

AWARDS HANDBOOK

Exchange Clubs of the Four Corners' District



Approved by the Four Corners District 2024-25 Board

Table of Contents

DEFINITIONS AND JUDGING CRITERIA	1
EXCHANGE CLUB OF THE YEAR	2
EXCHANGE CLUB OF THE YEAR APPLICATION	3
EXCHANGE CLUB MEMBER OF THE YEAR	4
EXCHANGE CLUB MEMBER OF THE YEAR NOMINATION FORM	5
MEMBERSHIP AWARD	7
CLUB BUILDER AWARD	8
CLUB PUBLICATION OF THE YEAR AWARD	9
CLUB ATTENDANCE AWARD AT THE DISTRICT CONVENTION	10
TRAVEL AWARD TO THE DISTRICT CONVENTION	11
LIFETIME ACHIEVEMENT AWARD	12
NOMINATION FORM FOR LIFETIME ACHIEVEMENT AWARD	13
NEWCOMER OF THE YEAR	14
MISCELLANEOUS AWARDS	15

DEFINITIONS AND JUDGING CRITERIA

ADMINISTRATIVE YEAR: July 1 through end of month prior to convention

DEADLINES: At the discretion of the Awards Committee, any category deadline may be extended if no nominations are received

GOOD STANDING: All reports, filings and payments are current with District and National

SUBMISSION DEADLINES: To be determined by the District Awards Committee

EXCHANGE CLUB OF THE YEAR

- AWARD:** A certificate will be awarded to the “Exchange Club of the Year”
- ELIGIBILITY:** All Four Corners’ District Exchange Clubs as of month end prior to convention
- JUDGING:** Four Corners’ District Awards Committee
- CRITERIA:** Clubs must complete application
- Submit application by deadline
- Verification must be provided as requested
- The award is earned by the club with the highest number of total audited points
- Club must be in good standing with District and National Exchange Club

EXCHANGE CLUB OF THE YEAR APPLICATION

The Club President Certifies That: _____
 (Official Club Name)

In good standing with both National and the Four Corners' District.

Has qualified for at least one of the following National awards:

NATIONAL MEMBERSHIP AWARD

NATIONAL SERVICE AWARD

BIG "E" AWARD

The scoring will be reviewed by the District Awards Committee for reasonableness; further verification may be required.

POINTS		TOTAL
100 X per program	On a separate page list, the club programs that have been completed during this year.	
100 x per new member	List how many new members your club have recruited during the year.	
25 x	25 Points for each meeting during the year at which speaker(s) presented a program.	
25 x per each form	List the types of publications and/or advertising your club uses	
25 x	25 Points for each board meeting held during the administrative year.	
25 x	Contributions made to district website or district newsletter	
250 x	List any new clubs that your club has started during the year	
250 x	List one new program your club started this year & explain the outcome.	
GRAND TOTAL		

THIS APPLICATION HAS BEEN AUDITED AND AUTHENTICATED

DATE: _____

CLUB PRESIDENT (Print and signature): _____ / _____

DATE: _____

EXCHANGE CLUB MEMBER OF THE YEAR

AWARD: Certificate awarded to the individual who best exemplifies the principles and ideals of Exchange.

ELIGIBILITY: Any active member, in good standing, of a Four Corners' District Exchange Club as of month end prior to convention

JUDGING: Four Corners' District Awards Committee

CRITERIA: 1) Nominations must be made by a club **Officer** or **their Division Director**

2) The nomination sheet must be submitted by the deadline

3) The committee will judge the entries based entirely on the information contained in the narrative and application

4) The narrative should focus on specific activities during the administrative year, but may include information on past year's activities

* A narrative, not to exceed one page. Narrative more than one page in length will be returned to the writer and will not be considered until returned within the one-page limit. Some suggestions for the narrative: is the person a volunteer; do they say yes when asked; does their presence enhance meetings, social functions and other events; are they positive, enthusiastic, loyal, creative, gregarious, possess a sense of humor and solve problems. There are 50 points maximum for the narrative. (See Appendix A for narrative of a previous National winner).

EXCHANGE CLUB MEMBER OF THE YEAR NOMINATION FORM

Exchange Club of _____ places in nomination _____ for
District Exchange Club Member of the Year.

