

## **2016-2017 SEANC DISTRICT OF THE YEAR AWARD**

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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, 2016-Sept. 30, 2017).

**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. **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 with 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: All monthly financial statements included with your awards submission.
2. Each district will appoint/elect a District Membership Chairperson and assemble a District Membership Committee of up to five (5) members. Verification process: Photographs (optional) and identification of the District Membership Committee must be included in the award submission.
3. 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 included in your awards submission.
4. Hold at least three (3) membership drives during the year. Verification process: Quarterly membership/retention reports must be included in the awards submission.

**Part B** - Once 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 Scrapbook
  - Scrapbook guidelines:
    - An electronic scrapbook\* or no more than one 2” binder
    - What types of items to include in your scrapbook (this list is a sample and is not all-inclusive):
      - Photos of district events
      - A newsletter (sample)
      - Bulletin board (sample)
      - Facebook page (include latest post)
      - District welcome letter
      - Clippings of news articles from any source (includes any SEANC publication) that are specifically about your district
    - \* PowerPoint presentations/electronic scrapbook **with screen prints** must be included with award submission.
  - What NOT to include in your scrapbook:
    - Copies of emails, letters or publications received from the SEANC Central Office
    - Items that do not pertain directly to your district

## 2016-2017 SEANC District of the Year Narrative Form

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District #: \_\_\_\_\_ District newsletter name: \_\_\_\_\_

Does your district use its bulletin board?      Yes      No

Does your district have a Facebook group?      Yes      No

Is 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 or email

## **2016-2017 SEANC District of the Year Guidelines Form**

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Award submission scrapbooks and PowerPoints must include cover sheets for the eight categories below. Please place each item within each category in the same order as listed below.

### **PART A**

- All monthly financial statements
- Identification of the District Membership Committee with optional photographs
- Completed and submitted district training attendance form(s).
- Quarterly membership/retention reports

### **PART B**

- District of the Year Narrative Form
- District of the Year Guidelines Form.
- District Scrapbook or an electronic scrapbook. (PowerPoint presentations/electronic scrapbook **must include screen prints.**)

### **REPORTING PROCEDURES**

- 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 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**

- Extra points awarded for each percent of growth.

(continued)

## 2016-2017 SEANC District of the Year Guidelines Form (continued)

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

District Chairperson/designee:

\_\_\_\_\_ *Please Print*

\_\_\_\_\_ *Signature*

Contact Information:

\_\_\_\_\_ *Telephone #*

\_\_\_\_\_ *Email address*

***For State Awards Committee Use Only – SEANC Central Office Confirmation***

*Reporting* \_\_\_\_\_

*Communications* \_\_\_\_\_

*Legislative* \_\_\_\_\_

*Policy Platform/Bylaws* \_\_\_\_\_

*District Participation* \_\_\_\_\_

*Membership* \_\_\_\_\_