

THE VIRGINIA DISTRICT
EXCHANGE CLUBS

AWARDS PROGRAM MANUAL



JULY 2022

The Virginia District Awards Program

All awards are based on the Exchange Administrative Year beginning July 1 and ending June 30. The primary sources for determining the District Awards are an email or other written documentation sent to the awards chairman and the Program of Service Report from The National Exchange Club. These are submitted to the Chair of the Awards Committee as soon as the activity is completed, but no later than June 30 of each year.

Objective The Awards program provides a basis for recognition of project participation for all Exchange Clubs in the Virginia District. Through participation, this program encourages all Exchangites and their clubs to develop to the maximum extent possible their personal and unified desires to make the precepts of Exchange a reality.

Documentation This manual describes the submission of the qualifying activities documentation to the Awards Committee Chair.

Clubs may use an email or another written document, as long as the required information is provided. The information provided by the club to National Headquarters will be used to determine awards for the following categories:

| | |
|-------------|------------------------|
| Youth | Community Service |
| Americanism | Child Abuse Prevention |

Other classifications identified as Special Club Awards require submissions of an email or alternate written form providing documentation that the award requirements have been met.

**Award
Submission
Guidelines**

General Conditions

Only clubs current with membership reporting and dues payment and individuals in good standing may qualify for Awards.

Qualifying clubs must follow the appropriate application procedure and meet deadlines.

Proposed changes to this manual are approved by the District Board of Directors.

The Process

Eligible clubs and individuals meet the qualifications in these guidelines.

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The effective dates for these activities are from July 1 of the previous year to June 30 of the current year (the Exchange Club fiscal year) and the Awards are presented at the Midwinter Conference.

Activities Submission Guidelines

The Awards Committee Chair is appointed by the District President. The Awards Committee Chair presents the Awards at the Midwinter Conference. The committee receives and reviews the entries from each club in each category to determine qualifications are satisfied. The Awards Committee is the sole judge of the submittals. The list of award recipients will be provided to the District Bulletin Editor for inclusion in the District Bulletin.

The categories that the committee reviews are: Youth, Americanism, Community Service, Child Abuse Prevention, Special Club Awards, and District Individual Awards. The Special Club Awards include: Increased Membership Award, New Club Building Award, and District Quality Club Award. The District Individual Awards include: Outstanding District Director Award, Outstanding Club President Award, Outstanding Club Secretary Award, Outstanding Club Treasurer Award, and Outstanding Club Bulletin Editor Award.

The club president and secretaries are provided the mailing addresses in the District Roster for submission of emails and other documentation to the appropriate committee chairs.

There will be no release of club or individual award information prior to the District session at which the awards are presented.

National and District Officers may present additional Awards as deemed appropriate.

Award Qualifications

Each of the Awards which can be earned by a local club or Exchangite is described in this section. These are not competitive Awards so all clubs may earn them. Each club is presented a certificate for each category indicating the number of projects completed. The Awards Committee will use the National Exchange Club's report of projects submitted to determine the number of projects completed.

Service to Youth

A Club earns the Virginia District **Service to Youth** Award by participating in one of the following activities or projects:

| | |
|-------------------------|--------------------|
| Youth Citizenship | Youth Day |
| Youth of the month/year | Scholarship Award |
| A.C.E. Award | Youth Sports Event |

| | |
|-------------------|------------------------|
| Youth Talent Show | Other Service to Youth |
|-------------------|------------------------|

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Americanism A Club earns the Virginia District **Americanism** Award by participating in one of the following activities or projects:

| | |
|----------------------|----------------------------|
| Freedom Shrine | Proudly We Hail |
| GIVEAKIDAFLAGTOWAVE | Milestone of Freedom |
| One Nation Under God | Other Americanism Programs |
| Get Out the Vote | |

Community Service A Club earns the Virginia District **Community Service** Award by participating in one of the following activities or projects:

| | |
|-------------------------|----------------------------------|
| Fire Prevention | Book of Golden Deeds |
| Crime Prevention | Other Community Service Programs |
| Service to Seniors | |
| National Day of Service | |

Child Abuse Prevention A Club earns the Virginia District **Child Abuse Prevention** Award by participating in one of the following activities or projects:

- Club Giving Campaign
- Center Related Activity
- Other Child Abuse Prevention Programs
- Non-center-related Activity

Increased Member A Club earns the Virginia District **Increased Member** Award by increasing membership from the number on July 1 at the beginning of the current administrative year by three for Clubs of 15-35, four for Clubs of 36-60, and five for Clubs of over 60 members as reported in the National Year End membership report. The District Secretary submits the recommendation for this award, and should be contacted if a club is concerned that the report does not accurately reflect the membership. An Increased Member Award certificate and a National supply gift certificate are presented to the club for this award.

