AWARDS BOOK
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATIONAL AWARD SUBMISSION DEADLINES</td>
<td>2</td>
</tr>
<tr>
<td>CLUB BUILDER AWARDS</td>
<td>3</td>
</tr>
<tr>
<td>New Club Builder Award</td>
<td></td>
</tr>
<tr>
<td>Club Builder Individual Awards</td>
<td></td>
</tr>
<tr>
<td>Club Rebuilder Award</td>
<td></td>
</tr>
<tr>
<td>Star District President Award</td>
<td></td>
</tr>
<tr>
<td>District New Club Building Chair Award</td>
<td></td>
</tr>
<tr>
<td>MEMBERSHIP GROWTH AWARDS</td>
<td>3</td>
</tr>
<tr>
<td>Member Award Pins</td>
<td></td>
</tr>
<tr>
<td>Club Membership Achievement Award</td>
<td></td>
</tr>
<tr>
<td>Club Superior Membership Achievement Award</td>
<td></td>
</tr>
<tr>
<td>Retention Awards</td>
<td></td>
</tr>
<tr>
<td>Club Excellence Award</td>
<td></td>
</tr>
<tr>
<td>Charter Club Cornerstone Award</td>
<td></td>
</tr>
<tr>
<td>Club Hat Trick Award</td>
<td></td>
</tr>
<tr>
<td>The Big “E” Award</td>
<td></td>
</tr>
<tr>
<td>SERVICE AWARDS</td>
<td>5</td>
</tr>
<tr>
<td>Service Project and Activity Awards</td>
<td></td>
</tr>
<tr>
<td>National Service Award</td>
<td></td>
</tr>
<tr>
<td>National Outstanding Service Project Award</td>
<td></td>
</tr>
<tr>
<td>FUNDRAISING AWARDS</td>
<td>6</td>
</tr>
<tr>
<td>Club Fundraising Award</td>
<td></td>
</tr>
<tr>
<td>National Outstanding Fundraising Award</td>
<td></td>
</tr>
<tr>
<td>CARE (CHILD ABUSE REDUCTION EFFORT) AWARD</td>
<td>6</td>
</tr>
<tr>
<td>LEADERSHIP AWARDS</td>
<td>6</td>
</tr>
<tr>
<td>Distinguished Club President Award</td>
<td></td>
</tr>
<tr>
<td>Distinguished Charter Club President Award</td>
<td></td>
</tr>
<tr>
<td>Distinguished Club Secretary Award</td>
<td></td>
</tr>
<tr>
<td>Distinguished Club Treasurer Award</td>
<td></td>
</tr>
<tr>
<td>Distinguished District President Award</td>
<td></td>
</tr>
<tr>
<td>Distinguished District Director Award</td>
<td></td>
</tr>
<tr>
<td>APPENDIX</td>
<td>13</td>
</tr>
</tbody>
</table>

Club Representative Award

NATIONAL EXCHANGE CLUB MEMBER OF THE YEAR AWARD | 9 |

EDIT District Bulletin Award

WEB VIDEO AWARD | 10 |

PUBLIC RELATIONS AWARD | 11 |

A.C.E. Award
(Accepting the Challenge of Excellence)
Youth of the Month/Year Award
NATIONAL AWARD SUBMISSION DEADLINES

AWARD
Member Award Pins
New Club Builder Award
Club Builder Individual Award
Charter Club Cornerstone Award
Distinguished Charter Club President Award
EDIT Award
National Outstanding Service Project Award
National Outstanding Fundraising Award
Web Video Award
Public Relations Award
C.A.R.E. Award
National Exchange Club Member of the Year Award
National Youth of the Year Award
National A.C.E. Award
All-American Volunteer of the Year
Club Membership Achievement Award
Club Superior Membership Achievement Award
Retention Awards
Club Excellence Award
Club Hat Trick Award
National Service Award
Club Fundraising Award
Big “E” Award
Distinguished Club President Award
District New Club Building Chair Award
Distinguished District President Award
Outstanding District Award
Distinguished District Director Award
Club Representative Award
Star District President Award
Distinguished Club Secretary Award
Distinguished Club Treasurer Award

DEADLINE
Ongoing
Ongoing
Ongoing
6 months after charter
1 year anniversary
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1
June 1

GENERAL CONDITIONS

1. Clubs must follow the appropriate application procedure and meet deadlines.
2. The administrative year begins July 1 and ends June 30. Deadlines are within the administrative year, except as otherwise stated.
CLUB BUILDER AWARDS

NEW CLUB BUILDER AWARD
A club will receive a banner patch for each new club it sponsors.

Application: None required, data tracked by National Headquarters.

CLUB BUILDER INDIVIDUAL AWARDS
A member who serves as a new club builder will receive a New Club Building Award plaque for the first club he or she helps charter. The club builder will receive a plaque star for each additional new club chartered.

Exchange Rewards are awarded to new club builders. New club builder blazers may be purchased with Exchange Rewards. For more information on Exchange Rewards, contact National Headquarters.

Note: The Exchange Rewards program is subject to review by the National Board of Directors. Changes may be made without prior notice.

Application: None required, data tracked by National Headquarters.

CLUB REBUILDER AWARDS
A club adding 20 new members and maintaining 20 members for a year. Commitment form required.

Application: None required, data tracked by National Headquarters

STAR DISTRICT PRESIDENT AWARD
District presidents who have chartered three or more new clubs in their district, with a net increase of one club and net gain in membership within the administrative year, will receive a special trophy.

Application: None required, data tracked by National Headquarters.

DISTRICT NEW CLUB BUILDING CHAIR AWARD
A plaque will be presented to the District New Club Building Chair who was actively involved in the successful building of at least three new clubs permanently organized by member clubs of the district and is listed as a Club Builder for at least three clubs during the administrative year.

Application: None required, data tracked by National Headquarters.

MEMBERSHIP GROWTH AWARDS

MEMBER AWARD PINS
Three, 10, 25, 50, 75, and 100 member pins will be sent to club presidents for presentation at meetings. Awards are based on members recruited since Sept. 1, 1979. The three-member pin is for those who have recruited three members within one administrative year, not including transfer members. The winner and the names of the sponsored members must be submitted to National Headquarters by the club secretary in order to receive the pin.

CLUB MEMBERSHIP ACHIEVEMENT AWARD
A club with a net increase of five (5) and maintains an 85% or higher retention rate within the administrative year, July 1 through June 30, will receive this banner patch.

Application: None required, data tracked by National Headquarters.

CLUB SUPERIOR MEMBERSHIP ACHIEVEMENT AWARD
A club with a net increase of eight (8) and maintains a 90% or higher retention rate within the administrative year, July 1 through June 30, will receive this banner patch.

Application: None required, data tracked by National Headquarters.

RETENTION AWARDS
During the administrative year (July 1 – June 30), any club achieving a retention rate of 92% – 96%, exclusive of losses due to death, will receive a banner patch; any club achieving a retention rate of 96.1%, exclusive of losses due to death, will receive a banner patch and will be placed in a drawing for a free Convention Events Package for the following year’s National Convention (Collegiate Clubs and Excel Clubs excluded).

Application: None required, data tracked by National Headquarters.
CLUB EXCELLENCE AWARD
Each club earning the National Service Award and a membership achievement award will receive this special banner patch.

Application: None required, data tracked by National Headquarters.

CHARTER CLUB CORNERSTONE AWARD
Clubs reaching 35 members within the first six months after chartering, and maintaining 35 members for an additional six months, will receive an official Exchange Club lectern (only traditional Exchange Clubs are eligible to receive the lectern). The club must be current with dues for all 35 members.

Application: None required, data tracked by National Headquarters. Recognition will be given to clubs built during the previous administrative year.

CLUB HAT TRICK AWARD
Clubs that meet the below criteria during the administration year will receive this award.

1. Sponsor a new club that POMs during the year or assist an understrength club in a growth campaign that results in a net increase of 20 members.
2. Show a minimum net increase of one member for the year.
3. Have a 90% retention rate for the year.

Application: None required, data tracked by National Headquarters.

THE BIG “E” AWARD
The first time a club achieves the following requirements, it will receive a Big “E” banner. In the following years, the clubs will receive a patch for meeting the criteria.

Extension/Expansion* (One of the following requirements must be fulfilled.)

1. Build a new club.
2. Achieve annual membership growth in Exchange Clubs of two (2) members or 3%, whichever is greater.
3. Aid an under-strength club (fewer than 25 members) to achieve at least a 30 percent membership increase, bringing the club to a minimum of 25 members.

