



**Alabama District  
Exchange Clubs  
Awards Program**

(Revised June 2018)  
John Schoen, Program Chairman

**Alabama District Exchange Clubs  
Awards Program**

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**\*\*\* NOTES \*\*\***

Please note that awards may be judged over different time periods.  
Some awards are given in two categories based on club size.  
Please consult the individual award descriptions for details.

Copy pages of this handbook and distribute to appropriate chairs as needed.

## Overview of Awards

Award Title	Competition Period	Submission		Judged By	Award Item
		Deadline	Submit to		
<b>Best Exchange Yearbook Award</b> A. Clubs with 40 or more members B. Clubs under 40 members	Convention year	Convention	District Secretary	Committee	Emblem
<b>Club Attendance at District Convention</b>	District Convention	N/A	N/A	District Treasurer	Emblem
<b>Outstanding Club Secretary Award</b>	Convention year	2 weeks prior to Convention	District Treasurer	Committee chaired by District Treasurer	Inscribed desk pen set or Plaque
<b>Outstanding District Director Award</b>	Convention year	Convention	N/A	District President and District Secretary	Inscribed desk pen set or Plaque
<b>Club Membership Award</b> A. Clubs with 40 or more members B. Clubs under 40 members	July 1-April 30	N/A	N/A	District Treasurer	Emblem
<b>Outstanding Club Award</b>	Convention year	One month prior to District Convention	District Treasurer	District President	Emblem and \$100 check
<b>Best Club Bulletin Award</b> A. Clubs with 40 or more members B. Clubs under 40 members	July 1 to May1	One month prior to District Convention	District Secretary	Committee	Emblem
<b>Turn-Around Club Award</b>	Convention year	N/A	N/A	District President	Emblem
<b>Court of Honor Award</b>	Convention year	April 15	District President	District President	Inscribed wall plaque
<b>Exchangite of the Year Award</b>	Current and previous convention years	April 15	Committee chair	Committee chaired by previous year's winner	Inscribed wall plaque
<b>Youth of the Year Award</b>	Convention year	See packet	Youth Committee chair	Appointed panel of judges	Inscribed wall plaque and cash award
<b>Youth Orators Award</b> 1 male and 1 female winner	Convention year	See Description of Award packet	Youth Committee chair	Appointed panel of judges	Inscribed wall plaque and cash award

Award Title	Competition Period	Submission		Judged By	Award Item
		Deadline	Submit to		
<b>A.C.E. Award</b> Accepting the Challenge of Excellence	Convention year	See packet	Youth Committee chair	Appointed panel of judges	Inscribed wall plaque and cash award
<b>New Club Building Awards</b>	Convention year	N/A	N/A	District President	Framed certificate/emblem
<b>Club Program Award</b> Presented at Midwinter Conference	July 1-June 30	N/A	N/A	District Secretary	Emblem
<b>President's Special Award</b>	Convention year	N/A	N/A	District President	Inscribed wall plaque
<b>Best Website Award</b>	July 1 to May1	One Month prior to District Convention	ADEC Sec.	Committee	Emblem

**TITLE: Best Exchange Club Yearbook Award**

**PURPOSE:** Recognizes the club with the most outstanding pictorial report of its activities and projects over the past convention year through publicity items, candid snapshots, descriptions of programs, and novelty items.

**AWARD:** Emblem for club’s Service Awards Banner. Two awards will be given: Clubs with under 40 Members and Clubs with 40 or more Members.

