements, etc., in the District as set forth by the National Exchange Club's Youth-of-the-Year Program criteria. A special entry form for Youth-of-the-Year must be sent to the District YOY Chairperson by **April 15th**.

For more information, contact:

Robert E. Lindsey
1292 Hubbard Road
Columbus, GA 31904-1302.
Phone: 706-324-1025
Email: iluvallmycats@aol.com

A.C.E. AWARD (Accepting the Challenge of Excellence) - The Accepting the Challenge of Excellence Award (A.C.E.) is designed to recognize students who have overcome often overwhelming physical, emotional or social obstacles. It recognizes students who have made dramatic changes in their high school years to overcome adversities and prepare for graduation. Students who receive their GED may qualify for the Local A.C.E. Award, but eligibility for the District or National A.C.E. Award will require graduation from a public, parochial, or private school. The deadline for District applications is **April 15th**. All applications may be submitted to Ginger Larrabee via email at encourageace@gmail.com.

For more information, contact:

Ginger Larrabee
Cell: 912-237-2512
Email: encourageace@gmail.com

To document that your club has completed the project(s) that you are submitting, a copy of the Programs of Service (POS) report that is found in the Member Resources section of the National website must be attached to the application.

EXCHANGE CLUB COMPETITION ENTRY FORM

The Exchange Club of _____ wishes to compete with other Clubs in the District for awards in the following categories.

Club's Representative and/or Awards:

Chairperson: _____ Email: _____

Category: Small ____ Medium ____ Large ____

(Small Club—29 or less members) (Medium Club—30 to 74 members) (Large Club—75 or more members)

Award #	Category	Page(s)	Check
1	ED SMILEY EXCHANGE CLUB OF THE YEAR	8 -11	[____]
2	CHARLIE FOSTER EXCHANGE CLUB MEMBER OF THE YEAR	12 - 14	[____]
3	MILLARD A. BECKUM OUTSTANDING CLUB PRESIDENT	15 - 18	[____]
4	LYMAN J. WALKER OUTSTANDING CLUB SECRETARY	19 - 20	[____]
5	ELLIE ROYAL OUTSTANDING CLUB TREASURER AWARD	21 - 22	[____]
6	AUGUSTUS "GUS" PARKER COMMUNITY SERVICE AWARD	23 - 24	[____]
7	LISA GLISSON BEST FUND-RAISING EVENT	25	[____]
8	HAROLD N. MCMILLAN CLUB HISTORY BOOK	26	[____]
9	LEONARD C. GRACE BEST CLUB BULLETIN	27 - 28	[____]
10	WANDA WHITTEN VOLUNTEER OF THE YEAR	29 - 30	[____]
11	RALPH WHITE AMERICANISM PROJECT	31 - 32	[____]
12	BILL BANKS INCREASED MEMBERSHIP AWARD	5	*****

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

ED SMILEY EXCHANGE CLUB OF THE YEAR AWARD

EXCHANGE CLUB OF _____

This score sheet is to be used in determining the points earned by Clubs competing for the **Ed Smiley Club of the Year Award**. Entries must be completed, certified by a Club Officer and in the hands of the District Awards Chairman no later than **May 15, 2024, no exceptions**. Clubs who submit an application form should fill in the points claimed for each activity. **The Judges will verify each activity and the totals based on your supporting documentation from National Exchange.**

In order for this application to be judged, the current President, Secretary, and Treasurer MUST have successfully completed the Exchange University course for their offices. Copies of the certificates must be attached.