New Club Building A Club earns the Virginia District **New Club Building** Award by sponsoring a new Local Exchange Club that meets the National Exchange Club requirements for chartering a new club. The District President/Secretary submits the recommendation for this award with concurrence of the New Club Building Committee Chair. A New Club Building Award plaque is presented to the Club President.

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Outstanding Club Bulletin Editor

A Bulletin Editor earns the Virginia District **Outstanding Club Bulletin Editor** Award by meeting these qualifications:

Publishing Bulletins with a neat and appealing format.

Presenting all upcoming meeting dates and District meeting dates within that Bulletin time frame.

Submitting copies of all Bulletins either continuously or in one package at the end of the year to the Awards Committee Chair for review. Clubs publishing one Bulletin per month must publish at least one each month, and clubs publishing two or more per month must publish at least two each month.

The Club President submits the recommendation for this award naming the Club Bulletin Editor. An Outstanding Club Bulletin Editor Award certificate is presented to the Bulletin Editor.

Outstanding District Director

An Exchangite elected by fellow Exchangites to represent them on the Virginia District Exchange Clubs' Board and provide guidance and counsel is recognized for contributing the time and energy to fulfill the obligations as a Director with the **Outstanding District Director** Award.

A Director earns this Award for an Administrative Year by meeting these qualifications:

Serving for a complete Administrative Year.

Attending all District regular or called Board Meetings, unless specifically excused by, and providing a written report to, the District President.

Complete all official visitations and reports for the administrative year.

Attending the District Educational Conferences and the District Convention unless specifically excused by the District President.

Ensuring that each club president has a current National and District Awards Manual to participate in the Awards Program.

Assist clubs in their division in earning the Virginia District Quality Club Award by insuring that all official visitations, administrative reports are completed, and required documentation has been submitted.

A local club may provide a written nomination to the District President. The District President submits the recommendation for this award. An

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Outstanding District Director Award certificate is presented to the Exchangite.

Outstanding Club President

An Exchangite elected by fellow Exchangites to lead a local club is recognized for sincere efforts, the time, and energy to fulfill the obligations as Club President with the **Outstanding Club President** Award. A Club President earns this Award for an Administrative Year by meeting these qualifications:

Completing a full Administrative Year term of office, or six months in a newly chartered club.

Conducting and reporting the Club President's Program of Development Meeting following The National Exchange Club guidelines, except for a newly chartered club.

Attending all the District Educational Conferences and the District Convention, unless specifically excused by the District Director or President.

Leading the club in earning the Virginia District Quality Club Award.

The District Director or a District Officer submits the nomination for this award. A local club may provide a written nomination to the District Director, who may submit a petition reflecting unusual circumstances relative to this award to the Awards Chair for consideration by the Committee. A certificate is presented to the Outstanding Club President.

Outstanding Club Secretary

An Exchangite elected by fellow Exchangites to administer a local club is recognized for sincere efforts and attention to detail in fulfilling the obligations as club secretary with the **Outstanding Club Secretary** Award. A club secretary earns this award for an administrative year by meeting these qualifications:

Completing a full Administrative Year term of office, or six months in a newly chartered club.

Submitting all required reports to District and National by the required submission dates.

Remitting all District dues or other assessments to the District, in full, by the required due date.

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Completing and submitting the Officer Election Report to National and District within 10 days following the election, or by the deadline set by National.

The Club President submits the nomination for this award naming the secretary. Anyone may submit a petition reflecting unusual circumstances relative to this award to the Award's Chair for consideration by the Committee. A certificate is presented to the Outstanding Club Secretary.

