



EXCHANGE

THE NATIONAL EXCHANGE CLUB

AWARDS PROGRAM HANDBOOK

TEXAS DISTRICT

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 Texas District Awards Program Handbook
 Revised July 2018

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PREFACE

This is the newest revision, January 2019, of the Awards Program of Texas District Exchange Clubs. It is the hope of the Awards Committee that the information and the forms provided will prove to be very beneficial to the local clubs in the District as they plan their year's programs, projects, and awards. The Club President, the Awards and the various Chairs of committees need to be familiar with the contents of the Handbook, especially Chairs of the following:

Membership (Chapter 4)

Club Builder (Chapter 5)

Newsletter Editor (Chapter 6)

Website/Webmaster (Chapter 7)

Scrapbook (Chapter 11)

Traveling Gavel (Chapter 13)

Youth Awards (Chapters 17-19)

District officers stand ready to assist you with any concerns or questions about the Awards Handbook. Please feel free to contact your current Texas District Board of Directors or Awards Chair Person for assistance.

SECTION ONE:

CHAPTER 1

DISTRICT AWARDS CHAIR RESPONSIBILITIES

1. Provide each club with competition forms and general rules.
2. Retrieve all awards information from National office.
3.
 - A. Coordinate with current DP and the Convention Chair concerning the dates for the District Convention so you can set a due date for Club entries for each award.
 - B. Appoint judges and then send the criteria and rules to the judges before the competition with at least 1 week for scoring. conference or convention.
 - C. At the Convention, arrange for sufficient judging areas and for the display and presentation of scrapbooks and club newsletters.
4. Assure availability of all appropriate plaques, patches, and certificates to be awarded at the conferences and conventions.
5. Assure the objectivity and fairness of the awards program by recommending changes, additions, or corrections to the District Board, as appropriate.
6. Request that the Treasurer secure a District awards banner for newly chartered clubs.
7. Communicate with all Clubs on a regular basis (at least every other month) to encourage them to participate in all awards categories.

CHAPTER 2

DISTRICT CONVENTION AWARD COMPETITION GENERAL RULES

- A. To be eligible to compete for any Texas District Exchange Club award, a club must be current in its National and District dues.
- B. The District Awards Committee will appoint judges and provide them with the rules and criteria at least one week before the actual competition begins. When possible, judges should be experienced Exchangites. If a sufficient number of judges is available, no Exchangite should serve as a judge in any category if he/she is a member of a club that is competing in that category.
- C.
 1. Each club shall submit its Big E application directly to the National Exchange Club on the National website. <https://www.nationalexchangeclub.org> These entries need to be made on a regular basis, but no later than 2 weeks prior to the District Convention.
 2. The District Awards Chair will retrieve from the National website a list of all the POS submissions in our District. The District awards will be based on information on the Program of Service Report (POS) no later than two weeks prior to the date of District Convention.
 3. For District competition, clubs shall submit activities that are scheduled, funded and completed through the end of the competition year (June 30). By submitting all POS activities to National, each club will be automatically eligible to receive the Big "T" Award.
- D. If a club POM'd or maintained an EXCEL club or a Youth club, the club must notify the District Awards Chair no later than two weeks prior to the District Convention in order to receive maximum points for the Big "T."
- E. Scrapbooks to be judged shall be turned in to the Awards Committee Chair at the Convention registration table on the opening date of the District Convention.
- F. All awards and/or disputes are subject to the approval of the Board of Directors of the Texas District Exchange Clubs, and their decisions shall be final.

G. All entries for competition will receive a patch for their first award in each program and membership category entered; subsequent awards shall be a patch or other devises. Exceptions are as follows:

Youth of the Year.....Scholarship and Plaque

Excel Student of the Year.....Scholarship and Plaque

A.C.E. of the Year.....Scholarship and Plaque

District Outstanding Citizen.....Plaque

District Outstanding Exchangite.....Plaque

All American District Volunteer of the Year.....Plaque

CHAPTER 3 TURN-AROUND/RENAISSANCE CLUB

ELIGIBILITY

This award may be given to a local Exchange Club which, having reached a membership count and activity posture far below its former status, has been able to come back to a position of strength and active participation in Exchange.