SIGNATURE OF CLUB OFFICER _____ OFFICE _____

ITEM	POINTS	CRITERIA FOR JUDGING COMMUNITY SERVICE ACTIVITIES	TOTAL POINTS
1	20	BOOK OF GOLDEN DEEDS	
2	20	CRIME PREVENTION PROGRAM	
	10 each for a max of 50 points	Each additional activity listed below - 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
3	20	FIRE PREVENTION PROGRAM	
	10 each for a max of 50 points	Each additional activity listed below – 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
4	10	SERVICE TO SENIORS	
5	10	FAMILY DAYS	
6	10	OPERATION IDENTIFICATION	
7	10 each for a max of 50 points	Other Community Service Programs - 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
		AMERICANISM ACTIVITIES	
8	25 each	FREEDOM SHRINE (New Dedication)	
	15 each	FREEDOM SHRINE (Co-sponsored)	
	10 each	FREEDOM SHRINE (Rededication)	

Points Subtotal _____

ITEM	POINTS	CRITERIA FOR JUDGING COMMUNITY SERVICE ACTIVITIES	TOTAL POINTS
9	20	GIVE A KID A FLAG TO WAVE	
	10 each for a max of 50 points	Each additional activity listed below – 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
10	20	ONE NATION UNDER GOD	
	10 each for a max of 50 points	Each additional activity listed below – 50 points MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
11	20	PROUDLY WE HAIL	
12	20	GET OUT THE VOTE	
13	20	MILESTONES OF FREEDOM	
14	10 each for a max of 50 points	Other Americanism Service Programs – 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
		YOUTH PROGRAMS	
15	20	YOUTH OF THE MONTH/YEAR	
16	20	YOUNG CITIZENSHIP AWARD	
17	20	A.C.E. AWARD	
18	20	SUNSHINE SPECIAL	
19	10 each for a max of 50 points	Other Youth activities – 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	

Points Subtotal _____

ITEM	POINTS	CRITERIA FOR JUDGING COMMUNITY SERVICE ACTIVITIES	TOTAL POINTS
		PREVENTION OF CHILD ABUSE PROGRAMS	
20	20	EXCHANGE CLUB CENTER-RELATED ACTIVITY	
	10 each for a max of 50 points	Each additional activity listed below – 50 points MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
21	20	NON-CENTER RELATED ACTIVITY	
	10 each for a max of 50 points	Each additional activity listed below – 50 points MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
22	20	EXCHANGE STRONG CLUB GIVING CAMPAIGN	
23	10 each for a max of 50 points	Other Prevention of Child Abuse Activities – 50 POINTS MAX	
		1.	
		2.	
		3.	
		4.	
		5.	
		NEW CLUB BUILDING	
24	125	New 25-Member Chartered Club built (List location and POM date)	
	100	New 20-Member Chartered Club built (List location and POM date)	
	5 each	5 each for each charter member above the minimum levels 20 or 25.	
		Location: POM date:	
		Location: POM date:	
25	125	Co-sponsored New 25-Member Club built (list location and POM date)	
	100	Co-sponsored New 20-Member Club built (list location and POM date)	
	5 each	5 each for each charter member above the minimum levels 20 or 25.	
		Location: POM date:	
		Location: POM date:	
26	1 each	For each member added via Operation Turnaround	
		Location:	

Points Subtotal _____

ITEM	POINTS	CRITERIA FOR JUDGING COMMUNITY SERVICE ACTIVITIES	TOTAL POINTS
		CLUB MEMBERSHIP GROWTH	
		May 15, 2024 minus July 1, 2023 as reported by the National Exchange Club Report – NO EXCEPTIONS	
27	3 each	NET INCREASE/DECREASE IN CLUB MEMBERSHIP [+/- ____ X3] =	
		LOCAL CLUB ATTENDANCE As submitted by Secretary – Average from July 1, 2023– May 15, 2024 – NO EXCEPTIONS	
28	20	75% and over	
	10	51% to 74%	
	5	26% to 50%	
	0	Under 26%	
		DISTRICT AND NATIONAL CONVENTION ATTENDANCE	
29	10	1 DELEGATE to last year's District Convention	
	10 each for a max of 40	EACH ADDITIONAL DELEGATE – 40 POINTS MAX	
30		Registered members, <u>other than</u> Delegates present at last year's District Convention	
	1	Each member outside 25-mile radius	
	½	Each member inside 25-mile radius	
31	20 each for a max of 100	Registered members, <u>including</u> Delegates present at last year's National Convention – 100 POINTS MAX	
		CLUB ENTERING THE FOLLOWING COMPETITION CATEGORIES	
32	20	EXCHANGE CLUB MEMBER OF THE YEAR NAME:	
33	20	CLUB PRESIDENT OF THE YEAR NAME:	
34	20	CLUB SECRETARY OF THE YEAR NAME:	
35	20	CLUB TREASURER OF THE YEAR NAME:	
36	20	FUNDRAISING PROJECT(S)	
	10 points max	One additional project with a minimum of \$100 raised	
37	20	CLUB HISTORY BOOK entered in current competition	
38	20	VOLUNTEER OF THE YEAR	
		PUBLICATION OF CLUB BULLETIN	
39	20 points max	CLUB BULLETIN PUBLISHED FOR EACH MEETING – 20 POINTS MAX	

