

OUTSTANDING YOUTH CHAIRMAN

Revised – July 2012

- 1. Write several short articles for publication in the Petticoat Journal. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. Encourage chapters to honor outstanding youth in their community. Remind chapters that there is an Outstanding Youth State Contest as well as certificates of recognition for chapters who honor youth in their community. Chapters who want to enter the IC Contest must submit their own entry to IC.*
- 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. State Outstanding Youth rules should correspond with International Council Outstanding Youth rules.*
- 3. Obtain Outstanding Youth Packets from ESA Headquarters. Study and be familiar with the information it contains. Have this packet available at State Council Meetings and use for reference.*
- 4. Before March 1, prepare adequate number of judging forms for Outstanding Youth entries. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section. Judges should be non-ESA members. 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. Place judging forms in envelopes; give to Corresponding Secretary at Board Food Function at State Convention.*
- 5. Immediately after you receive the judges' decision, notify State President, Corresponding Secretary, and sponsoring chapter of the winning entry and make arrangements for the Outstanding Youth winner to attend the function when the award will be presented. The State Council pays for the youth's 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.*
- 6. Notify the State Treasurer with the name of the Outstanding Youth winner for presentation of Cashier's Check and payment of meal. Also, notify the Convention Chairman so seating at the Awards Luncheon can be arranged. Expense for the presentation is to be paid from your budgeted amount.*
- 7. Immediately after April 1, make a list (city, chapter name and number) of chapters who presented an Outstanding Youth Award and/or had entries in Outstanding Youth Contest. Send list to the Outstanding Chapter Chairman. She needs this information before April 15. Place a copy in your file.*
- 8. Prepare a list of hours and monies reported to you. Include city, chapter name, number and amounts for each chapter. Send list to the State Philanthropic Chairman before April 15.*

OUTSTANDING YOUTH CHAIRMAN *(Continued)*

Revised – March 2011

9. *Present Outstanding Youth Award at State Convention. Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Due to limited time, the presentation should not exceed five minutes; therefore, you will be able to read only a small portion of the youth's activities and accomplishments. Prepare your presentation and place a copy of it in your file.*
10. *At the Awards Luncheon, recognize chapters who have presented an Outstanding Youth Award during the past year. Present Outstanding Youth Awards to the chapters.*
11. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
12. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
13. *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.*