4. Assist any 25-member or larger club to achieve a net member increase of 10 or more with documentation of the effort being reported to National Headquarters.

Efficiency (All four of the following requirements must be fulfilled.)

1. Return completed Officer Election Report to National Headquarters by April 30, and send in membership applications when completed.
2. Publish or electronically post a club bulletin at least twice monthly (one of these may be board meeting minutes). Send a copy to National Headquarters. Alternatively, a club can post its club bulletins and board minutes on the club website, Facebook, or other social media and email the link or newsletter to members, district officers, and National Headquarters (memberservices@NationalExchangeClub.org).
3. Remain current in all club accounts with The National Exchange Club, as required under the national bylaws. Call The National Exchange Club Headquarters if you have any questions.

4. The Club Program Development Meeting needs to be done by June 30 and the form returned to Headquarters by July 15. Form and instructions can be found in the Club Leader’s Monthly Planner.

Education (All five of the following requirements must be fulfilled.)

1. Earn the National Service Award.
2. Dedicate or rededicate at least one Freedom Shrine.
3. Sponsor a child abuse prevention fundraiser or community education program.

4. Install an official Exchange Club road sign on a major roadway in your community. If all major roads leading to the community already have signs, annually inspect and replace any signs in poor condition. Or, if your community does not allow road signs to be installed, present alternate evidence of publicity in the community such as a strong social media presence, newspaper clippings, PSA videos, or radio clips.

5. Install an official “The Exchange Club of _____ Meets Here.” plaque prominently at your club’s regular meeting place. Or, publish, no less than once a month, a notice telling when and where your club meets.

Application: Complete application in appendix, page 16, and return to National Headquarters by June 30.
SERVICE AWARDS

SERVICE PROJECT AND ACTIVITY AWARDS
A club will receive one embroidered patch per year for the completion of each listed service project. To be eligible for a service award, a project must reach beyond the club membership and be of benefit to individuals and the community. When the same project is conducted more than once in a given year, clubs will receive a star patch to be placed on or around patches.

PROGRAM OF SERVICE AND ACTIVITY PROJECTS

Community Service
- Book of Golden Deeds
- Crime Prevention
- Fire Prevention
- Service to Seniors
- Other Community Service

Youth
- Youth of the Month/Year
- Young Citizenship Award
- A.C.E. Award
- Other Youth

Americanism
- Freedom Shrine
- GiveAKidAFlagToWave
- One Nation Under God
- Proudly We Hail
- Get Out the Vote
- Other Americanism

Child Abuse Prevention
- Center-related activities
- Non-center-related activities
- Exchange Strong Club
- Giving Campaign
- Other Child Abuse Prevention

Application: Immediately following the project, a Program and Activities Application must be submitted to National Headquarters. See appendix, page 18, for sample application. This application is also available on Exchange’s website at NationalExchangeClub.org.

NATIONAL SERVICE AWARD
When clubs earn one patch in each of the four service areas and sponsor any two additional projects, they will receive:
1. National Service Award Banner (first-time winner)
2. National Service Award Banner Patch

Application: Winners will be based on Program and Activities Applications received at National Headquarters by June 30.

NATIONAL OUTSTANDING SERVICE PROJECT AWARD
In July, three clubs will be honored for the most creative or unique projects that have been beneficial to their community and produced local or national exposure for the club and organization. One project will be chosen from each of the following areas:
Youth, Americanism, and Community Service.
Winning clubs will present and display their projects during the National Convention.
Each winner will receive a National Outstanding Service Project Award banner and one convention events package (travel not included) for the member chosen to represent the club.

Application: Clubs wishing to apply must submit the National Outstanding Service Project Award application in appendix, page 22, by June 1.
FUNDRAISING AWARDS

CLUB FUNDRAISING AWARD
Each club that completes a fundraising event reaching beyond the club membership will receive a banner patch. For each additional fund-raising event, clubs will receive one star patch per project, to be displayed with the patch.

Application: Each project must be submitted on a Fundraising Award Application postcard and received at National Headquarters immediately following the fundraiser. See appendix for sample application.

NATIONAL OUTSTANDING FUNDRAISING AWARD
In July, three clubs, one in the small club category (up to 29 members), one in the mid club category (30 to 74 members), and one in the large club category (75+); will be honored for the most creative or unique fund-raising project which has raised significant money for their club and produced local or national exposure. Each club will be invited to display its project at the National Convention and will receive a special club banner and one convention events package (travel not included) for the member chosen to represent each club.

Application: Clubs wishing to apply must submit the National Outstanding Fundraising Award Application in appendix, page 24, by June 1.

C.A.R.E. AWARD
Each year, the National Exchange Club presents special awards to an individual Exchange Club or groups of Exchange Clubs that sponsor the most effective and far-reaching child abuse prevention projects. Awards are presented for projects both related to a local Exchange Club Center for the Prevention of Child Abuse as well as projects not related to a Center. The awards, known as the C.A.R.E. (Child Abuse Reduction Effort) Awards, are presented at the National Exchange Club Annual Convention. In July, three outstanding C.A.R.E. Award winners will be chosen - one in the small club category (up to 29 members), one in the mid club category (30 to 74 members), and one in the large club category (75+). Each winner will receive an award banner, a convention events package, and will display their winning project at National Convention.

In addition, clubs can also submit Exchange Strong Club Giving Campaign projects and other child abuse prevention fundraising projects on the C.A.R.E. Award nomination form. Each club that submits a C.A.R.E. Award nomination form to National Headquarters by June 1 will automatically receive an official C.A.R.E. Award patch.

Application: Clubs wishing to apply must submit the C.A.R.E. Award nomination form in appendix, page 26, by June 1.

LEADERSHIP AWARDS
DISTINGUISHED CLUB PRESIDENT AWARD
A plaque and embroidered banner patch will be awarded to each club president whose club meets the following requirements:

1. Wins Club Membership Achievement Award, the Big “E” Award, or builds a new club.
2. Conducts a program development meeting by June 30, and sends a copy of the report to the district director, district president and National Headquarters by June 30.
3. Earns National Service Award.
4. Earns Club Fundraising Award.
5. Conducts New Member Orientation for every new member and completes New Member Activation form found on roster active page of the member database.
6. Must successfully complete Exchange University Club President orientation course within 30 days of taking office. *Unless successfully completed in prior two years and maintains the office/position for two consecutive years.

Application: None required, data tracked by National Headquarters.
DISTINGUISHED CHARTER CLUB PRESIDENT AWARD
A plaque will be presented to charter club presidents whose club meets the following criteria:

1. Achieves a net increase of two members by the club’s one year anniversary.
2. Earns one Club Fundraising Award in the first year.
3. Earns two Service Project and Activity Award patches in the first year.

Application: None required, data tracked by National Headquarters. Recognition will be given to clubs built during the previous administrative year.

DISTINGUISHED CLUB SECRETARY AWARD
A certificate and embroidered banner patch will be awarded to each club secretary who meets the following:

1. Reports names and addresses of new officers by April 30.
2. Returns convention credentials form by June 1.
3. Successfully complete Exchange University Club Secretary orientation course within 30 days of taking office. (Unless successfully completed in prior two years and maintains the office/position for two consecutive years.) *Course must be taken at the start of the year for which the award is being given.

Application: Complete application in appendix, page 28, and return to National Headquarters by June 30.

DISTINGUISHED CLUB TREASURER AWARD
A certificate and an embroidered banner patch will be awarded to each club treasurer who fulfills the following requirements:

1. Files IRS Form 990 or 990N (e-postcard) by November 15. Must submit confirmation of 990 submission to National.
2. Maintains current accounts with both district and National.
3. Prepares formal annual budget.
4. Maintains separate activities and operating accounts.
5. Has audit performed.
6. Successfully complete Exchange University Club Treasurer orientation course within 30 days of taking office. (Unless successfully completed in prior two years and maintains the office/position for two consecutive years.) *Course must be taken at the start of the year for which the award is being given.

Application: Complete application in appendix, page 30, and submit to National Headquarters by June 30.

DISTINGUISHED DISTRICT PRESIDENT AWARD
An award will be presented to each district president meeting the following requirements:

Leadership Development
1. Provides leadership training for district directors and club officers, prior to June 30.
2. Files reports on training for district directors and club officers by July 15. (See Training Report in District Leader’s Monthly Planner.)
3. Attends all district conferences and district convention.

Program Excellence
1. At least 50 percent of clubs in the district earn the National Service Award.
2. At least 50 percent of clubs conduct child abuse prevention projects.