GRAND TOTAL POINTS _____

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

CHARLIE FOSTER EXCHANGE CLUB MEMBER OF THE YEAR
AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB'S NOMINEE: _____

This score sheet is to be used in computing the points earned during the period July 1, 2023, through May 15, 2024, by individuals competing for the Charlie Foster Exchange Club Member of the Year Award. It must be completed and submitted to the District Awards Chairman no later than May 15, 2024. Submit any supporting documentation. Judges will verify scores.

(Only one application from the district will be sent to National for competition)

SIGNATURE OF CLUB OFFICER _____ OFFICE _____

LOCAL CLUB LEVEL

Build a new club as a sponsor or co-sponsor 8 points _____

List new club name: _____

Mentoring a new Exchange Club 8 points _____

List club names: _____

Membership

Sponsored one new member 1 point _____

Sponsored three new members 3 points _____

Each new member sponsored over 3 (4 points MAX) 1 point ea _____

Served as: (select two - check)

Club President ___ Secretary ___ Treasurer ___ 2 points ea _____

Bulletin Editor ___ Chair Major Fundraiser ___

Program Chair ___ Functioning Publicity Chair ___

(Must document) (4 points MAX)

Served as: (select two - check)

Club Board Member ____ 1 point ea ____

Chair of Major Committee ____

List Committees:

(Must document) (2 points MAX)

Served as: (select two – check)

Club President-Elect ____ Immediate Past President ____ 1 point ea ____

Member playing major role on Major Committee ____

Club Photographer ____ House Chair ____

Prepare Meeting Room ____ Custodian ____

(Must document) (2 points MAX)

DISTRICT CLUB LEVEL

Served as: (check)

a) District President ____ Secretary ____ Treasurer ____ 3 points ____
President-Elect ____

b) District Board Member ____ 2 points ____
(Must be recommended by District President)

c) District Committee Chair ____ 1 point ____
(Must be recommended by District President)

d) District President of a district with positive growth 4 points ____

*Up to 4 points may be awarded for items not listed
above at the discretion of the judges (Please describe/
explain) 1 point ea ____

Convention Attendance during 2-year window
maximum} List conventions attended.

1 point ea _____ (4 points)

District Convention Date: _____ Location: _____

District Convention Date: _____ Location: _____

National Convention Date: _____ Location: _____

National Convention Date: _____ Location: _____

SUB-TOTAL POINTS (Before the Narrative Score) _____

NARRATIVE (Maximum 1,200 Words)

Points: To be determined by judge. Maximum of 50 points

Points _____

Points from the narrative will be included in the final score

FINAL POINTS _____

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

MILLARD A. BECKUM OUTSTANDING CLUB PRESIDENT

AWARD APPLICATION

EXCHANGE CLUB _____

CLUB PRESIDENT'S NOMINEE _____

Date Served: July 1, 2023 through May 15, 2024. Score sheet with supporting documentation from National Exchange Club must be received by awards chairperson **no later than May 15, 2024**.

