



## 2019 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, 2018 - Sept. 30, 2019).

**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 State Membership Committee. **Failure to complete Part A, Sections 1-6 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. Each district will appoint/elect a District Membership Chairperson and assemble a District Membership Committee of no less than five (5) members. Verification process: Roster submitted to Member Relations Department and State Membership Regional Representative by July 15.
4. The District Membership Chairperson or a member of the district membership committee must attend the State Membership Regional meeting and complete all necessary training. Verification process: Attendance roster from meeting taken by Member Relations Representative and Membership Representative.
5. District Membership Chairperson must hold a training session for his/her committee and recruiters and set membership/retention goal. Verification process: Completed and submitted district training attendance form and submitted as part of the next quarterly report.
6. Hold at least three (3) membership drives during the year. Verification process: Quarterly membership/retention reports submitted to State Membership Regional Representative.

**Part B** - If all of the above membership requirements have been completed, please continue to complete Part B. Failure to complete Part B, Sections 7-9 will result in deduction of points, not necessarily disqualification of the application.

7. District of the Year Award Narrative Form
8. District of the Year Award Guidelines Form
9. District Presentation Guidelines - Scrapbook or PowerPoint
  - **What types of items to include in your presentation?** Please provide hard copies for category slides that are not legible. The following list is a sample and is not all-inclusive:
    - » Length and Size: A PowerPoint presentation lasting no more than 10 minutes or a scrapbook no more than 2" thick. Please include title pages/slides of the following presentation guidelines categories: 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

### REPORTING PROCEDURES (Verified by the State Membership Committee)

- 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).

### MEMBERSHIP GROWTH (Verified by Director of SEANC Member Relations)

- Extra points awarded for each percent of growth.

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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*