Growth
1. Achieves district membership increase of two percent, including new clubs.
2. Achieves a net increase of one new club in the district.

Administrative
1. Files district president’s monthly reports with regional vice president and National Headquarters by the 5th of each month.

Application: Complete and return the form in the appendix, page 32. Scoring will be tracked from the district president’s monthly reports filed by the 5th of each month, training reports filed and statistics accumulated at National Headquarters, within the administrative year July 1 - June 30. Application form should be completed by district president. The regional vice president will approve and submit it to National Headquarters by June 30.
OUTSTANDING DISTRICT AWARD

A banner patch will be awarded to all district winners. First time winners will be given a banner for their district. This award will be presented to Districts that achieve the following during the year:

1. Growth - A net increase of one new Exchange Club and net increase of 3% in membership.
2. National Service Award is won by 50% of the clubs in the district.
3. Child abuse prevention projects are conducted by 50% of the clubs in the district.
4. Regularly publish a district bulletin, at least four times a year (either printed or electronic format will be accepted).
5. The district has a website or Facebook page.
6. Submit a nominee for Exchange Club Member of the Year to National by the award deadlines.

Application: Complete application in the appendix, page 34, and submit to National Headquarters by June 30.

DISTINGUISHED DISTRICT DIRECTOR AWARD

A plaque signifying exceptional achievement will be awarded for each district director meeting the following requirements within the awards year:

Leadership Development
1. At least 50 percent of clubs in the division represented at the district convention.
2. Provide proper training for all club officers within the division, prior to June 30.
3. Files training report with district president and National Headquarters by July 15. (See Training Report in District Leader’s Monthly Planner.)

Program Excellence
1. At least 50 percent of clubs in the division earn the National Service Award.

Growth
1. Division achieves a net increase in membership, or a new club is formed within the division.

Administrative
1. Personally visits each club in the division at least twice during the year. (At least one must be a regular club meeting.)
2. Each district director’s Report A completed and
3. Attends all district board meetings.
4. Successfully complete Exchange University District Director orientation course within 30 days of taking office. (Unless successfully completed in prior two years and maintains the office/position for two consecutive years.) *Course must be taken at the start of the year for which the award is being given.

Application: Form in appendix, page 36, should be completed by district president. District president will then approve and send it to National Headquarters by June 30.

CLUB REPRESENTATIVE AWARD

An award signifying exceptional achievement will be awarded for each club representative meeting the following requirements within the awards year:

Leadership Development
1. Club had at least two representatives at district convention.
2. Provided proper training for all club officers prior to July 1.
3. Files training report by July 31. (See Training Report in District Leader’s Monthly Planner.)

Program Excellence
1. Club earned National Service Award.

Growth
1. Club achieved net increase in membership. OR Participated in successful new club building project in the district during the administrative year.

Administrative
1. Attended at least 80% of club meetings during the administrative year.
2. Submitted all club representative reports for home club by due dates.
3. Attended all district board meetings.
4. Served on a district committee.

Application: Form in appendix, page 38, should be completed by club representative. District president will then approve and send it to National Headquarters by June 30.
The National Exchange Club Member of the Year Award will be presented at the National Convention. The award is designed to recognize an outstanding member who is active in the organization through participation in recruitment/new club building efforts, club/district leadership positions, major club or district committees, projects or fundraisers. The award also seeks to recognize individuals who roll up their sleeves to volunteer and have a positive attitude.

The district can use any selection procedure. All district nominees will receive recognition in a printed convention event program. Permanent recognition of National Exchange Club Members of the Year will be located at National Headquarters.

Requirements:

1. Each district may submit one candidate. The candidate must be an active Exchange Club Member in good standing from a club in good standing. See judging criteria in the appendix for details.

2. Current members of the National Board of Directors are not eligible for this award.

3. In order to be recognized as National Exchange Club Member of the Year, the honoree must be present at the National Convention. An effort will be made to determine this confidentially.

4. The award will be based on a 100-point grading system. Since there are many other awards and avenues of recognition for membership, it is included in the criteria but is not the dominant factor. Club builders receive 16 points for building a club, but do not receive additional points for more clubs. Judges have up to 25 discretionary points to award for outstanding accomplishments that do not fit into the listed categories (see award application in appendix).

Application: Award application in appendix, page 40, must be completed and returned to National Headquarters by June 1.
**PUBLICATION AWARDS**

A plaque is awarded to two district bulletin editors, one for each membership level: 799 or fewer; 800 or more. (Membership is determined as of July 1.) The EDIT Award will be presented to the bulletin editor in each membership level receiving the highest point totals. Entries will be judged by a panel of professionals with experience in writing, newspaper or periodical editing or related communications field. Hardcopy and electronically submitted bulletins will each be judged on their individual and unique qualities – hard copies judged in print form, and electronically submitted judged electronically.

**Requirements:**

1. Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.

2. Entries must be official printed publications of the District Exchange Clubs.

3. All issues of the district bulletin published during the current 12-month administrative year must be submitted. (To be eligible, a district must publish a bulletin at least four times in the 12-month period.)

4. Entries will be judged on a 10-point scale in the following categories: district news coverage, club news coverage, national news and promotion, Exchange education, layout and eye appeal, writing quality, improvement and frequency of publication.

Application: The official EDIT Award entry form in appendix, page 48, must be completed by the editor and submitted with bulletin entries to National Headquarters by June 1. See appendix for additional award information.

**WEB VIDEO AWARD**

The primary target audience for your Exchange Club’s video is your community. This video is something that can/should be shown at rush parties, mixers, and recruiting events. It should be personalized to your community, but may also include district and national information. Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.

**Objective:** After watching the video, the target audience is so inspired and intrigued that they should want to visit the local club website and the national website and join your club.

Application: The Best Web Video Award entry form in the appendix, page 50, must be completed and returned to National Headquarters by midnight, June 1. See appendix for additional information.
Clubs meeting at least six of the following requirements will receive a banner patch. Three national winners will receive a convention package (travel not included) and the opportunity to present a public relations convention seminar. One winner will be in the small club category (up to 29 members), one in the mid club category (30 to 74 members), and one in the large club category (75+) — based on each club’s public relations efforts.

Requirements: A minimum of six of the 10 requirements must be met to earn this award.

1. Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.
2. Club has a public relations chair and a public relations committee of three or more persons.
3. Club has a public relations plan for current year or for two or more years. (Please submit copy of plan.)
4. Club has the Public Relations Resource (a national publication).
5. Club has shown the Exchange identity video. Please submit a list of dates shown and the number in attendance, identify station and estimate media audience, if applicable.
6. Club has used a Child Abuse Prevention print or video public service announcement one or more times. (Please submit dates of air or print tear sheet.)
7. Club uses an Exchange Club sign or banner at sponsored events. (Please submit list of events, dates and approximate number of people exposed to the banner.)
8. Club has a sign displayed at their meeting place that reads “The Exchange Club of _____ Meets Here.”
9. Club uses the national recruiting video or brochure or a locally-produced recruiting brochure. (Please submit copy of brochure.)
10. Club produces a bulletin/newsletter of 12 or more issues per year. (Please submit sample and schedule.)
11. Club uses road signs in their community. (Please submit photo.)

Application: The winning entrant will be ineligible to win for three years. On the fourth year, the winner will once again be eligible to win this award. The winner may, however, still enter to receive a banner patch during the three ineligible years. The Public Relations Award entry form in appendix, page 51, must be completed and returned to National Headquarters by June 1.
YOUTH AWARDS

A.C.E. (ACCEPTING THE CHALLENGE OF EXCELLENCE) Award

The A.C.E. (Accepting the Challenge of Excellence) Award recognizes high school students who have had to overcome great physical, emotional, or social obstacles and are now eligible for high school graduation.

This is a positive program with two key objectives. First, it helps encourage students to overcome their hardships and get back on track toward a high school diploma. Second, the award recognizes those students who are often overlooked for their accomplishments. This special recognition serves as a powerful example to all students that hard work and perseverance really do pay.

This grassroots program begins at the club level as each club chooses its own A.C.E. of the Year from their A.C.E. of the Month winners. Those club winners are then submitted to the district A.C.E. of the Year chairperson for the district competition. All district A.C.E. of the Year winners are then submitted to National for a final competition and the selection of the National A.C.E. of the Year. The winner will be presented the A.C.E. Award and a $15,000 scholarship at the National Convention. Travel and accommodations will be provided to the winner and his/her parents/guardians.