Attach a one-page narrative why your club feels this person should be named the Outstanding Club President. Judges will verify scores.

Score sheet and attachments are certified correct: _____

(Signature – Club Secretary)

ENTRIES NOT COMPLYING WITH THESE MINIMUM REQUIREMENTS MUST BE DISQUALIFIED:

*** Applicant must be nominated by his/her Club's Board of Directors. Attach a copy of the resolution approving nomination.**

*** Must have conducted a Club President's Program Development Meeting by June 30, 2023, and reported on the proper form to the National Exchange Club by **July 15, 2024** (Copy of the PDM report must be attached with this application form).**

*** Must have completed Exchange University for President.** (Unless successfully completed in prior two years and maintain the office/position for two consecutive years.) **A copy of the certificate from National Exchange Club stating that this has been completed must be attached.**

WHILE SERVING AS CLUB PRESIDENT, the NOMINEE

- 1) Presided over at least 11 regular Board Meetings 5 points ____
- 2) Attendance at Club Meetings
- | <u>Club Meeting Weekly</u> | <u>Club Meeting Twice a Month</u> | |
|----------------------------|-----------------------------------|---------------|
| 0-2 Absences | 1 Absence | 5 points ____ |
| 3-4 Absences | 2 Absence | 3 points ____ |
| 5-6 Absences | 3 Absences | 1 point ____ |
- 3) Assigned each member in Club to at least one Committee 5 points ____
- 4) Each new member sponsored. (Attach names and dates joined) 3 points ea ____
- 5) Attended 2023 Georgia District Convention 5 points ____
- 6) Attended 2023 National Exchange Club Convention 5 points ____

WHILE SERVING AS CLUB PRESIDENT, CLUB HAS

- 7) Presented or re-dedicated a Freedom Shrine 10 points ____
- 8) Sponsored a Crime Prevention Program 10 points ____
- 9) Sponsored at least one of the following
Community Service Projects (check - 10 points max) 1 point ea ____
- Book of Golden Deeds ____
- Fire Prevention ____
- Service to Seniors ____
- Operation Identification ____
- Family Days ____
- Other Community Service Programs (5 – list below)

10) Sponsored at least one of the following Americanism Projects 1 point ea ____

(check – 10 points max)

GIVEAKIDAFLAGTOWAVE ____

One Nation Under ____

God Proudly We Hail ____

Get Out the Vote ____

Milestones of Freedom ____

Other Americanism Projects (5 – list below)

11) Sponsored at least one of the following Youth Programs 1 point ea ____

(check – 10 points max)

Youth of the Month/Year ____

Young Citizenship Award ____

A.C.E. Award ____

Excel Club ____

Sunshine Special ____

Youth Talent ____

Other Youth Projects (4 – list below)

12) Sponsored at least one of the following CAP Projects 2 points ea ____

(check – 10 points max)

Exchange Club Center-related activity ____

Non-center-related activity ____

Exchange Strong Club Giving Campaign ____

Other Child Abuse Prevention Projects (2 – list below)

13) Sponsored or co-sponsored a new Club 25 points ea ____
(List location(s) and POM date):

Location _____ POM _____

Location _____ POM _____

14) Club Membership points ____

Club had **net loss** of _____ members, July 1, 2023, through May 15, 2024

as provided by National Exchange Club

(-3 points each for first 3. If net is -4 or greater, subtract 12 points)

OR

Club had **net gain** of _____ members, July 1, 2023, through May 15, 2024

as provided by National Exchange Club

(+3 points each for first 3. If net is +4 or greater, add 12 points)

15) Earns National Service Award 10 points ____

SUB-TOTAL POINTS (Before the Narrative Score) _____

16) NARRATIVE STATEMENT ** (Exchange Club Activity Only) points ____

Points to be determined by judges – max 25 points

(Judges' score for narrative is used only in case of a tie)**

FINAL POINTS _____

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

LYMAN J. WALKER OUTSTANDING CLUB SECRETARY
AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB SECRETARY'S NOMINEE: _____

Date Served: July 1, 2023 through May 15, 2024. Score sheet with supporting documentation from National Exchange Club must be received by awards chairperson **no later than May 15, 2024**.