QUALIFICATIONS AND SCORING

1. No later than May 1st, The District Awards Chair will notify a committee consisting of the District President, District President-Elect, District Secretary, District Membership Committee Chair, as to the eligibility of a club(s) to be considered as the recipient(s) of this award.
2. The District Secretary and the Treasurer shall furnish statistics of club operation from their records, to aid in the evaluation of the club's progress. The club social media presence, scrapbook and bulletin may also be used in this evaluation when available.
3. There is no established period in which to evaluate a club's "Turning Around." The time period may be one year or longer. It is only necessary that the decline in club effectiveness be demonstrated and contrasted with a new status representing a healthy club.
4. Once a club has received this award, it may not be eligible for it again unless it can be proven to have truly repeated the "Back-Sliding" and "Turning-Around" process.
5. The Turn-Around Club committee members are the only ones who can truly assess the degree of backsliding and the extent of turn-around accomplished. They will have to use their personal observations and intuitive feelings to a large extent in distinguishing between degrees of backsliding and turn-around when comparing one club to another.
6. It is possible under the above guidelines for any club to receive this award in any year.
7. The presentation of this award will take place at the District Convention.

EVALUATION CRITERIA (no specific point count required):

1. Membership at its lowest point.
2. Membership gain.
3. Current financial record at District.
4. Extent of promotion and participation in Exchange Programs of Service.
5. Representation at District events.
6. Regular publication of a club newsletter and/or an active website.

CHAPTER 4
CLUB MEMBERSHIP AWARD
AND
OUTSTANDING CLUB MEMBERSHIP AWARD

ELIGIBILITY

All clubs meeting the *General Eligibility Requirements* are eligible to compete for Membership Awards.

QUALIFICATIONS AND SCORING

1. Each club showing a net increase in membership at four levels, beginning with its membership enrollment as of July 1 of the current administrative year, will earn the Club Membership Award.
2. Membership Awards will be made at the following four levels:
 - A. Level One for clubs with memberships of up to 35 members who have a net increase in membership of at least 5.
 - B. Level Two for clubs with memberships of 36-60 who have a net increase in membership of at least 7.
 - C. Level Three for clubs with memberships of 61-100 who have a net increase in membership of at least 9.
 - D. Level Four for clubs with memberships of 101+ who have a net increase in membership of at least 11.
3. The club obtaining the greatest numerical increase in active members will be awarded the Outstanding Club Membership Award. Only one Outstanding Award will be given unless there is a tie.
4. A club remains in the category established by its beginning membership figure on July 1, regardless of subsequent changes in membership during the year. This award is based on numerical, not percentage, increase.

CHAPTER 5
CLUB BUILDER
AND
OUTSTANDING CLUB BUILDER

ELIGIBIITY

All clubs meeting the *General Eligibility Requirements* are eligible to compete for the Club Builder and the Outstanding Club Builder Awards.

QUALIFICATIONS AND SCORING

To receive the Club Builder Award, a club must have POM'd a new club since the last annual convention, and prior to the current annual convention date.

In addition, the club sponsoring the greatest number of new clubs during the current year shall receive the Outstanding Club Builder Award.

If no club charters more than one new club during the year, the club sponsoring the new club with the greatest charter membership shall receive the Outstanding Club Builder Award.

The club builder must notify the District Awards Chair of the membership strength of the new club at the time it was POM'd, and the name of the sponsor(s) of the new club.

CHAPTER 6 CLUB NEWSLETTERS

I. ELIGIBILITY FOR CLUB NEWSLETTER

- A. All clubs in the District are eligible to compete for the Club Newsletter Award provided they meet two criteria:
 - 1. They must publish a newsletter at least once a month from July 1 through the month prior to the District Convention.
 - 2. They must submit a copy of each newsletter to the District Awards Chair and to the National Communications Committee (commun@nationalexchangeclub.org).
- B. Clubs shall email copies of each newsletter to the following: District President, District President Elect, District Secretary, the club's Division Director, District Awards Chair, and the National Exchange Club when each publication is prepared.
- C. Clubs wishing to have newsletters judged for this District award must e-mail copies of the newsletters to the Awards Chair, who will forward the e-mails to at least three judges in the District. The scores for each newsletter will be sent by the judges to the Awards Chair two weeks prior to the District Convention, and the totals will be tallied (similar to Youth of Year and ACE applications). Winners will be announced during the District Convention.