The submission deadline for the National A.C.E. Award is June 1.

Application: Complete application in appendix, page 56. All district entries for the National A.C.E. of the Year must be submitted to National Headquarters by June 1.

YOUTH OF THE MONTH/YEAR AWARD

The National Exchange Club’s Youth of the Month program provides Exchange Clubs with the opportunity to honor outstanding students in the community who have exhibited excellence in academics and leadership. When your club becomes involved in this worthwhile program, you are joining hundreds of other clubs across the country in an effort to identify and recognize the young leaders of our nation.

This monthly program not only enhances career opportunities for those honored, it also promotes good citizenship, a desire for greater scholastic achievement, and the development of well-rounded personalities to other young adults in the community. The project’s human interest appeal will generate community-wide attention and media coverage for your Exchange Club.

This grassroots program begins at the club level as each club chooses its own Youth of the Year from their Youth of the Month winners. Those club winners are then submitted to the district Youth of the Year chairperson for the district competition. All district Youth of the Year winners are then submitted to National for a final competition and the selection of the National Youth of the Year. The winner will be presented the Youth of the Year Award and a $15,000 scholarship at the National Convention. Travel and accommodations will be provided to the winner and his/her parents/guardians.

The submission deadline for the National Youth of the Year Award is June 1.

Application: Complete application in appendix, page 52. All district entries for the National Youth of the Year must be submitted to National Headquarters by June 1.
APPENDIX

MEMBER RECRUITMENT AWARDS … JUST FOR YOU! .................................................................14
DISPLAY YOUR BANNER PATCHES WITH PRIDE .....................................................................15
THE BIG “E” AWARD ENTRY FORM ............................................................................................16
PROGRAM AND ACTIVITIES APPLICATION .................................................................................18
FUNDRAISING AWARDS APPLICATION ......................................................................................20
NATIONAL OUTSTANDING SERVICE PROJECT AWARD APPLICATION .........................................22
NATIONAL OUTSTANDING FUNDRAISING AWARD APPLICATION ..................................................24
THE CARE AWARD NOMINATION FORM ...................................................................................26
DISTINGUISHED CLUB SECRETARY AWARD APPLICATION .....................................................28
DISTINGUISHED CLUB TREASURER AWARD APPLICATION .......................................................30
DISTINGUISHED DISTRICT PRESIDENT AWARD APPLICATION ..................................................32
OUTSTANDING DISTRICT AWARD APPLICATION .......................................................................34
DISTINGUISHED DISTRICT DIRECTOR AWARD APPLICATION ....................................................36
CLUB REPRESENTATIVE AWARD APPLICATION .........................................................................38
NATIONAL EXCHANGE CLUB MEMBER OF THE YEAR AWARD APPLICATION ................................40
EDIT AWARD ENTRY FORM .......................................................................................................44
BEST WEB VIDEO AWARD ENTRY FORM ....................................................................................46
PUBLIC RELATIONS AWARD ENTRY FORM .................................................................................47
YOUTH OF THE YEAR AWARD OFFICIAL ENTRY FORM .................................................................48
A.C.E. AWARD OFFICIAL ENTRY FORM ......................................................................................52
The greatest asset of the National Exchange Club is its members. Members have the responsibility of bringing other individuals into the organization through new member sponsorship programs. This is the most important service Exchange Club Members render to their organization. For this reason, the National Exchange Club proudly offers these beautiful award pins to those members who actively open the door of membership and opportunity to their friends, associates and acquaintances.

AWARDS
The individual member recognition program offers a series of six unique award pins recognizing members who sponsor three, 10, 25, 50, 75 and 100 members. All are 10 karat gold-filled with a distinctive wreath design. The precious stones set in the 10 to 100-member pins symbolize the value of the sponsoring member’s achievement: 10 members – three blue sapphires; 25 members – three emeralds; 50 members – a diamond and two sapphires; 75 members – two diamonds and a sapphire; 100 members – three full-cut diamonds.

QUALIFICATIONS
An Exchange Club Member qualifies for the Three-Member Award for obtaining three or more members during one administrative year. An member qualifies for the 10-Member Award when sponsoring 10 new or reinstated members, and so on for the 25, 50, 75 and 100-Member Awards. Note: Transfer members cannot be counted toward any of the awards.

NEW CLUB CHARTER MEMBERS
Awards may be earned by charter members of new clubs and by other Exchange Club Members obtaining members for a new Exchange Club, except for the official New Club Builders. The awards are presented following the charter meeting of the new club and the New Club Builders are presented with New Club Building Awards.

AWARD CERTIFICATION
1. A membership award cannot be presented until the club secretary sends written notification to the Member Services Department at National Headquarters, indicating that a member has met the qualifications for one of these awards.
2. Written certification must specify which award they are applying for, the name of the Exchange Club Member, his/her joining date, and the new members’ names and joining dates. Also include the new members club name if different from the new club builder.

AWARD PRESENTATION
The appropriate Membership Award will be sent to the club president, in most cases, for presentation to the winning Exchange Club Member at a subsequent meeting. The presentation should be made in a manner...
DISPLAY YOUR BANNER PATCHES WITH PRIDE

Here are some suggestions for arranging your hard earned patches in an orderly fashion.

On the National Service Award banner, begin at the left of the banner, placing the chevron patch (year patch) here. As your club receives the program patches, place them in a line beginning at the chevron patch. When a club conducts more than one project in certain programs, a star patch is sent. These stars should be placed around the appropriate patch.

For example, most clubs honor at least six Youth of the Month winners. After placing the Youth of the Month patch on your banner, begin placing the stars around your patch. This will represent the number of youths your club honored throughout the year.

If your club is a Big “E” winner, the “E” patch is to be placed on your National Service Award banner — not on your Big “E” Banner. The chevron (year patch) is to be placed on the Big “E” banner. A suggested way to display the chevrons on the Big “E” banner is to begin at the left of the banner, level with the “E” on the banner. Each time your club earns this prestigious award, place the chevron patch next to the previous one going from the left to the right.

Be sure to display these banners at your club meetings and programs/projects. The banners are a wonderful public relations tool! Through proper display of the award banner, members demonstrate their pride in what they have done to help make their community a better place, and the public will see what Exchange has been doing for them!
THE BIG “E” AWARD ENTRY FORM

Applications must be completed by June 30.

Club Name _______________________________ Club # _______________ District _____________________

The following requirements have been fulfilled during the period July 1 through June 30.

Only materials which use official National Exchange Club branding will be considered.

Extension/Expansion

One of the following requirements has been fulfilled. Please check the appropriate requirement.

☐ Build a new club.

☐ Achieve annual membership growth in Exchange Clubs of two (2) members or 3%, whichever is greater.

☐ Aid an under-strength club (less than 25 members) to achieve a 30 percent membership increase, bringing the club to a minimum of 25 members.

☐ Assist any 25-member or larger club to achieve a net member increase of 10 or more with documentation of the effort being reported to Headquarters.

Efficiency

All four requirements must be fulfilled. Check each.

☐ Return completed Officer Election Report to National Headquarters by April 30, and send in membership applications when completed.

☐ Publish or electronically post a club bulletin at least twice monthly (one of these may be board meeting minutes). Send a copy to National Headquarters. Alternatively, a club can post its club bulletins and board minutes on the club website, Facebook, or other social media and email the link or newsletter to members, district officers and National Headquarters (memberservices@nationalexchangeclub.org).

☐ Remain current in all club accounts with The National Exchange Club, as required under the national bylaws.

☐ Conduct a program development meeting no later than June 30, and return the completed Program Development Meeting form to National Headquarters by July 15.

Education

All five requirements must be fulfilled. Check each.

1. ☐ Earn the National Service Award.

2. ☐ Dedicate at least one Freedom Shrine; or
   ☐ Rededicate an existing Freedom Shrine.

3. ☐ Sponsor a child abuse prevention fundraiser (either for a local Exchange Club Child Abuse Prevention Center, other local child abuse prevention agency or the Blue Ribbon Campaign); or
   ☐ Sponsor a child abuse prevention community education program.

4. ☐ Install an official Exchange Club road sign on a major roadway in your community; or
   ☐ If all major roads leading to the community already have signs, annually inspect and replace any signs in poor condition; or
   ☐ If your community does not allow road signs to be installed, present alternate evidence of publicity in the community such as a strong social media presence, newspaper clippings, PSA videos, radio clips, etc.

5. ☐ Install an official “The Exchange Club of _____ Meets Here” plaque prominently at your club’s regular meeting place; or
   ☐ Publish, no less than once a month, a notice as to when and where your club meets.