Judges will verify scoring.

Club President's Signature: _____

ENTRIES NOT COMPLYING WITH THESE MINIMUM REQUIREMENTS MUST BE DISQUALIFIED:

* Applicant's Club must meet at least twice a month.

* Applicant's Club Board of Directors must meet at least once a month.

* Must have completed Exchange University for Secretary. (Unless successfully completed in prior two years and maintain the office/position for two consecutive years.) **A copy of the certificate from National Exchange Club stating that this has been completed must be attached.**

WHILE SERVING AS CLUB SECRETARY, the NOMINEE

1) Attended at least 11 regular Board Meetings 5 points _____

2) Attendance at Club Meetings

Club Meeting Weekly

Club Meeting Twice a Month

0-2 Absences

1 Absence

5 points _____

3-4 Absences

2 Absence

3 points _____

5-6 Absences

3 Absences

1 point _____

3) Attended 2023 Georgia District Convention

5 points _____

4) Attended 2023 National Exchange Club Convention

5 points _____

- 5) List other special duties or positions held in the club during the administrative year (1 point each Max 6 points) points ____

- 6) Each new member sponsored in home club (July 1, 2023 – May 15, 2024)
New members of a sponsored new club are not allowed.
(Attach names and dates joined. 3 points each max 15 points) points ____

- 7) Reported to National Exchange Club names and address of New officers by April 30th. 10 points ____

SUB-TOTAL POINTS (Before the Narrative Score) _____

- 8) NARRATIVE STATEMENT ** (Exchange Club Activity Only) points ____
Points to be determined by judges – max 25 points
(Judges' score for narrative is used only in case of a tie)**

FINAL POINTS _____

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

ELLIE ROYAL OUTSTANDING CLUB TREASURER

AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB TREASURER'S NOMINEE: _____

Date Served: July 1, 2023 through May 15, 2024. Score sheet with supporting documentation from National Exchange Club must be received by awards chairperson **no later than May 15, 2024**. Judges will verify scoring.

Club President's Signature: _____

ENTRIES NOT COMPLYING WITH THESE MINIMUM REQUIREMENTS MUST BE DISQUALIFIED:

* Applicant's Club must meet at least twice a month.

* Applicant's Club Board of Directors must meet at least once a month.

* Must have completed Exchange University for Treasurer. (Unless successfully completed in prior two years and maintain the office/position for two consecutive years.) A copy of the certificate from National Exchange Club stating that this has been completed must be attached.

WHILE SERVING AS CLUB TREASURER, the NOMINEE

1) Attended at least 11 regular Board Meetings 5 points _____

2) Attendance at Club Meetings

Club Meeting Weekly

Club Meeting Twice a Month

0-2 Absences

1 Absence

5 points _____

3-4 Absences

2 Absence

3 points _____

5-7 Absences

3 Absences

1 point _____

3) Attended 2023 Georgia District Convention 5 points _____

4) Attended 2023 National Exchange Club Convention 5 points _____

5) RECORD KEEPING (Check - 7 points MAX) points _____

- ___ Appropriate accounting system
- ___ File IRS Form 990 or 990N (e-postcard) by November 15, 2023
- ___ Prepare formal annual budget
- ___ Maintain separate account for OPERATING & PROJECT accounts
- ___ Maintain & keep accounts current with District & National
- ___ Performed audit
- ___ Maintain current club bond

6) Each new member sponsored in home club (July 1, 2023 – May 15, 2024)

New members of a sponsored new club are not allowed.