**RULES FOR JUDGING:**

1. An Exchange Club Yearbook Award Committee will be appointed by the District President to serve as judges for this award.
2. Exchange Clubs should submit actual clippings of items published in newspapers, magazines, District or National Bulletins, periodicals, and circulars, as well as verbal and pictorial descriptions of club activities. Each news item should be identified as to publication source and date of publication. For items broadcast on radio or television, include a statement of when and where the item was broadcast, length of broadcast time, and/or the actual script. Club bulletins should not be included. Items should be presented for judging in a bound format, such as an album or scrapbook.
3. Since the yearbook is valuable to preservation of the history of a club, the inclusion of photographs, novelties, programs, and similar items is encouraged.
4. The judges will give weight to frequency and content of news items and overall coverage of all club activities. Published articles and photos of club speakers, activities, and related subjects will receive added weight. The judges will take into consideration evidence of a planned continuous publicity program throughout the convention year.
5. Each Exchange Club will present its yearbook for evaluation to the District Secretary at the beginning of the District Convention.
6. The award will be presented at each District Convention according to the Official Program.

**EVALUATION CRITERIA:**

<u>ITEM</u>	<u>POINTS</u>
1. Cover	
a. Originality .....	2
b. Appearance.....	3
2. Content	
a. Size .....	5
b. Candid snapshot content (original color or B/W photos) .....	25
c. Index of club activities .....	5
d. Description of each club activity .....	25
e. Publicity (i.e., newspaper articles, broadcast spots) .....	25
f. Originality (i.e., novelty items made by the members) .....	10
	<u>100</u>

**TITLE: Club Attendance at District Convention Award**

**PURPOSE:** Recognizes the club with most representation at the District Convention

**AWARD:** Emblem for club's Service Awards Banner

**RULES FOR JUDGING:**

1. Any club member who has registered at the convention prior to the Installation Banquet shall be counted. Official registration shall be based on the District Treasurer's records.
2. The District Treasurer shall determine the winner of this award from the convention registration records using the formulas below.
3. The award will be presented at each District Convention according to the Official Program.

**EVALUATION CRITERIA:**

To allow for differences in club size and distance traveled to the District Convention, the following formula will be used to determine the winner of this award:

<u>Club Membership</u>	<u>Formula</u>
Less than 40	$(A/CM) \times M = \text{Point Score}$
40-99	$(A/CM) \times 2 \times M = \text{Point Score}$
100-149	$(A/CM) \times 3 \times M = \text{Point Score}$

**Definition of Formula Elements:**

- A = Attendees at District Convention  
CM = Official Club Membership at time of Convention  
M = Average miles from Convention Site

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**TITLE: Outstanding Exchange Club Secretary Award**

**PURPOSE:** Recognizes the local club secretary who best meets the responsibilities of that office

**AWARD:** Inscribed desk pen set or plaque

**RULES FOR JUDGING:**

1. An Outstanding Exchange Club Secretary Award Committee will be appointed by the District President to serve as judges for this award. The District Treasurer shall be the permanent chairman of this committee.

2. To be considered for this award, a club secretary should meet the National Exchange Club criteria for the Distinguished Club Secretary Award (see NEC Awards Book). Additional criteria for the District Award are listed below.
3. The Club Secretary receiving the highest point count will be the recipient of this award. In case of a tie, multiple awards will be made.
4. The award will be presented at each District Convention according to the Official Program.

**EVALUATION CRITERIA:**

<u>Item</u>	<u>Points</u>
1. Serve a full administrative year .....	5
2. Attendance at District meetings	
a. District Midwinter Conference .....	5
b. District Convention.....	5
c. District Leadership Training .....	5
3. Submission of required notification of change in club officers to District Secretary	
a. On or before April 15.....	10
b. After April 15.....	5
4. One Exchange Club road sign or Exchange Club meeting plaque is appropriately displayed and in good condition, as determined by the District Director for their Division .....	5
5. American Flag and an Exchange banner are displayed at club meetings, as determined by the District Director for their Division.....	5
6. Notification to District Secretary of Club Delegates to District Convention by the beginning of the Convention .....	10

**TITLE: Outstanding District Director Award**

**PURPOSE:** Recognizes the District Director who has most effectively provided guidance, training, and service to their Division as outlined in the District Leader’s Monthly Planner, including compliance with required scheduled activities and reporting.