II. QUALIFICATIONS AND SCORING

- A. There shall be four categories of competition, corresponding to membership categories: 35 or fewer; 36-60; 61-100; and 101+.
- B. The judges will review 3 issues of each club's newsletter for scoring. These 3 issues will be selected by someone in the club for District judging.
- C. Newsletters will be rated using the Club Newsletter Judging Criteria Form. (Next page)
- D. The newsletter attaining the highest number of overall points in its membership category will receive an Outstanding Club Newsletter Award. Each club newsletter receiving at least the minimum score will receive a Club Newsletter Award.
- E. National recognizes only two membership categories: 50 or more members, or fewer than 50 members. The judges shall select one Outstanding Club Newsletter awardee in each membership category as specified by National, and the District Awards Chair shall forward three copies of those two club's bulletins to the National Headquarters for entry in the National Best Club Bulletin Award competition.

JUDGING CRITERIA FORM is on the following page.

CLUB NEWSLETTER JUDGING CRITERIA FORM

CLUB NAME _____

101+ members 61-100 members
 36-60 members 35 or fewer

Name of judge _____

Minimum points for Award: 125 Maximum points: 195 Total Score: _____
 POINTS and/or COMMENTS

I. CONTENT (maximum: 60 points)

- A. Balance: (maximum 30 points)
 - 1. News of future programs
 - 2. Other club events
 - 3. Reports of recent projects
 - 4. Member news/profiles
 - 5. General Exchange Interest
 - 6. Humor

- B. Promotion & reporting: (maximum: 20 points)
 - 1. Club participation
 - 2. Attendance
 - 3. Membership building
 - 4. Exchange Education
 - 5. District news reports
 - 6. National news reports

- C. Format (maximum: 10 points)
 - 1. Official Exchange Club emblem (the ENTIRE NEW BRANDING LOGO)
 - 2. Complete and correct club name
 - 3. Meeting place and location
 - 4. Time and date
 - 5. City

II. READABILITY (maximum: 60 points)

- A. Standards (12 points)
 - 1. Punctuation
 - 2. Sentence structure
 - 3. Grammar
 - 4. Spelling
- B. Concise: (12 points)
- C. Understandable: (12 points)
- D. Accurate: (12 points)
- E. Font style: (12 points)

III. EYE APPEAL (maximum: 60 points)

- A. Stimulate readership (12 points)
- B. Creative format (12 points)
- C. Occasional artwork (12 points)
- D. Occasional photographs (12 points)
- E. Editor's overall interest (12 points)

IV. FREQUENCY OF PUBLICATION

- A. Monthly: 5 points
- B. Bi-weekly: 10 points
- C. Weekly: 15 points

TOTAL SCORE (ENTER ON TOP LINE OF FORM)

CHAPTER 7 CLUB WEBSITE AWARD

I. ELIGIBILITY FOR CLUB WEB SITES

All clubs meeting *General Eligibility Requirements* may compete for this award.

II. PURPOSE

- A. To encourage and recognize excellence among District Clubs in the development and maintenance of an Exchange Website.
- B. To focus website developers on the value to members, and to the public, of building and maintaining readable, attractive and informative Exchange websites.
- C. To stimulate greater Club and District unity, membership participation, and public awareness of Exchange goals, principles, ideas and programs/projects, and to be linked to District and National Exchange Club websites.
- D. The club's website address shall be listed on each club page of the District Leadership Directory.