Club President _______________________________ Date ____________________
In addition to reporting your projects for award recognition, we need your help to tell America about everything Exchange does. We are compiling statistics to use for public relations and promotion. Make sure your club is included! Complete and send to national headquarters after your service project is completed or fill out the online form at www.NationalExchangeClub.org. Thank you!

Club number _____________ Club name ____________________________________ District ________________

Project chair __________________________________________________ Phone (_______) _____________________

Program conducted (circle one):  Community Service  Americanism  Youth  Child Abuse Prevention

Project name __________________________________________ Date(s) ____________________

How many members volunteered for this project? _______

Estimate the number of people your project benefited. _______

Estimate the number of hours your club spent planning and conducting the project. _______

How much did your club spend to conduct this project? $_______

Amount given to the community or the estimated financial impact the project had on your community. $_______

Submitted by: _______________________________ _________________ _________________ _____________

Signature                  Title               Phone            Date

Deadline for submission is June 30. Use a separate card for each project. Call 419.535.3232 if you have any questions.

Please enter the project information on the Member Resources page on the Exchange website to receive credit for the club projects. Use the above form as needed for reporting projects.
Club name ____________________________ Club # ______ District ________________

Club president ________________________________________________________________

Program chairman ______________________________ Telephone number __________________

Program title ________________________________________________________________

Date(s) of fundraiser _______________ # people reached _______________

# of volunteers participating (include planning & project) _______ # of project hours (include planning & project) _______

Gross receipts ______________ Expenses ______________ Net _______________________

Submitted by _______________________________ Signature ____________________________

Title __________________________ Phone # ______ Date ________________

Complete online or mail a separate application for each project by JUNE 30. For consideration as National Outstanding Fundraising Award, please submit the appropriate application, Appendix page 24, or found online in the member area of the Exchange website, or call headquarters at 419.535.3232.
NATIONAL OUTSTANDING SERVICE PROJECT 
AWARD APPLICATION

Club Name ______________________________ Club # ______________ District_________________________

Signature of Club President _____________________________________________________________________

Name of Club Project __________________________________________________________________________

In the area of: (circle one) Youth Americanism Community Service

1. Please provide a detailed description of all the activities involved in the project, including the number of people involved or other organizations involved, and complete information on how the project was organized. (Use additional sheets if necessary.)

___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________


2. Member Involvement
   A. Number of Exchange Club Members involved _____
   B. Total volunteer hours ______

3. Please describe the publicity obtained for the Exchange Club and its project, including a summary of newspaper, radio and television coverage. (Attach complete supporting information, such as clippings, photos, etc.)

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

After completing this form, please send it and all supporting information to:

The National Exchange Club
3050 Central Avenue
Toledo, Ohio 43606

Note: This form should be submitted to National Headquarters as soon as possible after the event.
Deadline for submission is June 1.
The nominated project must have been conducted in the previous 12 months.
The winning club in each of the three categories will be asked to display its project and club information during the National Convention.
NATIONAL OUTSTANDING FUNDRAISING AWARD APPLICATION

Club name _____________________________ Club # ________________ District ______________________

Club president ______________________________________________________________________________

Program chairperson ____________________________________ Telephone number ____________________

Date(s) of fundraiser ____________________________________ Length of fundraiser (in hours) ___________

No. of years sponsored __________ No. of members participating __________ People reached ____________

Gross receipts ________________________ Expenses _____________________ Net ____________________

Club size

[ ] 75 members or more  [ ] 30 to 74 members  [ ] up to 29 members

Description of fundraiser: Describe the type of fundraiser and how your club benefited. Also, include information such as timetable, budget, cooperating organizations, location, how the program was organized and implemented and what projects these funds will support. Deadline for all completed applications is June 1.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

___________________________________________________________ (Attach additional pages if necessary.)

Publicity: List all publicity generated by the program such as newspaper, television and radio coverage. Attach newspaper clippings, photos, etc.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

Submitted by: ______________________________________________________________________________

Signature                 Title                Date

Note: This form should be submitted to National Headquarters as soon as possible after the event. Deadline for submission is June 1. The nominated project must have been conducted in the previous 12 months. The winning club will be asked to display its project and club information during the National Convention.
THE C.A.R.E. AWARD
NOMINATION FORM

Club Name ________________________________ Club #__________ District________________________

Club President __________________________________________________________________________

Name of Club Project _____________________________________________________________________

How many years has your club conducted this program? _____________

Club size
 75 members or more
 30 to 74 members
 up to 29 members

In the area of
 Exchange Club Center-related
 Non-Exchange Club center-related

(Please type application or print legibly.)

IMPACT

What was the goal of the project? How was its success measured? Please provide a detailed description of all the activities involved in the project, including the number of people involved, other organizations involved, and complete information on how the project was organized. Use additional sheets if necessary. (Up to 45 points may be awarded.)

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
IN Volvement

Member Involvement

A. Total number of Exchange Clubs involved _____ and total memberships of the clubs _____
B. Number of Exchange Club members involved in the project _____
C. Total volunteer hours _____
(Up to 25 points may be awarded.)

P ublicity

Please describe the publicity obtained for the Exchange Club(s) and its child abuse prevention effort, including a summary of newspaper, radio and television coverage. Attach complete supporting information, such as clippings, photos, etc. Supporting information must be attached to receive full points. (Up to 25 points may be awarded.)

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Dollars Raised

If the project was a fundraiser, list the amount raised and the amount donated to the child abuse prevention organizations involved. (Up to 5 points may be awarded.)

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

After completing this form, please send it and all supporting information to:
The National Exchange Club Foundation
3050 Central Avenue
Toledo, Ohio 43606

Note: Envelope must be postmarked by June 1. The nominated project must have been conducted after July 1, and completed prior to June 1.
DISTINGUISHED CLUB SECRETARY
AWARD APPLICATION

EXCHANGE
THE NATIONAL EXCHANGE CLUB

To be completed by club secretary and returned to National Headquarters by June 30.

Club name ___________________________________ Club # _______ District ________________________

City, State ________________________________________________________________________________

Secretary ________________________________________________________________
(Print as to appear on certificate)

Has fulfilled the following requirements for the administrative year:

☐ REPORTED NAMES AND ADDRESSES OF NEW OFFICERS TO NATIONAL HEADQUARTERS BY APRIL 30.

☐ RETURNED CONVENTION CREDENTIALS FORM BY JUNE 30 WHETHER OR NOT ATTENDING.

☐ SUCCESSFULLY COMPLETE EXCHANGE UNIVERSITY CLUB SECRETARY ORIENTATION COURSE WITHIN 30 DAYS OF TAKING OFFICE. (UNLESS SUCCESSFULLY COMPLETED IN PRIOR TWO YEARS AND MAINTAINS THE OFFICE/POSITION FOR TWO CONSECUTIVE YEARS.) *COURSE MUST BE TAKEN AT THE START OF THE YEAR FOR WHICH THE AWARD IS BEING GIVEN.

__________________________________
Club President’s Signature

__________________________________
Club Secretary’s Signature
DISTINGUISHED CLUB TREASURER
AWARD APPLICATION

To be completed by club president and returned to National Headquarters by June 30.

Club name _______________________________ Club # _____ District __________________________
City, State ____________________________________________________________________________
Treasurer ____________________________________________________________

(PRINT AS TO APPEAR ON CERTIFICATE)

QUALIFICATIONS: (To be initialed by club president)

1. Filed IRS Form 990 or 990N (e-postcard) by November 15 and submitted confirmation of 990 submission to National; ______
2. Maintained current accounts with district and National ______
3. Prepared a formal annual budget ______
4. Maintained separate activities and operating accounts ______
5. Performed audit ______
6. Successfully complete Exchange University Club Treasurer orientation course within 30 days of taking office. (Unless successfully completed in prior two years and maintains the office/position for two consecutive years.) *Course must be taken at the start of the year for which the award is being given. ______

As club president, I certify that this candidate has met all of the qualifications for the Distinguished Club Treasurer Award.

___________________________________
Club President’s Signature

___________________________________
Club Treasurer’s Signature
DISTINGUISHED DISTRICT PRESIDENT
AWARD APPLICATION

LEADERSHIP DEVELOPMENT
☐ Provided leadership training for district directors and club officers, prior to June 30.
☐ Filed reports on training for district directors and club officers by July 15.
☐ Attended all district conferences and district convention.