Activity and points shown are for the time period July 1 to March 30 _____.
Application due to District Headquarters by April 1st.

- | | | |
|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------|
| <p>1. Built new club as sponsor or cosponsor
<i>List new club name</i></p> | <p>8 points</p> | <p>_____</p> |
| Mentored the new club listed above | 8 points | _____ |
| 2. Membership | | |
| a. Each new member sponsored | 1 point each | _____ |
| b. Sponsored three new members, 3 points | 3 points | _____ |
| c. Sponsored more than 3 new members, 1 point each (maximum 4 points) | 1 point each | _____ |
| 3. Served on club level as: | | |
| a. Club President, Secretary, Treasurer, Bulletin Editor, Chair of
Major Fund Raiser – document (4 points maximum) | 2 points each | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| b. Club Board Member; Chair Major Committee, working
President-elect. List committees with document
(2 points maximum) | 1 point each | _____ |
| _____ | | |
| _____ | | |
| _____ | | |
| 4. Served on district level: | | |
| a. District President, Secretary, Treasurer,
President-elect (circle one) | 3 points | _____ |
| b. District Board Member
(must be recommended by District President) | 2 points | _____ |
| c. District Committee Chair
(must be recommended by District President) | 1 point | _____ |

d. District President of a district with positive growth 4 points _____

5. As many as 4 points may be awarded for items not listed above at the discretion of the judges: please describe/explain additional information: 1 point each _____

6. Convention attendance during two-year window; 1 point each (4 points max). List district conventions and National Conventions (include dates and locations):

District Convention	_____	_____
	Date	Location
District Convention	_____	_____
	Date	Location
National Convention	_____	_____
	Date	Location
National Convention	_____	_____
	Date	Location

NARRATIVE (attached to application)

Final point allocations and final score determined by award judges.	Total Score	_____	(50 possible)
As determined by District Awards	Narrative	_____	(50 possible)

Committee Final Score _____

**The judging committee has final and full authority for the selection of the Four Corners' District Exchange Member of the Year. Points, narrative, etc., are guides to help them in their selection.*

MEMBERSHIP AWARD

- AWARD:** A Four Corners' District Membership certificate will be presented at the District Convention to all Clubs that have net growth from July 1 by end of previous month of convention
- ELIGIBILITY:** All Four Corners' District Clubs in good standing
- JUDGING:** Membership records as maintained by National
- CRITERIA:** Net growth will be calculated by dividing the number of members as of July 1, by the number of members on the current membership roster by end of previous month of convention, so the award can be presented at District Convention.

CLUB BUILDER AWARD

AWARD: A Four Corners' District Club Builder Award certificate will be presented at the District Convention to the club and individuals which have successfully organized or reorganized another club. This award recognizes those clubs that have worked to extend Exchange's service outreach into new communities through the chartering of a new club.

ELIGIBILITY: All Four Corners' District Clubs in good standing

JUDGING: Four Corners' District Awards Committee

CRITERIA: The organized or reorganized club must have held its Permanent Organization Meeting after April 30 of the previous year

CLUB PUBLICATION OF THE YEAR AWARD

- AWARD:** Best Club Publication and/or Newsletter award will be presented to the club that publishes the best publication/Newsletter.
- ELIGIBILITY:** The official publication of all Four Corners' District clubs in good standing
- JUDGING:** Four Corners' District Awards Committee
- CRITERIA:**
1. A sample copy of the publication must be submitted for judging by the awards committee
 2. Judging criteria will include display of the Exchange Club emblem, masthead and club data, content, balance, Exchange education and promotion, readability, layout and regularity
- DEFINITIONS:**
- Publication** – shall be considered Facebook posts, or other social media posts, or brochure
- Newsletters** – weekly or monthly electronic updates sent to club members on a regular basis (could include club board minutes) which is required for BIG E AWARD

CLUB ATTENDANCE AWARD AT THE DISTRICT CONVENTION

AWARD: Club Attendance Award will be presented at the District Convention to the club with the largest number of club members in attendance at the convention “CALL TO ORDER”

ELIGIBILITY: Four Corners’ District Clubs in good standing

JUDGING: Official roll call records of the District Secretary

CRITERIA:

- 1) Members must be in good standing
- 2) The count is not restricted to registered delegates, but will include all members present

TRAVEL AWARD TO THE DISTRICT CONVENTION

AWARD: A travel award will be presented at the District Convention to the club in attendance at the Convention “CALL TO ORDER” that traveled the farthest number of miles to the convention site.