(Attach names and dates joined. 3 points each max 15 points) points _____

SUB-TOTAL POINTS (Before the Narrative Score) _____

7) NARRATIVE STATEMENT ** (Exchange Club Activity Only) points _____

Points to be determined by judges – max 25 points

(Judges' score for narrative is used only in case of a tie)**

FINAL POINTS _____

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

AUGUSTUS “GUS” PARKER COMMUNITY SERVICE
AWARD APPLICATION

EXCHANGE CLUB OF _____

PROJECT NAME _____

This score sheet is to be used in computing points earned by a Club competing for the Augustus “Gus” Parker Community Service Award. Each Judge will record their evaluation for the project on this form. The scores will then be averaged. The Club having the highest averaged point total will be declared the winner.

Attach to this application form: Your supporting documentation from National Exchange Club, as well as a Narrative Statement describing the Project using the Criteria listed below. ONLY ONE ENTRY MAY BE SUBMITTED FROM EACH CLUB. NO ONE PARTICULAR PROJECT IS ELIGIBLE TO WIN MORE THAN ONCE EVERY THREE (3) YEARS.

<u>CRITERIA FOR JUDGING</u>	<u>POINTS</u>
1) <u>PURPOSE AND SCOPE</u> : How well was the purpose and scope of this project explained in the Activities Report? (5-10 points)	_____
2) <u>EVALUATION</u> : How well was the project evaluated in terms of the following? (20-60 points)	_____
a. Benefits to the Community and to the Club.	
b. How the project furthered the principles and ideals of Exchange in the Community and the Club.	
c. Was the Club the prime sponsor or just one of the participants in this project?	
d. What percent of the Club’s total membership was involved in this project?	

CRITERIA FOR JUDGING**POINTS**

3) DESCRIPTION: How well was the project described in terms of the following? (20-60 points)

a. Necessary pre-planning work and activities.

b. What actually happened?

c. Was follow-up action taken when appropriate?

d. Adaptability for those by other Clubs in other locations

e. Examples of literature, programs, photos, etc.

4) PUBLICITY: How adequate was the publicity within the community? (10-20 points)

TOTAL POINTS (150 points MAX)

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

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

LISA GLISSON BEST FUND-RAISING PROJECT
AWARD APPLICATION

EXCHANGE CLUB OF _____

PROJECT NAME _____

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

A COPY FOR YOUR FUND-RAISING PROJECT FROM THE NATIONAL WEBSITE AND A FINANCIAL STATEMENT ARE REQUIRED WITH THIS APPLICATION FORM.

CLUB REPRESENTATIVE TO BE CONTACTED _____

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

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

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

HAROLD N. MCMILLAN CLUB HISTORY BOOK

AWARD APPLICATION

EXCHANGE CLUB OF _____

Each Club is encouraged to make and maintain a Club History Book (Scrapbook). Each Judge will record their evaluation of each History Book on a blank Club History Book Application Form. The scores will then be averaged. The Club having the highest average points will be declared the winner. **CLUBS WISHING TO COMPLETE MUST SUBMIT THEIR APPLICATION TO THE DISTRICT AWARDS CHAIRPERSON NO LATER THAN MAY 15, 2024. CLUBS WILL DELIVER THEIR HISTORY BOOK TO THE DISTRICT AWARDS CHAIRPERSON.**

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

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

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

LEONARD C. GRACE BEST CLUB BULLETIN
AWARD APPLICATION

EXCHANGE CLUB OF _____

EDITOR'S NAME _____

- _____ SMALL CLUB - A club with 29 or less members
_____ MEDIUM CLUB – A club with between 30 and 74 members
_____ LARGE CLUB – A club with 75 or more members

MINIMUM REQUIREMENTS:

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

Number of times the bulletin published each month: _____

SIGNATURE OF CLUB OFFICER _____ OFFICE _____

NOTE: If you wish to compete for the Leonard C. Grace Best Bulletin Awards, e-mail three (3) separate issues of your Club Bulletin published since April 1, 2023, with this application form to loy.addison@gmail.com. Due date: April 15, 2024.

