

## **2015-2016 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, 2015-Sept. 30, 2016).

**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 1-6 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 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
    - 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



# 2015-2016 SEANC District of the Year Guidelines Form

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## 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.

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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* \_\_\_\_\_