ELIGIBILITY: Four Corners’ District Clubs in good standing

JUDGING: Official roll call records of the District Secretary

- CRITERIA:**
- 1) Members must be in good standing.
 - 2) The count will not be restricted to voting delegates but will include all members present.
 - 3) The number of land miles traveled to the convention site will be determined by standard atlas distance.

LIFETIME ACHIEVEMENT AWARD

- AWARD:** A plaque will be awarded to each honoree. The award will be given at the Four Corners' District Convention Installation Banquet.
- PURPOSE:** The Lifetime Achievement Award was created to recognize Exchange Club members who have devoted a lifetime to our Exchange organization, at the Club, District, National levels and our national project of Child Abuse Prevention. These individuals truly exemplify our Exchange Covenant of Service. This award recognizes members for their service, leadership, dedication, loyalty, time and achievements throughout their membership in Exchange.
- ELIGIBILITY:** Be nominated by their club, District President, Division Director or Volunteer Field Representative (VFR). Must be an active member in good standing of a Four Corners' District Exchange Club. Must have at least ten years membership in Exchange. Posthumous nominees are exempt from active membership requirement. Nominee can only be submitted once.
- ACHIEVEMENTS:** Complete the nomination form, giving ample recognition for leadership, service, dedication, growth, attendance/participation, child abuse prevention participation and several programs/projects/contributions. There is also space for a written narrative and suggestions. Consideration is given to all levels of service. Nominees will be given a score of one to ten, with ten being the best.
- JUDGING:** Judging will be done by the awards committee.
- RECIPIENTS:** The Lifetime Achievement Award will be limited to three recipients per year

NOMINATION FORM FOR LIFETIME ACHIEVEMENT AWARD

THE EXCHANGE CLUB OF _____

NOMINATES (Name) _____

JOINED EXCHANGE (Date) _____

NAME OF FIRST CLUB NOMINEE JOINED _____

Club members are recognized but not limited to four basic areas. Input to the nominations should come from any source that will give a true picture of the nominee's qualifications to include the nominee himself/herself.

1. **DEDICATION:** Includes attendance at meetings, social events, support of Club Officers and willingness to serve.
2. **SERVICE TO COMMUNITY:** Includes participation in club's programs of service, fundraisers and our National Program, the Prevention of Child Abuse
3. **LOYALTY TO AND SUPPORT OF IDEAS OF EXCHANGE:** At the Club, District, and National level, includes support of District and National, attendance at convention and new member sponsorship
4. **RECOGNITION AND ACHIEVEMENT:** Includes special awards, special recognition, creativity, especially in the area of ideas which have noteworthy items that makes this nominee stand out

NARRATIVE

Use this space to highlight strengths especially in the area of building and supporting Exchange. Highlight loyalty, service, dedication, and time involved in nominee's achievements, certainly emphasize previous recognitions. This is a good place to identify the candidate with the precepts of the Covenant of Service. Remember, members who have served at the Club level only, will be scored the same as those who have served at a higher level.

NEWCOMER OF THE YEAR

- AWARD:** Certificate awarded to Exchange member who participates and leads club activities during his/her first year. This person surpasses what is expected and promotes the mission and vision of Exchange.
- ELIGIBILITY:** Any Four Corners' District Exchange member that have been members one year or less
- JUDGING:** Four Corners' District Awards Committee
- CRITERIA:** Nominee must be a member for one year or less
A one-page description of the activities and accomplishments of nominee will be submitted by the club president. Award will be presented at the District Convention

MISCELLANEOUS AWARDS

AWARD: This Four Corners' District President will have the option to recognize the following individuals

- Outstanding Club President
- Outstanding Community Service Project
- Outstanding Americanism Project
- Outstanding Youth Project
- Outstanding Fundraiser
- Outstanding Prevention of Child Abuse Project
- Outstanding Volunteer

ELIGIBILITY: Any Four Corners' District Exchange Club member

JUDGING: Four Corners' District President

CRITERIA: District President will gather information for these awards throughout the year. It is at the District President's discretion to ask the Division Directors and VFR's to submit suggestions as well. The awards will be presented at the District Convention.