



2023 District of the Year Award

The District of the Year Award is given in recognition of a SEANC district with outstanding membership involvement in advancing the goals of the association within the current year (**Oct. 1, 2022 - Sept. 30, 2023**).

Part A – To be eligible for District of the Year, the district is required to complete and comply with all of Part A as it relates to membership which will be verified by the Member Relations Department. **Failure to complete Part A, Sections 1-4 will result in disqualification of the application.**

1. Spend at least five percent of annual dues rebate for membership growth. Verification process: Monthly financial statements.
2. These funds will be used to pay for membership recruitment and retention efforts which may include but are not limited to membership appreciation events, incentives and other items that help improve recruitment and retention. Verification process: Monthly financial statements, quarterly membership/retention reports submitted to State Membership Regional Representative.
3. The District Membership Chairperson or a member of the district must attend the State Membership meeting and complete all necessary training. Verification process: Attendance roster from meeting taken by Member Relations Representative and a membership representative.
4. Hold membership drive(s) during the year. Verification process: Documentation that the drive was held and who was in attendance. Confirmed by Member Relations Department.

Part B - If all of the above membership requirements have been completed, please continue to complete Part B. Failure to complete Part B, Sections 5-7 will result in deduction of points, not necessarily disqualification of the application.

5. District of the Year Award Narrative Form
6. District of the Year Award Guidelines Form
7. District Presentation Guidelines — Only present items listed on the guideline form.
 - **Length and Size:** A scrapbook no more than 2” thick.
 - **Types of items to include in presentation. Please include tabs and title pages of the following presentation guidelines categories:** District Reports, Communication Activities, Legislative Activities, Policy Platform/Bylaws and District-Level Participation.
 - » One newsletter (sample).
 - » One bulletin board (sample).
 - » Facebook page sample including the latest post.
 - » A district welcome letter.
 - » Clippings of news articles from any source (including any SEANC publication) that are specifically about your district.
 - **Photographs** (optional). Limit the number of photos and only include photos that support a guideline category; e.g. DO: Include one photograph of a district membership event. DO NOT: Include district party photographs.
 - **What NOT to include in your presentation.**
 - » Copies of emails, letters or publications received from SEANC.
 - » Items that do not pertain directly to your district.



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Narrative Form

District #: _____ District newsletter name: _____

Does your district use its bulletin board? Yes No

Does your district have a Facebook group? Yes No

If so, please provide the URL: _____

District activities accomplished *(Briefly describe your district's activities during the current year):*

Please continue on a separate sheet if necessary.

Submitted by: _____ Contact info: _____

Please print

Telephone number or email address



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Guidelines Form

Completing non-mandatory guideline suggestions (listed below) could result in a higher score.

REPORTING PROCEDURES (Verified by the Membership Relations Department)

- Submits reports, lists and other required documents to the SEANC Central Office according to district responsibilities as outlined in the SEANC Operations Manual. These include lists of district officers, delegates, and chairpersons, financial statements, audit reports, district bylaws, meeting dates, scholarship candidates and district meeting minutes.

COMMUNICATIONS ACTIVITIES

- Submits news articles to The Reporter and/or articles to media.
- Schedules a district executive committee meeting after each Board of Governors meeting.
- Publishes district newsletters and/or hosts a district Facebook group or bulletin board.
- Sponsors community projects.
- District chairperson/designee attends all Board of Governors meetings.
- District representatives attend required meetings.

LEGISLATIVE ACTIVITIES

- Participates in legislative activity and/or sponsors district-level legislative social/dinner/forum. (Provide date with lawmaker's name, email or letter sent).
- Supports EMPAC at the local area. Provide dates and meetings attended.

POLICY PLATFORM/BYLAWS

- District Policy Platform Chairperson or representative attends state-level Policy Platform meetings.
- District Bylaws Chairperson or representative attends state-level Bylaws Committee meeting.

DISTRICT-LEVEL PARTICIPATION

- Participates in Member Discount Program by enrolling one new business. List business.
- Recruits new members in SEANC.
- Awards scholarships.
- Implements fundraising efforts.
- Submits a nomination for state awards (Member of the Year, Distinguished Service, Chairperson of the Year and District of the Year).

I certify that the above activities/procedures have been accomplished/followed:

District Chairperson/Designee

Please print

Signature

Contact Information:

Telephone number

Email address