



New York State 2020 Awards Manual

- Alabama
- Arizona
- Arkansas
- California
- Colorado
- Connecticut
- Delaware
- Florida
- Georgia
- Hawaii
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maryland
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- New Jersey
- New York
- North Carolina
- North Dakota
- Ohio
- Oklahoma
- Oregon
- Pennsylvania
- South Carolina
- South Dakota
- Tennessee
- Texas
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

Purpose:

To recognize your - and your fellow chapter members' - achievements in making a positive impact in your communities over the 3rd trimester; and to help you learn the skills to communicate your achievements effectively through narrative format.

Instructions:

1. Please disregard any nomination forms or guidelines from previous years.
2. You may submit in any of the categories below to be recognized for each trimester.
3. Projects and individuals should be nominated based on achievements that took place from
 - a. First Trimester: January 1 - April 30, 2020
 - b. Second Trimester: May 1 - September 30, 2020
 - c. Third Trimester: October 1 - December 31, 2020.
4. You do not need to submit any award submissions for yearend awards, the judging committee, made up of your 2020 state team will look at submissions that won each trimester and recognize the best of the year from those winners
5. The deadline for submissions is **Three weeks prior to the convention and a reminder will be sent out when registrations are sent out by the state team.**
6. Awards must be submitted to the state team to awards@newyorkjaycees.org
7. **Please name your file:**
 AwardName_Chapter Name_ProjectName or NomineeName
 For examples:
 ChapterProjectMembership_Buffalo_MembershipSpeakerSeries
 MembershipVP_Queens_DollyAgda)

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
Texas
Virginia
Washington
West Virginia
Wisconsin
Wyoming



*If you are submitting the same narrative under multiple categories, you **MUST** change the file name for each category you submit it for so it is clear that you are submitting it for each category (for example if a project falls under membership and community and you want to submit it for both, **you must submit it twice**, once under each file name respectively)*

8. Your submission should be a brief **narrative** (1-page maximum) answering the questions:

FOR MEMBERS:

- i. How did he/she provide leadership, motivation or inspiration to others?
- ii. What impact did he/she have on their community?
- iii. What impact did he/she have on their local chapters?
- iv. What participation did this individual have in state events?
- v. How does this individual demonstrate JCI values?
- vi. Optional information: photos, press releases, local awards, news articles, etc... - please embed any of these in the same file as your narrative, **DO NOT** send them as separate files to an email

FOR PROJECT AWARDS: (2 FILES NOMINATION FILE & PMG)

- i. What are the objectives of the projects?
- ii. What planning went into this project?
- iii. How was the project executed?
- iv. What impact did the project have on the community & Participants?
- v. Please attach the PMG for this project
- vi. Optional Information: photos, press releases, news articles, etc... please embed the any of the optional items in the nomination file,

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
South Dakota
Tennessee
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Wyoming



rather than attaching several files to the email. You may attach additional items such as pictures, news articles, media links, etc...

9. Please direct any questions regarding awards to the 2020 state team directly to avoid any confusion. You may look to your chapter Senators/Governors to help guide you, but any specific questions regarding submissions should be directed to us. We are here to help you, but you need to reach out.

Recognition:

1. We will recognize 1 submission from each category that we have submissions for; if no submissions are received for a category we will not recognize that category at convention
2. Trimester awards will be recognized during the evening banquet, except at Year End convention, as the trimester awards will be given out at lunch and the Year End awards will be given out at the evening banquet
3. In addition, awards will be given out at lunch for trimester and at banquet for Year End that you do not need to submit for, but will be chosen by the JCI NYS 2020 executive board prior to convention
 - i. Outstanding local chapter
 - ii. Each Chapter will be judged on criteria that measure the planning, implementation and impact during that trimester. While the judges will be asked to review the chapter in its entirety, there are specific criteria for each category to which the judges' attention will be directed. The specific criteria are:
 - Plan of Action - Recruitment Strategy - Individual
 - Development Programs and Results - Community
 - Development Programs and Results - International

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
Pennsylvania
South Carolina
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Wyoming



- Development Programs and Results - Economic/Business

Follow-Up

1. For each award nomination you submit you will receive a follow up from the judging committee on your nomination to help you improve for future nominations.

CATEGORIES YOUR CHAPTER CAN SUBMIT FOR:

I. Individual Awards

- a. Outstanding Local Chapter President
- b. Outstanding Local Vice President
(may submit up to 1 in each area Management/Business/Executive VP, Membership VP, Community VP, Individual Development VP, International Affairs VP)
- c. Outstanding local chapter officer (for example treasurer, secretary, advisor)
- d. Outstanding new Jaycee (member for less than 6 months)
- e. Outstanding Jaycee Member
- f. Outstanding Junior Jaycee/Jaycee Kid
- g. Outstanding Very Important Partner (VIP)
- h. Outstanding Jaycee Family (awarded annually, only one you need to submit for yearend)

II. Chapter Project Awards

- a. Outstanding local project for the trimester (may submit up to 1 in each area Membership, individual development, community, management/business, international)
- b. Outstanding local use of Public Relations or Marketing

Alabama
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
Florida
Georgia
Hawaii
Illinois
Indiana
Iowa
Kansas
Kentucky
Louisiana
Maryland
Michigan
Minnesota
Mississippi
Missouri
Montana
Nebraska
New Jersey
New York
North Carolina
North Dakota
Ohio
Oklahoma
Oregon
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- c. Outstanding local website or newsletter
- d. Outstanding local Corporate Sponsorship

Any questions on these categories should be directed to the 2020 state team.

Tips:

- Give yourself TIME to get it done and reviewed
- Send one email and list all the awards that you are submitting
- Be specific, don't assume judges will know what you are talking about
- Use 3rd person language (he, she, it, they, them, their)
- Have someone proofread for things like:
 - Run on sentences
 - Tense of words
 - Spelling
 - Does it answer the questions asked?
 - Does it have too much extra information
- Make sure you are submitting it in the approved format
- If you get it in early I can review it for you and let you know if you need to correct anything before your final submission.
- Be positive

For other inquiries, please email

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EVP Patty Scotto – Pbenda81@gmail.com