**AWARD:** Inscribed desk pen set or plaque

**RULES FOR JUDGING:**

1. The recipient of this award shall be determined by the District President and the District Secretary.
2. Each District Director shall be considered for this award. The Director receiving the highest point count shall be the winner. In case of a tie, multiple awards shall be made.

3. The award will be presented at each District Convention according to the Official Program.

**EVALUATION CRITERIA:**

<u>Item</u>	<u>Points</u>
1. Serve a full administrative year .....	5
2. Attendance at District Board of Directors meetings.....(per meeting)	10
3. Attendance at District Convention .....	10
4. Attendance at District Midwinter Conference.....	10
5. Attendance at District Leadership Training .....	10
6. Attendance at National Convention.....	10
7. Accomplishment and reporting by clubs of annual Program Development Meeting	
a. Clubs holding such meeting on or before July 31 and reporting on or before August 15 .....	(per club) 5
b. Clubs holding such meeting and reporting after above dates .....	(per club) 5
8. Quarterly visits to each club in Division/Reports to District President	
a. Visits to clubs (4 visits per year per club recommended) .....	(per club visit) 5
b. District Director's Report Forms filed quarterly (1 form per club visit) .....	(per form filed) 5
9. Evidence of each club in the Division actively seeking the National Service Award (based on data from NEC) .....	0 to 10
10. Active participation in a successful new club sponsorship in the Division to include the minimum requirements of attendance at the Temporary Organization Meeting, the Permanent Organization Meeting, and the Charter Meeting .....	0 to 20

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**TITLE: Club Membership Award**

**PURPOSE:** Recognizes the two local Exchange Clubs that have experienced the largest net increase in club membership for the period of July 1-April 30. Two awards will be given: Clubs with under 40 Members and Clubs with 40 or more Members.

**AWARD:** Emblem for club's Service Awards Banner

**RULES FOR JUDGING:**

1. The District Treasurer shall determine the recipient of this award.



2. The records of the District Treasurer shall be used as the sole basis for determining membership acquisition and loss (net gain) for local clubs in the District.
3. The award will be presented at each District Convention according to the Official Program.

**EVALUATION CRITERIA:**

	<u>Points</u>
Net gain in membership for the period of July 1-April 30 .....	(per member) 1

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**TITLE: Outstanding Club Award**

**PURPOSE:** Recognizes the local club which is most outstanding based on participation in the National Exchange Club’s Program of Service and in meeting the goals and objectives set forth in the criteria stated here.

**AWARD:** Emblem for club’s Service Awards Banner and \$100.00 check

**RULES FOR JUDGING:**

1. The winner of the Outstanding Club Award will be determined by the District President.
  2. Local clubs chartered after November 30 in the previous calendar year are not eligible for this award.
  4. The District Treasurer will review all applications received, make appropriate comments on each, and forward them to the District President for their review. The District Treasurer shall also furnish the District President with statistics and other information as needed from District records to aid the District President in evaluation of each application received.
  4. The award will be presented at each District Convention according to the Official Program. There will be no ties for this award.
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**TITLE: Best Club Bulletin Award**

**PURPOSE:** To recognize and encourage excellence in the publication of readable, attractive, and informative club bulletins that stimulate greater club unity; attendance at meetings; membership participation, involvement, and enthusiasm; and increased awareness of Exchange goals, principles, and ideals.

**AWARD:** Emblem for Club’s Service Awards Banner. Two awards will be given: Clubs with under 40 Members and Clubs with 40 or more Members.

RULES FOR JUDGING:

1. A Best Club Bulletin Award Committee will be appointed by the District President to serve as judges for this award and for the Best Club Website Award. Judging will take place at the Annual Convention.
2. A bulletin must be published at least monthly to qualify for competition.
3. Judging will be based upon the Evaluation Criteria following which correspond with the National Best Club Bulletin Award criteria.
4. The award in each category will be presented at each District Midwinter Meeting according to the Official Program.
5. The District Awards Chair will forward the District winner in each category, along with the appropriate entry form, to the National Exchange Club for competition in the National Best Club Bulletin Award Contest before the April 1 deadline.

