

DISTINGUISHED ACHIEVEMENT AWARD CHAIRMAN

Revised – July 2012

- 1. Study and be familiar with the Distinguished Achievement Award information contained in the OK state packet. Have this packet available at State Council Meetings and use for reference. While this is not an IC Contest, materials may be available on the IC website.*
- 2. Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
- 3. Write issues of the Petticoat Journal. Encourage chapters to nominate a Distinguished Achievement Award. Stress **March 1** is the deadline for entries to the State Council Contest. While this is not an IC Contest, local winners may be displayed at the IC Convention. Specific guidelines for IC Convention submittal are included on the IC website. Be sure to review the guidelines for submittal for your display and note the April 1st deadline.*
- 4. Before March 1, prepare adequate number of judging forms for the Distinguished Achievement Award entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judges should be non-ESA people. Provide evaluation/judging sheets and a copy of rules for each judge. Ask judges to return completed judging sheets to you by April 1. Judging should take place as soon as possible after March 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function*
- 5. At the March Council Board Meeting, request funds from the State Treasurer for the Distinguished Achievement Award plaque or special award.*
- 6. Immediately after you receive the judges' decision, notify the sponsoring chapter of their winning entry and make arrangements for the Distinguished Achievement Award winner to attend the function when the award will be presented. The State Council pays for the Distinguished Achievement Award meal; however, the sponsoring chapter shall be responsible for transportation and other expenses and arrangements. The State President will notify you of special seating at the function for the winner.*
- 7. By April 1st no later than April 15th, request from State Treasurer a CASHIERS check for a donation to the Distinguished Achievement Award or her charity. Expense for the gift or donation is to be paid from your budgeted amount. If you are going to order a special plaque from Headquarters or from local trophy company, order early. Any other expenses for gifts will be from sponsoring chapter.*
- 8. Immediately after April 1, furnish Outstanding Chapter Chairman with a list of chapters nominating a Distinguished Achievement Award. Include city, chapter name and number.*

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9. *If information is available, prepare a list of hours and money reported to you. Include city, chapter name, number, and list amounts for each chapter. Mail list to State Philanthropic Chairman before April 1.*
10. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Present the Distinguished Achievement Award at convention. Due to limited time, the Distinguished Achievement Award presentation should not exceed five minutes; therefore, you will be able to read only a small portion of the Distinguished Achievement Award's activities and accomplishments. Prepare your presentation and place a copy of it in your files.*
11. *At the Awards Luncheon, recognize chapters who have presented a Distinguished Achievement Award during the past year. Present the Distinguished Achievement Award awards to the chapters.*
12. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
13. *Bring this Policy and Procedure Manual to the Board Function at Convention.*
14. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*