Outstanding Club Treasurer Award

The Club Treasurer is responsible for collecting all funds due to the club, and depositing and disbursing the funds in a manner designated by the board of directors. A club treasurer earns this award for an administrative year by meeting these qualifications:

Complete a full Administrative Year term of office, or six months in a newly chartered club.

Receive or collect all fees, dues and other monies due to the club; deposit and disburse funds as directed by the club's board of directors.

Keep accurate and complete records of the club's financial transactions.

Make an annual report of the club's financial condition to the board of directors and at other times as requested by the board. All accounts and books shall be open at all times for inspection by the board of directors and to any auditor authorized by the board.

Assist the board of directors in preparing and monitoring the budget.

At year-end, file Form 990 with the IRS. These forms are due by November 15th.

The Club President submits the nomination for this award naming the Treasurer. Anyone may submit a petition reflecting unusual circumstances relative to this award to the Awards Chair for consideration by the committee. A certificate will be presented to the Outstanding Club Treasurer.

Exchange merchandise or gift certificates will be presented to individual award recipients along with the award certificates.

Quality Club Award

A local club is recognized for striving to be the model Exchange Club and its exemplary efforts toward making a superior contribution to its community with the prestigious **Virginia District Quality Club** Award. A club earns this Award for an Administrative Year by meeting these qualifications:

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Achieving or exceeding at least 25 members in good standing for the administrative year. Clubs with less than 25 members at the start of the year are required to reach 25 members or achieve a net increase of 2 members with all in good standing. Clubs with 25 or more members in good standing at the start of the year must maintain the level of membership at the start of the administrative year. A club may also meet the membership requirement by building a new club within the administrative year.

Publishing and distributing to members at least one bulletin each month.

Establishing a financial budget, and demonstrating maintenance of operating and program activity account.

Conducting a program development meeting and qualifying for the National Program of Service Award.

Establishing and administering Membership Orientation and Leadership Development programs.

Developing fund raising plans, and demonstrating adequate completion of fund raising activities.

Conducting meetings that satisfy National established meeting standards.

Demonstrating involvement in District activities, and inter-club, community and family activities.

Providing representatives to all District Educational Conferences and the District Convention.

The District Director submits the nomination for this award. A certificate and a National Exchange supplies gift certificate are presented to the club.

Special Individual Special Awards

Exchangite of the Year

An exemplary Exchangite is recognized for superlative efforts to provide a superior contribution to Exchange and the local community with the **Exchangite of the Year** Award. An Exchangite in good standing in a Virginia District Exchange Club is nominated for this Award by a local club for an Administrative Year using the Exchangite of the Year

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Nomination form. The Exchangite should have accomplished at least two of these actions:

Sponsor or co-sponsor a new club.

Sponsor a number of new members into Exchange.

Receive various awards.

Complete significant actions above the normal to bring credit to Exchange.

Participate in District activities noteworthy of praise.

The District President appoints a committee and a tie breaker to review the nominations and select an Exchangite of the Year. An Exchangite of the Year Award plaque is presented to the Exchangite at the Midwinter Conference.

Honor Roll

A superb Exchangite who has made a long term contribution to the Exchange at both a local level and District or National level is recognized with election to the Virginia District Honor Roll. Each local club may nominate one Exchangite following the guideline provided by the Honor Roll Committee.

An active, or deceased member who was active upon his or her death, of the Virginia District Exchange Clubs may be nominated to the District Honor Roll if he or she:

Has made significant contributions to Exchange by actively serving in numerous leadership capacities in the local club and District.

Has at least ten years of active service in Exchange.

And has regularly attended District or National functions.

The District President appoints the Chair of the Honor Roll Committee who selects four Honor Roll recipients as committee members and a tie breaker not from the Chairman's home club. For each year, not more than two active Exchangites are elected to the Honor Roll. The committee presents Award plaques at the Annual District Convention.

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Other Community Recognition Awards

The District President appoints committee chairs and members to solicit and review nominations for Distinguished Virginian, Youth of the Year, ACE (Accepting the Challenge of Excellence), Book of Golden Deeds Awards and select recipients. The committee chairs provide nominating instructions and deadlines to the clubs and the awards are presented at the Annual District Convention.