EVALUATION CRITERIA:

Bulletins will be rated on a scale of 1-10, with 10 being a perfect score in each of the subdivisions of the category of Content, and in the categories of Readability and Eye Appeal. Maximum total points is 50.

Content: *Maximum points – 30*

- A. Is content balanced between news of upcoming meeting programs, other club events, project progress, reports of recent projects, member news, items of general Exchange interest, personality profiles, humor? ..... Score\_\_\_\_\_
- B. Does the bulletin promote participation, attendance, membership and new club building, Exchange education, and significant news on district and national levels of Exchange? ..... Score\_\_\_\_\_
- C. Does the bulletin carry the correct Exchange Club emblem as well as complete and correct club name, city, state, date, and meeting time and place? ..... Score\_\_\_\_\_

Readability: *Maximum points – 10*

Does the writing meet acceptable standards of punctuation, sentence structure, grammar, and spelling? Is writing concise, understandable, and accurate? ..... Score\_\_\_\_\_

Eye Appeal: *Maximum points – 10*

Does the overall appearance of the bulletin stimulate readership? Are the masthead and other elements creatively and neatly handled with occasional artwork, photos, color, etc.? Is printing of good quality? ..... Score\_\_\_\_\_

Total \_\_\_\_\_

**TITLE: Best Club Website**

**PURPOSE:** To recognize and encourage excellence in the publication of readable, attractive, and informative site that stimulate greater club unity; attendance at meetings; membership participation, involvement, and enthusiasm; and increased awareness of Exchange goals, principles, and ideals.

**AWARD:** Emblem for Club's Service Awards Banner. Two awards will be given: Clubs with under 40 Members and Clubs with 40 or more Members.

**RULES FOR JUDGING:**

1. A Best Club Website and Bulletin Award Committee will be appointed by the District President to serve as judges for this award.
2. A site ought to be updated at least monthly.
3. Judging will be based upon the Evaluation Criteria following, which correspond with the National Best Club Bulletin Award criteria.
4. The District Awards Chair will forward the District winner in each category, along with the appropriate entry form, to the National Exchange Club for competition in the National Best Website Award Contest before the April 1 deadline.

**EVALUATION CRITERIA:**

Use same criteria as for Bulletins above.

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**TITLE: Turn-Around Club Award**

**PURPOSE:** Recognizes a club which, having suffered from a dramatic decrease in membership and activity, was able to regain a position of strength and active participation in Exchange and their community.

**AWARD:** Emblem for club's Service Awards Banner

**RULES FOR JUDGING:**

1. The selection of a recipient of the Turn-Around Club Award will be made solely by the District President. Only one winner per year is allowed. If no club is determined to meet the criteria, no award will be given.
2. The District President will base their selection on a combination of personal observation of clubs' activities, information obtained from District Directors, and examination of records provided by the District Secretary and/or District Treasurer. Evaluation criteria are listed below, but other evidence of club improvement may be considered as well.

3. Once a club has received this award, that club may not be eligible for the award again unless it can be proven to have repeated the decline and turn-around process.
4. If a winner is selected, the award will be presented at the District Convention according to the Official Program.

**EVALUATION CRITERIA:**

No specific point count is assigned to each item below. Each should be considered as it contributes to the overall positive change in the club. Other evidence may be considered as well.

- Membership at its lowest point/Membership increase
  - Healthy meeting attendance
  - Effective club leadership
  - Completion of club president's Program Development Meeting by July 31
  - Club qualification for National Service Award
  - Regular publication of a club bulletin
  - Current account record at District
  - Prompt filing of District and National reports
  - Representation at District events
- 

**TITLE: Court of Honor Award**

**AWARD:** Inscribed wall plaque

**PURPOSE:** Honors a citizen of Alabama who, by virtue of their efforts, has reflected greatness on the State of Alabama and her people.