The following criteria will be applied in judging Club Bulletins:

<u>CONTENT:</u>	30 POINTS MAX	POINTS
1) Is content balanced between: a) News of upcoming meeting programs b) Other Club events c) Project progress and reports of recent projects d) Member news and items of general Exchange interest e) Personality profiles and humor		_____
2) Does the bulletin promote: a) Participation, attendance, and membership b) New Club Building c) Exchange Education d) Significant news on District and National levels of Exchange		
3) Does the bulletin carry: a) The correct Exchange Club logo b) Complete and correct Club name, city, state, and date c) Meeting time and location d) A bulletin name		

POINTS

READABILITY: 10 POINTS MAX

- 1) Does the writing meet acceptable standards of punctuation, sentence structure, grammar, and spelling? _____
- 2) Is writing concise, understandable, and accurate? _____

EYE APPEAL: 10 POINTS MAX

- 1) Does the overall appearance of the bulletin stimulate readership? _____
- 2) Are the masthead and other elements creatively and neatly handled with occasional artwork, photos, color, etc. used? _____
- 3) Does the layout incorporate careful attention to white space, page balance, and the importance and organization of the articles? _____

TOTAL POINTS _____

Each Judge will record their evaluation for the project on this form. The scores will then be averaged. The Club having the highest averaged point total will be declared the winner.

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

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

WANDA J. WHITTEN VOLUNTEER OF THE YEAR

AWARD APPLICATION

EXCHANGE CLUB OF _____

CLUB'S NOMINEE: _____

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

POINTS

- 1) Nominee attended at least 75% of club meetings.

___ YES ___ NO (10 points if Yes)

- 2) Nominee participated in at least 80% of club projects.

___ YES ___ NO (10 points if Yes)

- 3) List of club-level committees the nominee served on and the hours expended. (No more than 5 – each one worth 2 points not to exceed 10 points)

- 4) List the different projects the nominee participated in and the number of hours expended. (No more than 5 – each one worth 2 points not to exceed 10 points)

POINTS

- 5) List other community service activities (non-Exchange) and hours expended. (No more than 5 – each one worth 2 points not to exceed 10 points)

- 6) Attach 2-page narrative (worth up to but not exceed 25 points).
Points from the narrative will be added to total score by the judges.

NARRATIVE: A narrative must not exceed two pages. Some suggestions for the narrative: Do they say yes when asked; Does their presence enhance meetings, social functions, and other events; Are they positive, enthusiastic, loyal, creative, gregarious, possess a sense of humor and solve problems?

TOTAL POINTS

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____

RALPH WHITE AMERICANISM PROJECT

AWARD APPLICATION

EXCHANGE CLUB OF _____

PROJECT NAME _____

PROJECT DATE _____

This award is presented to the Exchange Club with the most outstanding Americanism Project. The Project should include a theme(s) that honors: America, Our Heritage, The Military, Our Blessings of Liberty, our Flag, Our Nation Under God, or the Principles Which We Represent. The local Exchange Club should be the prime sponsor of the event. Only **one project per year** may be entered and any one project can only be entered every three (3) years.

The application package should include:

- A two-page (max) narrative about the project, development, originality, and organization.
- Percentage of membership involved and hours. Participation is important.
- A description of the media coverage of the event. Community participation in the event. Include pictures of event and any articles.
- The Project Detail Report page where the POS (Program of Service) was entered with National Exchange Club.
- This District Award Application should flow through to an application for the National Outstanding Service Project Award. Please include a copy of your application for this National Award.

CRITERIA FOR JUDGING**POINTS**

1) Supporting documentation about the event (1-20 points)	_____
2) Media Coverage (1-10 points)	_____
3) Originality of the Event (1-20 points)	_____
4) Members and Time Involved (1-20 points)	_____
5) Project Detail Report submitted to National Exchange (1-20 points)	_____
6) Narrative about the project (1-10 points)	_____
TOTAL POINTS (100 points MAX)	_____

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

Judge's Signature _____

Judge's Signature _____

Judge's Signature _____