PROGRAM EXCELLENCE
☐ At least 50 percent of clubs in district received the National Service Award.
☐ At least 50 percent of clubs in district conducted child abuse prevention projects.

GROWTH
☐ Achieved district membership increase of two percent, including new clubs.
☐ Achieved a net increase of one new club in district.

ADMINISTRATIVE
☐ Filed district president’s monthly reports with the regional vice president and National Headquarters by the 5th of each month.

Scoring will be tracked from district president’s monthly reports filed by the 5th of each month, training reports filed and statistics accumulated at National Headquarters, within the awards year, July 1–June 30. Application form must be completed by district president. The regional vice president will then approve and submit it to National Headquarters by June 30.

_____________________________________  _____________
District President     Date

_____________________________________  _____________
Regional Vice President     Date

_____________________________________  _____________
District
OUTSTANDING DISTRICT
AWARD APPLICATION

PROGRAM EXCELLENCE
- At least 50 percent of clubs in district received the National Service Award.
- At least 50 percent of clubs in district conducted child abuse prevention projects.
- Submit a district nominee for National Exchange Club Member of the Year to National by the award deadlines.

GROWTH
- Achieved a net increase of one new Exchange Club and a net increase of 3% in membership.

COMMUNICATION
- Regularly publish a district bulletin, at least four times a year (printed or electronic format will be accepted).
- Create and maintain a district website or Facebook page.

*Only materials which use official National Exchange Club branding will be considered.*

______________________________________  _____________
District President     Date

______________________________________  _____________
District Secretary     Date

Application due to National Headquarters by June 30th.
DISTINGUISHED DISTRICT DIRECTOR
AWARD APPLICATION

LEADERSHIP DEVELOPMENT
- At least 50 percent of clubs in division represented at district convention.
- Provided proper training for all club officers within the division, prior to June 30.
- Filed training report with district president and National Headquarters by July 15.

PROGRAM EXCELLENCE
- At least 50 percent of clubs in division earned the National Service Award.

GROWTH
- Division achieved a net increase in membership;
  or
- A new club was formed within the division.

ADMINISTRATIVE
- Personally visited each club in the division at least twice during the year.
- Each district director’s Report A was completed and submitted to district president and National Headquarters by Aug. 15.
- Attended all district board meetings.
- Successfully complete Exchange University District Director orientation course within 30 days of taking office. (Unless successfully completed in prior two years and maintains the office/position for two consecutive years.) *Course must be taken at the start of the year for which the award is being given.

This application should be completed by the district president. The district president will then submit it to National Headquarters by June 30. Scoring is also tracked from statistics accumulated at National Headquarters.

_________________________  ________  _____________
District Director      Division #  Date

________________________________
District
LEADERSHIP DEVELOPMENT

- Club had at least two representatives at district convention.
- Provided proper training for all club officers prior to July 1.
- Filed training report by July 31.
- Club had at least two representatives at district training conferences.

PROGRAM EXCELLENCE

- Club earned the National Service Award.

GROWTH

- Club achieved net increase in membership;
  or
- Participated in new club building project in the district.

ADMINISTRATIVE

- Attended at least 80% of club meetings during the administrative year.
- Submitted all club representative reports for home club by due dates.
- Attended all district board meetings.
- Served on a district committee.

This application form should be completed by the club representative. The district president will then approve and submit it to Headquarters by June 30. Scoring is also tracked from statistics accumulated at National Headquarters.

__________________________________  ________  _____________
Club Representative     Club #   Date
__________________________________     _____________
District President        Date
__________________________________
District
The District of ____________________________ places in nomination _______________________________
from the Exchange Club of _________________________ for National Exchange Club Member of the Year.

Year that candidate was awarded District Exchange Club Member of the Year:    ___________________________

Activity and points shown are for the time period July 1 to June 30, _______.

Application due to National Headquarters by June 1.

1. Built a new club as sponsor or cosponsor 8 points ______
   List new club name ____________________________

1b. Mentoring a new Exchange Club 8 points ______
   List club names ____________________________
   _______________________________________
   _______________________________________

2. Membership
   a. Sponsored one new member 1 point ______
   b. Sponsored three new members 3 points ______
   c. Each new member sponsored over 3 (maximum 4 points) 1 point each ______

3. Served as:  (circle two)
   a. Club President - Secretary - Treasurer - Bulletin Editor - Chair
      Major Fundraiser - Program Chair - functioning Publicity
      Chair (must document) (4 points maximum) 2 points each ______
   (please circle)
   b. Club Board Member - Chair Major Committee
   List Committees: (2 points maximum) 1 point each ______
   _______________________________________
   _______________________________________
   (circle two)
   c. Working Club President Elect - Immediate Past President -
      Member playing major role on major committee - Club
      Photographer - House Chair - Prepared Meeting Room -
      Custodian (must document) (2 points maximum) 1 point each ______

Application continued on pages 41/42.
Additional information can be found on page 43.
4. Served as: (circle one)
   a. District President - Secretary - Treasurer - President-Elect  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. Up to 4 points may be awarded for items not listed above at the discretion of the judges (Please describe/explain)  1 point each ______

   District Convention  ________________________  __________________________
                        Date                          Location
   District Convention  ________________________  __________________________
                        Date                          Location
   National Convention  ________________________  __________________________
                        Date                          Location
   National Convention  ________________________  __________________________
                        Date                          Location

**Final point allocations and final score are to be determined by award judges.**

* Determined by National Exchange Club Member of the Year Committee

Total Score  _________(50 possible)
Narrative  _________*(50 possible)
Final Score  _________

The judging committee has final and full authority for the selection of the National Exchange Club Member of the Year. Points, narrative, etc., are guides to help them in their selection.

In order to be recognized as National Exchange Club Member of the Year, the honoree must be present at the national convention. An effort will be made to determine this confidentially.
GUIDELINES – NATIONAL EXCHANGE CLUB MEMBER OF THE YEAR

JUDGING:

1. The panel of judges will consist of the National Awards Committee Chairperson, three members of the current National Board and three Past National Presidents, to be chosen by the current National President. The last three winners of the National Exchange Club Member of the Year Award will also have a vote. A tie vote will be broken by the current National President.

2. There is a “two-year window” for applicants, that is, a nomination form for an Exchange Club Member may be based on the current or previous Exchange year. This is to provide for districts that do not select their Exchange Club Member of the Year until after the June 1 deadline. This means that there are two Exchange years within the two-year window, but each district may submit only one candidate for Exchange Club Member of the Year per National Convention. Activity listed on the application should coincide with the year marked.

TWO WAYS TO SCORE:

1. Activity during scoring period includes offices held, committees chaired, fundraisers managed, members sponsored and major Exchange efforts. Offices and positions held may be club or district. Activity points are totaled with 50 being the maximum possible.

2. A narrative, not to exceed 1,200 words. 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. Maximum points for narrative is 50. Narrative points are determined by and assigned by the Exchange Club Member of the Year Committee.

DEFINITIONS:

1. Major Fundraiser – One that requires time, leadership, planning and organization. It includes involvement with a significant number of the club membership, and/or arranging of facilities and/or other physical arrangements. Interclub involvement could make it major. Raffle tickets, home garage sales, etc., would not be considered major.

2. Major Functioning Committee – To chair this committee requires leadership, planning, coordination, management, time and energy. Committees that meet this requirement are Search For Talent, Student of the Month/Year, Law Enforcement/Firefighter of the Year, and Proudly We Hail (at least six recipients). If done correctly, Membership and Education will qualify. Committees involving only a single project and little time would not be considered major.
EDIT AWARD ENTRY FORM

District name _________________________________________________________ District # ______________

Bulletin Name _______________________________________________________________________________

Dates of Bulletin Issues Submitted  _______________________________________________________________
                                                                                             ____________________________________

Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.

Total Annual District Bulletin Budget $ ____________ (Figure to include costs of typesetting, printing, layout, paper, plates, mailing, salaries, etc.)

Does the editor receive any remuneration? ❑ Yes ❑ No

How much annually? $ ____________

Any income from advertising? ❑ Yes ❑ No

Approximately how much annually? $ ____________

District Membership Category: ❑ 799 or fewer members ❑ 800 or more members

Editor’s Signature _____________________________________________________________________________

Address  ____________________________________________________________________________________

City, State and Zip Code _______________________________________________________________________

E-Mail  _____________________________________________________________________________________

Editors, please note: A copy of each issue published during the current 12-month award year should be submitted with this entry form. To be eligible, a district bulletin must be published at least four times annually. Entries must be received for judging at National Headquarters no later than June 1.