**RULES FOR JUDGING:**

1. The selection of the Court of Honor Award recipient will be made by the District President based upon their own evaluation and judgment of the nominees' qualifications. The decision of the District President will be final.
2. Any Alabama Exchangite may nominate a candidate for this award. Such nominations must be made directly to the District President in writing no later than April 15. The person making the nomination should first contact the potential nominee to ascertain their willingness to be nominated for this award and their availability to be present at District Convention to accept it.
3. No Exchangite may be considered for this award.
4. A person nominated for this award must be recognized as an outstanding Alabamian who, by virtue of their efforts in his field of endeavor and in their personal life, has brought fame and honor to the State of Alabama.
5. The award will be presented at each District Convention according to the Official Program.

**TITLE: Alabama Exchangite of the Year Award**

**AWARD:** Inscribed wall plaque

**PURPOSE:** Recognizes an Alabama Exchangite who, by their participation in Exchange programs as well as in other civic, community, and business activities, has reflected greatness on Exchange and especially the Alabama District.

**RULES FOR JUDGING:**

1. An Alabama Exchangite of the Year Award Committee will be appointed by the District President to serve as judges. Members of this committee shall be selected from the total membership of the Alabama District Exchange Clubs and do not have to be former recipients of this award. The previous year's recipient of the Alabama Exchangite of the Year Award will serve as chair of the committee.
2. Any local club may nominate a member it feels has made substantial contributions to local and District Exchange activities, based on the current award application form. Evaluation will be based on the current and previous Exchange fiscal years. If a current President or Immediate Past President is nominated, their normal duties of office should be excluded from evaluation. An Alabama Exchangite may receive this award more than once.
3. Nominations should be submitted on the official award application included in this handbook. The District application parallels the National Exchange Club application to facilitate the entry of the District winner in the NEC Exchangite of the Year competition. A separate one-page narrative supporting the nomination must be attached to the application form. All applications shall be submitted to the chair of the committee by April 15 prior to the District Convention in order to be considered for the National Exchangite of the Year Award. The name and address of the chair may be found in the District Directory or obtained from the District Treasurer.
4. The narrative should include information not provided on the application form and may include such things as:
  - Involvement in other clubs, church, volunteer groups, community projects, etc. – offices, committee work, awards, leadership roles
  - Personal qualities that make the nominee outstanding – for example, positive attitude, leadership skills, enthusiasm, creativity, volunteer spirit, sense of humor, problem-solving skills
5. The judges will review all applications received and will base their decision solely on the information provided in the application materials in back of this manual.
6. The award will be presented at each District Convention according to the Official Program. The recipient must be present to receive the award.

EXCHANGITE OF THE YEAR AWARD

**Alabama District Exchange Clubs  
APPLICATION**

**Year:** \_\_\_\_\_

Each club may nominate one person. The honoree must be present at the Alabama District Convention to receive the award. The nomination form and a one-page narrative should be sent to the previous year's award recipient by April 15 of the convention year. See the Alabama District Awards Program Handbook for details. Activities and points are based upon the previous and current Exchange fiscal years (2-year period).

The Exchange Club of \_\_\_\_\_ nominates \_\_\_\_\_  
for Alabama District Exchangite of the Year.

1. Built a new club 100 points \_\_\_\_\_
  
  2. Membership – Sponsored \_\_\_\_ new members (5 points each) Maximum 40 points \_\_\_\_\_
  
  3. Club activities – Served as:
    - a. Club President, Treasurer, Secretary and/or Bulletin Editor, Fundraiser Chair, Program Chair, Publicity Chair (15 points each) Maximum 30 points \_\_\_\_\_  
\_\_\_\_\_
  
    - b. Club Board Member, Major Committee Chair. List committees. (10 points each) Maximum 20 points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
    - c. Working Club President Elect, Immediate Past President, member playing role on major committee, club photographer, house chairperson, prepared meeting room, custodian, etc. (5 points each) Maximum 10 points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  4. District activities – Served as:
    - a. District President, Secretary, Treasurer, President Elect 15 points \_\_\_\_\_
    - b. District board member 10 points \_\_\_\_\_
    - c. District committee chair 5 points \_\_\_\_\_
    - d. District President with positive growth in District 25 points \_\_\_\_\_
  
