

MISSOURI JAYCEES

PARADE OF CHAPTERS – 2011

General Rules:

1. **Term** - This parade will cover chapter membership management and programming activity from January 1, 2011 through December 31, 2011.
2. **Chapters will be categorized by Population Division.** Population divisions are assigned by the Executive Director as determined by each chapter's service area population:

<u>Service Area Population</u>	<u>Population Division</u>
0 - 850	1
851- 2,500	2
2,501- 5,000	3
5,001- 15,000	4
15,001- 30,000	5
30,001- 75,000	6
75,001- 150,000	7
150,000- UP	8
Institutional Chapters	9
New Extensions	10



3. **POC submission items must be mailed directly to the POC Program Manager**, postmarked on or before the deadline. Some other items require submission directly to the State Service Center (SSC). Adherence to deadlines will be verified by official U.S. Postal Service postmark (no metered submissions will count), or electronic mail (e-mail) postmark. Late submissions will not be counted for that trimester, but will be counted toward year-end calculations.

<u>Trimester</u>	<u>Project Dates</u>	<u>Postmark Deadlines</u>
1 st Period	January 1 – April 20, 2011	Tuesday, April 20, 2011
2 nd Period	April 21 – August 20, 2011	Friday, August 20, 2011
3 rd Period	August 21 – December 31, 2011	Friday, December 31, 2011

4. **Chapter must complete and send the packing slip** as the first page of their submission listing all the items enclosed. Include the name and phone numbers of the person(s) that should be contacted if there are any questions or if something is missing.
5. **Any type of falsified submission** will result in an automatic loss of the points involved in that submission.
6. **Chapters will be ranked in the parade**, with the Top 5 being recognized at each of the Missouri Jaycees' state meetings and the Top 10 being recognized at the year-end State Convention. The parade rankings will be for membership, projects & activities run only in that particular period, as well as a year-end overall parade.
7. **Chapter must be at internal growth** for the trimester and "actively participate" to be ranked in the Top 5 for that period. Chapter must be at year-end growth and "actively participate" to be ranked in the Top 10 for the year-end.
8. **"Active Participation"** by chapters is defined as submitting a POC packet in any period and by participating in at least 75% (12 of 16) of the **POC Submission Categories** by year-end.
9. **Chairman's Planning Guides (CPG's)** must be completed with all 10 questions answered for points and may only be submitted once for POC points. This same project may be submitted elsewhere in the parade where a CPG is not required for documentation.

10. **Each chapter must submit all sign-in sheets or verifications** for points (i.e., LOTS, state training sessions or events, etc.). Do not expect the trainers to submit their sign-in sheets.
11. **Rankings will be posted** on the state web site after the results are announced for each period. Chapters may contact the Program Manager to review their tabulations after the results are announced.
12. **Appeals** - Any disputes or discrepancies must first be submitted to the POC program manager within 10 days of the date the tabulations are released. Any appeals submitted after that date will not be considered. If a chapter is not satisfied with the appeal decision of the POC program manager, they have 3 days to submit their appeal to the Executive Director. If a chapter is not satisfied with the appeal decision of the Executive Director, then they have 3 days to submit their appeal to the State President. The ruling of the State President shall be final.
13. **President's Discretionary Points** - The State President can offer points to this Parade on an as-needed basis as focus incentives.

Membership Bonus Points: (Nothing to submit – points verified by SSC.)

1. **New Member Adds** - For submitting new member adds each month to the State Service Center (SSC). *(20 pts per member / no max)*
2. **Monthly membership growth.** *(10 pts per member increase / no max)*
3. **Growth by chapter population division.** *(50 pts per month / no max)*
4. **In-chapter extension and chapter growth in one month.** *(100 pts each / no max)*

Pop. Div. 1.....	7 adds	Pop. Div. 6.....	20 adds
Pop. Div. 2.....	10 adds	Pop. Div. 7.....	22 adds
Pop. Div. 3.....	12 adds	Pop. Div. 8.....	25 adds
Pop. Div. 4.....	15 adds	Pop. Div. 9.....	7 adds
Pop. Div. 5.....	18 adds		
5. **Growth by in-chapter extension in one month.** *(150 pts per month / no max)*
6. **Trimester growth bonus points.** Awarded each period if chapter achieves growth for the trimester. *(100 pts per trimester)*
7. **Year-end growth bonus points.** Awarded at year-end if chapter achieves year-to-date growth. *(200 pts awarded at year-end)*
8. **Growth all 12 months.** *(300 pts awarded at year-end)*
9. **Retention** - Awarded each period for membership retention as follows: 90% - 100% retention *(100 pts)*; 80% - 89% retention *(75 pts)*; 70% - 79% retention *(50 pts)*; 60% - 69% retention *(25 pts)*. Chapter must have **5 or more** members due in a trimester for points to be awarded.

POC Submission Categories:

1. **OPEN MEMBERSHIP CHECKS** - For submitting twelve (12) post-dated open checks for monthly membership dues to the SSC by January 27, 2011. *(1500 pts, divided equally over three trimesters)*
2. **TRAINING** - For attending State, National or International training sessions, including LOTS and MYLOTS. Submit signed attendance sheet with names of attendees listed. *(20 pts per person / no max)*

3. **BLUE CHIP - CHAPTER PLANNING** – Submit the following items to the State Service Center by January 27, 2011. (300 pts)
 - Chapter Plan of Action
 - Chapter Budget
 - Calendar of Events
 - Membership Plan
 - Directory of Officers (organizational chart)
 - Constitution & Bylaws
 - Proof of Chapter Liability Insurance