Mail to:  
The National Exchange Club  
Attn.: Communications Department  
3050 Central Avenue  
Toledo, Ohio  43606

See page 49 for additional award guidelines.
AWARDS WILL BE PRESENTED AS FOLLOWS:

A. *EDIT Awards* for Best District Bulletin go to the publication in each membership division receiving the highest total points.

B. The *Judges Award* recognizes excellence in the individual categories listed in the EDIT Award section of this book. The award is won by the bulletin, other than the EDIT Award winner, receiving the highest point total of the three judges in the individual category. A publication may win the award in more than one category.

C. A *Superior Rating* is given all entries scoring 100 points or better in total tabulation.

Special consideration will be given to bulletins prepared as the result of a purely voluntary, non-remunerated effort on the part of the editor.

Publications winning any of the awards earn the right to exhibit the appropriate EDIT emblem and year in their bulletin mastheads. Emblem art is provided.

The National Exchange Club should continue to receive each issue of the district bulletin on a regular basis as published. Contest entries must be submitted as a separate group.

New Exchange districts may submit entries after they have published four successive issues of their bulletin during the award period.
BEST WEB VIDEO AWARD ENTRY FORM

MUST BE COMPLETED AND SUBMITTED BY CLUB OFFICER.

CLUB NAME ______________________ CLUB # _____ DISTRICT ______________________

Submitted by ______________________ Title ______________________

Phone # ______________________ E-mail _______________________________________

Video title: ______________________________________

URL or web address of video: http://_____________________________________

Brief summary of video: ________________________________________________

____________________________________

Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.

The Target Audience
The primary target audience for your Exchange Club's video is your community. This video is something that can/should be shown at rush parties, mixers, and recruiting events. It should be personalized to your community, but may also include district and national information.

Objective
After watching the video, the target audience is so inspired and intrigued that they should want to visit the local club website and the national website and join your club.

The Rules
• The National Exchange Club will not accept any video that includes dangerous stunts, offensive language, or inappropriate behavior.
• Video length will not exceed 5 minutes.
• All entries must be the original work of the participants and must not contain any copyright violations.
• An independent panel will review all entries. Music, editing, sound, video quality, and effective use of special effects will be considered in the overall judging.
• Web links to winning videos will be posted on the National website.

Video Perception, Tone, and Guidelines
• Exciting, passionate, fun, smart, cool, adventurous, and entrepreneurial. We’re sure there will be other angles you can think of.
• Video can be in any style: live action, animated, etc.
• Take risks. Be fresh.
• Use these guidelines as very broad suggestions.
• Video length should not exceed 5 minutes.

How to Enter
• Save your video as a .WMV or .MPG file and post to your club's website, personal YouTube page, or personal Google Video page. For best results, convert to MPEG4 format. Also check specific video requirements for YouTube or Google Video.

Complete this form and submit to National Headquarters by midnight, June 1.
PUBLIC RELATIONS AWARD
ENTRY FORM

CLUB NAME______________________________________ CLUB # _______ DISTRICT______________________

Materials submitted which use branding other than that which is official and approved by The National Exchange Club will be disqualified.

(Check one)  □  29 and fewer members*  □  30 to 74 members*  □  75 or more members*

Please check all requirements fulfilled by the club. Entries must be received for judging at National Headquarters no later than June 1. Note: A minimum of six of the 10 requirements must be met to earn this award.

□ Club has a public relations chair and a public relations committee of three or more persons.
   Public Relations Chair ______________________________________________________________

□ Club has a public relations plan for current year or for two or more years.
   □ Copy of plan attached.

□ Club has the Public Relations Resource.

□ Club has shown the Exchange identity video to club members, a nonmember group or through a local media outlet.
   Dates Shown   Attendance   Station  Estimated Media Audience
   __________________________________  __________   __________   ________________________
   __________________________________  __________   __________   ________________________

□ Club has used Child Abuse Prevention print or video public service announcements one or more times.
   □ Tear sheet attached.   Dates of Air __________
   __________

□ Club uses Exchange Club sign or banner at sponsored events.
   Event                                         Dates               Est. Attendance
   __________________________________ _________________ ______________
   __________________________________ _________________ ______________

□ Club has a sign displayed at its meeting place that reads “The Exchange Club of _________ Meets Here.”

□ Club uses the national recruiting video or brochure and/or a locally produced recruiting brochure.
   □ Copy of brochure attached.

□ Club produces a bulletin/newsletter of 12 or more issues per year.
   □ Sample and schedule attached.

□ Club uses road signs in its community.
   □ Photo attached.

The winning entrant will be ineligible to win for three years. On the 4th year, the winner will once again be eligible to win this award. The winner may, however, still enter to receive a banner patch during the 3 ineligible years.
Youth of the Year
Entry Form

INSTRUCTIONS
The entry form is divided into five parts: Sections 1 and 2 address the candidate’s achievements during five of his/her final six semesters in high school (this information is normally obtained from school records); Sections 3 and 4 are to be prepared by the candidate; and, Section 5 must be filled out in its entirety.

All grading should be based on a five semester period beginning with the sophomore (10th grade) year and ending with the close of the first semester of the senior (12th grade) year. Be sure to enter a score for each semester in each appropriate activity column, as well as a total.

Section 1a — Activities
Student Government/Class Government - Report on highest office held per group each semester.

Newspaper/Annual School Publication - Report on highest position held per publication each semester.

Musical Organization - “Band” denotes any musical group which is school-sponsored. “Choir” denotes any vocal group which is school-sponsored. “Orchestra” denotes a formal, symphonic musical organization which is school-sponsored, but not included in band activities. “Drum Major/ Majorette” must be part of school-sponsored activity.

Debate Activities - “Winner” denotes any recognized award achieved as an individual, or as a member of a team, in either an inter- or intra-school competition. However, only one such victory may be counted per semester. “Team” denotes any group representing either a high school class or the high school as a whole. If the candidate receives a score as a winner and is part of a team, he/she should also receive credit for team membership.

Stage Production - “Performer” denotes active participation on stage as a member of a theatrical or similar school-sponsored production. “Production Crew” denotes participation in an activity necessary to support a school performance (i.e. stage hand, projectionist, makeup, etc.). Only one performance may be counted per semester.

Athletic Teams, Club Membership - See explanation on entry form.

Section 1b — Community Service Activities
Community Organization Membership and Volunteer Service Hours - See explanation on entry form.

Section 2 — Grades
Grade point average is for semester period beginning with the sophomore (10th grade) year and ending with the close of the first semester of the senior (12th grade) year. Multiply the student’s G.P.A. (using the 4.0 system) by 50 to get the score for Section 2. G.P.A. may not exceed 4.0.

Section 3 — Special Achievements/Awards
List 10 special achievements and awards, specifying if local, state, or national. Attach a typewritten paragraph describing most outstanding achievement. This section, which can be awarded up to a maximum of 160 points, will be scored by the national judges.

Section 4 — Essay
Follow instructions as indicated on form. The subject of the essay will be announced by a letter from The National Exchange Club. The essay will be scored by the team of national judges, which can award the essay as many as 300 points. The essay should be attached to this form as indicated.

Section 5 — Certification/Information Form
Fill out as indicated. Advise candidate that he/she may be contacted by a representative of The National Exchange Club to obtain additional information for publicity purposes.

PLEASE NOTE:
APPLICATIONS MUST BE POSTMARKED BY JUNE 1.
INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED.
**Section 1a — Activities**

**Student Government/Class Government**
- President (4 points)
- Other Officer (3 points)
- Representative (2 points)
- Committee Member (1 point)

**Newspaper/Annual School Publication**
- Editor (4 points)
- Manager (3 points)
- Staff (2 points)

**Musical Organization**
- Band (2 points)
- Choir (2 points)
- Orchestra (2 points)
- Drum Major/Majorette (2 points)
- Receiving Individual Music Instruction (2 points)

**Debate Activities**
- Winner (2 points)
- Team Member (1 point)

**Stage Production**
- Performer (2 points)
- Production Crew (1 point)

**Athletic Teams**
Captain or Co-Captain (2 points), Team Member (1 point). List no more than two (2) per semester, with points earned for each. Do not include intramural sports.

**Club Membership**
( Clubs authorized and sponsored by the high school.) Officer (2 points), Member (1 point). List no more than two (2) per semester, with points earned for each.