  5. Up to 25 points may be awarded for items not listed above at the discretion of the judges listed below: Maximum 25 points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  6. Convention attendance during 2-year application period (5 points each) Maximum 20 points \_\_\_\_\_  
  
District Conventions: Dates \_\_\_\_\_ Locations \_\_\_\_\_  
  
National Conventions: Dates \_\_\_\_\_ Locations \_\_\_\_\_
  
  7. One-page narrative (attach to application form) Maximum 50 points \_\_\_\_\_
- Total Score Maximum 350 points \_\_\_\_\_

## **TITLE Youth Awards**

### **Youth of the Year Award**

**PURPOSE:** Recognizes an outstanding high school student who has attained high levels of scholastic achievement, community involvement, and leadership.

**AWARD:** Inscribed plaque and a cash award to the winner. The District award recipient represents the Alabama District in the National Exchange Club Youth of the Year competition.

#### **RULES FOR JUDGING:**

Rules, guidelines for sponsoring clubs and applicants, and application forms for this award are reviewed and published annually in a separate packet provided to all clubs in the District. For additional information, contact the District Youth Committee Chair.

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### **Youth Orator Award (Americanism etc.)**

**PURPOSE:** Recognizes one male and one female winner of the District Youth Oratorical Contest. A total of six finalists will participate in the Oratorical Contest.

**AWARD:** Inscribed plaque and cash award to one male and one female winner.

#### **RULES FOR JUDGING:**

Rules, guidelines for sponsoring clubs and applicants, and application forms for this award are reviewed and published annually in a separate packet provided to all clubs in the District. For additional information, contact the District Awards Committee Chair or Youth Chairman.

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### **A.C.E. Award (Accepting the Challenge of Excellence)**

**PURPOSE:** Recognizes a high school student who has made dramatic changes in their attitude and performance that have enabled the student to overcome adversity and prepare for graduation.

**AWARD:** Inscribed plaque and a cash award. The District award recipient represents the Alabama District in the National Exchange Club A.C.E. Award competition.

#### **RULES FOR JUDGING:**

Rules, guidelines for sponsoring clubs and applicants, and application forms for this award are reviewed and published annually in a separate packet provided to all clubs in the District. For additional information, contact the District Youth Committee Chair.

**TITLE: New Club Building Awards**

**PURPOSE:** Recognizes individuals who build a new Exchange Club and clubs that sponsor a new Exchange Club.

**AWARD:** Individuals receive a framed certificate and sponsoring clubs receive an emblem for the club's Service Awards Banner.

**RULES FOR JUDGING:**

1. All individual club builders and sponsoring clubs, as determined by the District President, will receive awards.
  2. The awards will be presented at each District Convention when there are winners according to the Official Program.
- 

**TITLE: Club Program Award**

**PURPOSE:** Recognizes the local club that has participated in the largest number of programs of service recognized by National Exchange Club and by Alabama District Exchange during a fiscal year.

**AWARD:** Emblem for club's Service Awards Banner

**RULES FOR JUDGING:**

1. The District Secretary shall determine the winner of this award at the end of the fiscal year based on records provided by the National Exchange Club. Clubs must report their projects to National in order for them to be counted for this award.
  2. This award is based on the fiscal year (July 1- June 30) and will be announced at the next District Midwinter Conference. The emblem may be mailed or presented to the winning club prior to that conference.
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**TITLE: President's Special Award**

**AWARD:** Inscribed wall plaque

**PURPOSE:** Recognizes an Exchangite who has performed outstanding service to Alabama District Exchange

**RULES FOR JUDGING:**

1. The District President selects the winner of this award based on their experience and observation during their term of office.
2. The award will be presented at each District Convention according to the Official Program.