4. **EXTENSIONS** - For chartering a new chapter with a minimum of 20 members.
 - A. **First trimester extensions.** (30 pts per member / no max)
 - B. **Second trimester extensions.** (20 pts per member / no max)
 - C. **Third trimester extensions.** (10 pts per member / no max)

5. **RECRUITMENT, ORIENTATION, ACTIVATION**
 - A. **For conducting an M-night, where at least three (3) new members are signed.** The chapter must submit a list of new members signed at the M-night and must turn in and pay for those members by the final closeout of the month in which the M-night was conducted. (50 pts per trimester / 150 pts max)
 - B. **For conducting a new member orientation.** Submit an agenda and a list of attendees. (50 pts for each new member orientation / 200 pts. max. per trimester)
 - C. **For conducting Degrees of Jaycees Program.** Submit forms in the trimester completed to the SSC. (Degrees 1-5 = 5 pts. per degree; Degrees 6-9 = 10 pts. per degree; Degree 10 = 20 pts. per degree / 200 pts. max)

6. **CHAPTER MEETINGS** - Submit agenda or minutes.
 - A. **General Membership meetings.** (5 pts per meeting per month / 10 pts max per month)
 - B. **Board of Directors meetings.** (5 pts per meeting per month / 10 pts max per month)

7. **VISITATIONS** – Submit signed agenda or other verification.
 - A. For visiting another chapter **inside** of your home region with 3 members minimum attending. Only one visitation to each chapter counted per trimester. (10 pts per visit / no max)
 - B. For visiting another chapter **outside** of your home region with 3 members minimum attending. Only one visitation to each chapter counted per trimester. (20 pts per visit / no max)

8. **MEETING PARTICIPATION** - For participation in Jaycee meetings above the chapter level. Submit list with names of regular member who were fully registered for the meeting.
 - A. **Region meetings.** (10 pts per person / no max)
 - B. **State meetings.** (20 pts per person / no max)
 - C. **National meetings.** (30 pts per person / no max)
 - D. **World Congress or Area C Conference.** (40 pts per person / no max)

9. **CHAPTER NEWSLETTERS** - For publishing and distributing chapter newsletters (paper or electronic). Submit copy of newsletter. (15 pts per month)

10. **IMPACT NEWSLETTER SUBMISSIONS** - For sending articles and/or photos by posted deadlines.
 - A. **Newsletter Articles.** (20 pts per article / 60 pts max. per issue)
 - B. **Newsletter Photographs.** (5 pts per photo / 25 pts max. per issue)

11. **ID COMPETITIONS**. Submit signed sheet.
 - A. **Chapter competition** – For running Speak-Up and/or Write-Up within your chapter. (30 pts per program per chapter / per month)
 - B. **State & National competition** – For chapter members participating in Speak-Up, Write-Up and/or First Timers. (20 pts per program per person / no max)

12. **FOCUS PROGRAM DONATIONS** - For donating a minimum of \$200.00 or \$2.00 per January 1 base members, **whichever amount is greater**, to the focus programs listed below. Submit all checks directly to the State Service Center. Postmark deadlines April 20th, August 20th, December 20th for all donations. *(50 pts per focus program per trimester, not prorated)*
- A. **Access Day at the Fair**
 - B. **Missouri Jaycees Foundation**
 - C. **ON-TO National Convention**
 - D. **Wonderland Camp**
13. **STATE FOCUS PROGRAMS** - For participation in state focus programs.
- A. **Access Day at the Fair** – Participation verified by SSC. *(15 pts per person / no max)*
 - B. **Outstanding Young Farmer** - For submitting an Outstanding Young Farmer nomination to the SSC by July 1, 2011. *(200 pts each / no max)*
 - C. **Outstanding Young Missourian** - For submitting an Outstanding Young Missourian nomination to the SSC by July 1, 2011. *(200 pts each / no max)*
 - D. **Wonderland Camp Work Weekend** – Participation verified by Program Manager. *(15 pts per person / no max)*
14. **NATIONAL FOCUS PROGRAMS** - For participation in National Focus Programs and submitting appropriate paperwork by the posted deadlines. *(50 pts per program per year)*
- A. **American Cancer Society (Relay for Life)**
 - B. **Citizens Corp**
 - C. **Governmental Involvement**
 - D. **Outstanding Young Farmer (OYF)**
 - E. **Riley's Toys**
 - F. **Support Our Troops**
 - G. **Ten Outstanding Young Americans (TOYA)**
15. **CHAPTER PROJECTS** - For running projects and completing Chairman's Planning Guides (CPG's) in each Area of Opportunity. Must submit completed CPG's. *(50 pts per CPG / maximums listed below).*
- A. **Business Area of Opportunity** (4 max. per trimester)
 - 1) Marketing & Public Relations
 - 2) Strategic Planning
 - 3) Financial Management
 - 4) Business Opportunities
 - B. **Community Area of Opportunity** (4 max. per trimester)
 - 1) Community Services
 - 2) Charitable Fundraising
 - 3) Government & Civic Involvement
 - 4) Children & Youth
 - C. **Individual Area of Opportunity** (4 max. per trimester)
 - 1) Personal Development
 - 2) Professional Development
 - 3) Membership Retention, Growth & New Chapters
 - 4) Chapter Activities for Members
 - D. **International Area of Opportunity** (4 max. per trimester)
 - 1) State, National & International Junior Chamber Involvement
 - 2) International Involvement
16. **CPG BOOK JUDGING** - For submitting CPG Books for state judging.
- A. **Single Project Entries.** *(100 pts per book / 500 pts max per trimester)*
 - B. **Areas of Opportunity Entries** at year-end. *(200 pts per book / 800 pts max)*
 - C. **Year-End Annual Report.** *(300 pts)*