<table>
<thead>
<tr>
<th>Semesters</th>
<th>10</th>
<th>10</th>
<th>11</th>
<th>11</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points Earned</td>
<td>20 points max.</td>
<td>20 points max.</td>
<td>30 points max.</td>
<td>15 points max.</td>
<td>15 points max.</td>
</tr>
</tbody>
</table>

**Section 1a Total**
140 points max.

Page 49, Awards Book
Section 1b — Community Service Activities

Community Organization Membership
(Including youth groups, religious, and service organizations which meet at least once a month.) President (3 points), Officer (2 points), Member (1 point). List no more than two (2) per semester and no more than 20 hours per semester. Include list of activities performed.

Volunteer Service Hours
(Such as hospital or nursing home service, Salvation Army bell-ringing, etc.) 1 point for every five (5) hours. List no more than two (2) activities per semester and no more than 20 hours per semester.

Section 1b Total ________
40 points max.

Section 2 — Grades
Grade Point Average (on a 4.0 scale) ________ x 50 = ________

Section 2 Total ________
200 points max.

Section 3 — Personal Achievements/Awards
Each nominee should list his/her 10 most outstanding achievements and awards, including those for athletics, scouting, talent, etc. The nominee should select the achievement he/she considers to be the most outstanding and describe why in a typewritten paragraph (maximum 200 words). Attach paragraph to this form.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Local</th>
<th>State</th>
<th>National</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 3 Total ________
160 points max.

(Please attach additional sheets if necessary.)
Section 4 — Essay
Each nominee will be responsible for preparing an essay on a subject selected by The National Exchange Club. The essay must be 800–1,200 words. Although grammatical correctness and proper use of accepted rules of composition will be considered, points will be awarded primarily on the basis of the overall impact of the essay. Therefore, logical and clear development, as well as the persuasiveness, are most important. The purpose of the essay is to provide the judges with deeper insight into the character and beliefs of the nominee, and the nominee’s ability to clearly communicate with the reader. Based on these impressions, judges may award the essay up to 300 points. Please attach the typewritten essay to this form.

Section 4 Total __________
300 points max.

TOTAL _______________
840 points max.

Section 5 — Certification and Information Form
Candidate’s name ____________________________________________
Address ___________________________ State _______ Zip code ______
City ___________________________ State _______ Zip code ______
Phone ___________________________ Date of birth __________________
High school ___________________________ Phone __________________
Contact person ___________________________ Phone __________________
Parents/Guardians’ names ___________________________

We certify that the above-named student has participated in Section 1 activities, achieved Section 2 grades, and earned Section 3 awards and achievements.

___________________________________________       _______________________________________________
Signature of high school official                Signature of parent/guardian

I certify that this candidate was selected as the Youth of the Year from among at least three (3) Youth of the Month winners selected by my club during the administrative year beginning ____________, and is in strict keeping with the rules and regulations of the Youth of the Month program as provided by The National Exchange Club.

___________________________________________      _______________________________________________
Signature of club president          Exchange Club of

(TO BE COMPLETED FOR NATIONAL NOMINEES ONLY)
Submitted by ___________________________________________
Name of sponsoring district ___________________________
Name of district president ___________________________
Name of sponsoring Exchange Club ______________________

Coordinating Responsibility
To win, the candidate must be able to accept the award in person, at the scheduled event, at Exchange’s National Convention. Call National Headquarters for current year’s date/time at 419.535.3232, and verify with candidate before submitting the entry form to National Headquarters.
Name ___________________________________________
Address ___________________________ State _______ Zip code ______
City ___________________________ State _______ Zip code ______
Phone ___________________________

Any additional communication regarding this application will be directed to the Exchange Club member named above, unless The National Exchange Club is otherwise instructed.

In accordance with the program requirements, I confirm that all information contained herein is accurate and conforms to the rules and regulations as established by The National Exchange Club.

_________________________________________
Signature of district president

*Along with the entry form, a photo (head & shoulders) of the nominee is required. If a digital photo is submitted, please ensure it is high resolution (150 dpi or higher). Photos submitted to The National Exchange Club will not be returned.
Accepting the Challenge of Excellence Award - A.C.E.

PURPOSE
The A.C.E. (Accepting the Challenge of Excellence) Award recognizes high school students who have had to overcome great physical, emotional, or social obstacles and are now eligible for high school graduation.

This is a positive program with two key objectives: it helps encourage students to overcome their hardships and get back on track toward a high school diploma; and it recognizes those students who are often overlooked for their accomplishments. This special recognition serves as a powerful example to all students that hard work and perseverance are rewarded.

The submission deadline for the National A.C.E. Award is June 1. The winner will be presented the A.C.E. Award and a $15,000 scholarship at Exchange’s National Convention. Travel accommodations will be provided to the winner and his/her parents/guardians.

INSTRUCTIONS
1. Contact your local high school for a potential candidate for the award. A partial list of difficulties to overcome could include physical, language, child abuse, delinquency, and/or substance abuse.
2. Ensure the candidate will graduate from high school this year, OR complete GED classes by the age of 19, by the time of submission of application to National Headquarters (June 1).
3. Obtain school official and parent/guardian signatures.
4. Recognize the selected individual at an appropriate club meeting.
5. If you plan to enter your candidate in the district competition, be sure the A.C.E. Award chairperson has the description narrative (500 words maximum) and the candidate’s two brief narratives (250 words maximum) before the deadline.
6. The district may use the same judging procedure as National Headquarters or determine its own selection process.
7. The district may select one or two (if opposite gender) candidates to submit to National Headquarters by June 1. Advise candidate that he/she may be contacted by a representative of The National Exchange Club to obtain additional information for publicity purposes.

See note under Section 3 for candidate eligibility at the national level.
SECTION 1 – PREPARED BY SPONSORING CLUB OR GUIDANCE COUNSELOR

Exchange Club of _______________________________________________
Candidate's name _______________________________________________
Address _______________________________________________________
City ____________________ State _____________ Zip code ___________
Phone ___________________________ Date of birth __________________

Narrative: (not to exceed 500 words) Describe the problem and how it/they was/were overcome, include implications for the future.

We certify that the above named student has participated in listed activities and achievements and will graduate this year_________ from ________________________________ High School.

___________________________         _____________________________          __________________________
Signature of school official                      Signature of parent/guardian                        Signature of Exchange Club president

SECTION 2 – PREPARED BY CANDIDATE

Narrative A (not to exceed 250 words) *Attach additional pages as necessary.
Describe, in your own words, the event (or events) in your life of which you are most proud. (50 points max.)

Narrative B (not to exceed 250 words) *Attach additional pages as necessary.
Describe, in your own words, your future plans for making your community, and the world, a better place to live. (50 points max.)

SECTION 3 – PREPARED BY DISTRICT FOR NATIONAL NOMINEES ONLY

The above student has been selected by the _________________________________ District as its candidate for the (year) ________________ National A.C.E. Award.

Coordinating Responsibility
The following Exchange Club member from the sponsoring district, will be responsible for the nominee’s attendance at Exchange’s National Convention if the entry is designated a winner.

District contact _______________________________________________
Address ______________________________________________________
City ____________________ State___________ Zip code ___________
Phone  __________________________

Note: To win, the candidate must be able to accept the award in person, at the scheduled event, at Exchange’s National Convention. Call National Headquarters for current year’s date/time at 419.535.3232, and verify with the candidate before submitting the entry form to National Headquarters.

Any additional communication regarding this application will be directed to the Exchange Club member named above, unless The National Exchange Club is otherwise instructed. In accordance with the program requirements, I confirm that all the information contained herein is accurate and conforms to the rules and regulations as established by The National Exchange Club.

___________________________
Signature of district president

*Along with the entry form, a photo (head & shoulders) of the nominee is required. If a digital photo is submitted, please ensure it is high resolution (150 dpi or higher). Photos submitted to The National Exchange Club will not be returned.
THE EXCHANGE CLUB COVENANT OF SERVICE

Accepting the divine privilege of single and collective responsibility as life's noblest gift, I covenant with my fellow Exchange Club Members:

To consecrate my best energies to the uplifting of Social, Religious, Political and Business ideals;

To discharge the debt I owe to those of high and low estate who have served and sacrificed that the heritage of American citizenship might be mine;

To honor and respect law, to serve my fellowmen, and to uphold the ideals and institutions of my Country;

To implant the life-giving, society-building spirit of Service and Comradeship in my social and business relationships;

To serve in Unity with those seeking better conditions, better understandings and greater opportunities for all.
**Vision Statement**

A strong America, safe communities, and unified people.

**Mission Statement**

Exchange, inspiring communities to become better places to live.