



STATE EMPLOYEES ASSOCIATION OF NORTH CAROLINA  
**2026 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, 2025 - Sept. 30, 2026**).

**Winning restriction: The same district may not win the District of the Year Award more than two years in a row.**

The completed District of the Year scrapbook including the narrative form and guidelines form must **be received by Awards Committee Staff Liaison Beth Dew no later than 4 p.m. Friday, July 17** (Friday of the July BOG meeting).

**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 1-3 will result in disqualification of the application.**

1. 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.
2. Spend at least **10% percent** of annual dues rebate for membership growth. Verification process: Monthly financial statements.
3. 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 Members 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).
    - » Facebook page sample including the latest post.
    - » 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 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 event photographs to the SEANC Communications Department.
- Sponsors community projects.
- District chairperson/designee attends all Board of Governors meetings.
- District representatives attend required meetings.

### LEGISLATIVE ACTIVITIES

- Participates in a legislative activity. State the activity, the lawmaker's name and the date of the activity.

### 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

- Recruits new members in SEANC.
- Awards scholarships.
- Submits a nomination for a state award (Member of the Year, Distinguished Service, Chairperson of the Year and District of the Year).

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

District Chairperson/Designee

\_\_\_\_\_

*Please print*

\_\_\_\_\_

*Signature*

Contact Information:

\_\_\_\_\_

*Telephone number*

\_\_\_\_\_

*Email address*