III. QUALIFICATIONS AND SCORING

- A. There shall be two categories of competition: (1) clubs reporting 50 or more active members as of July 1 of the award year, from April 1 through March 31, and (2) clubs with fewer than 50 active members.
- B. To be eligible for a District or National Award, the club must have completed an active website accessible on the World Wide Web by March 1 of the award year. Judging will be completed no later than April 5 of the award year, and must be submitted to National no later than April 10.
- C. Deadline for District Awards Chair to receive the entry form is March 10. The Judging Criteria form is on the following page.
- D. The District Awards Chair will appoint three judges to view, evaluate, and score websites for whom entry forms have been received.
- E. The winner of each year's award will be ineligible for award competition for one year after winning the "Best Website Award."

- G. Judges will score each website based on the judging criteria listed below, with a maximum of 50 points per club, per judge. The club with the highest total score from the three judges' evaluation shall be the winner in each size category. In case of a tie in score, the panel of judges must determine a single overall winner in each size category.

- H. Judges should be professionals with several years' experience in the field, and not be members of one of the Exchange Clubs which has submitted a website for critique.

- I. The winner in each category will receive an "Outstanding" patch to be added to the "Web Site" patch for this award. All clubs who enter competition will be given a "Web Site" patch.

JUDGING CRITERIA FORM is on the following page.

CLUB WEBSITE JUDGING CRITERIA FORM

CLUB NAME _____ 50+ Members
 Name of Judge _____ 49 Members or fewer

Maximum points for award: 50 **TOTAL SCORE GIVEN:** _____

I. CONTENT (maximum: 20 points) **Comments:** _____

1. Balance: Is the content engaging, timely, clear, relevant, and balanced between general information about Exchange and the club specifically? _____
2. Does the site carry the correct National Exchange Club logo, complete and correct club name? _____
3. Does the site carry the city, state, meeting time and place of the club? _____
4. Is there news of upcoming club projects, other events, meetings, with officer and member information (and is all information **current**)? _____
5. Is club contact information easy to find? _____
6. Does the writing meet acceptable standards of punctuation, sentence structure, grammar, spelling? _____
7. Is writing concise, understandable, and accurate? _____

SCORE FOR THIS SECTION _____

II. STRUCTURE AND NAVIGATION (maximum: 10 points) **Comments:** _____

1. Is the structure and navigation site intuitive? _____
2. Is information organized in such a way as to make it easy to find, allowing access to the breadth and depth of the content? _____
3. Is the navigation consistent and effective throughout the site? _____
4. Does the site provide "live" links to National's site, Club or District sites, and CAP Center sites? _____

SCORE FOR THIS SECTION _____

III. VISUAL DESIGN (maximum: 10 points) **Comments:** _____

1. Is the design of high quality, easy to read, appropriate and relevant for Exchange and its mission? _____
2. Does it present a positive image of the organization as a whole? _____

SCORE FOR THIS SECTION _____

IV. FUNCTIONALITY (maximum: 10 points) **Comments:** _____

1. Does the site download quickly and have links? _____
2. Is any new technology used functional and relevant for the intended audience? _____
3. Does the site work cross-platform and is it browser independent? _____

SCORE FOR THIS SECTION _____

PLEASE ENTER TOTAL SCORE ON TOP LINE OF FORM

DISTRICT WEB SITE AWARD ENTRY FORM FOR CLUBS

Year: _____

This form must be completed and submitted by a club officer to the District Awards Chair no later than March 1 in order for the site to be viewed and critiqued.

This is to provide time to submit the District winners to National, whose deadline date is April 10.

Please enter the following web site in the:

Best Club Web Site (50 or more members) competition.

Best Club Web Site (49 or fewer members) competition.

Club Name _____

URL or Address of Site: http:// _____

Webmaster's Name: _____

E-mail Address of Webmaster: _____

Club Officer's Name: _____

I certify that the above site is the official of my club.

Signature of club officer

=====

For District Records Only

Date Received: _____ Awards Chair: _____

Club Notified: _____ Total Score: _____

Sent to National: yes no Date sent: _____

CHAPTER 8

Big "T" Award and Outstanding Big "T" Award

ELIGIBILITY

All District Exchange Clubs meeting the General Eligibility requirements shall be eligible for the Big "T" Award in their respective membership categories.

QUALIFICATIONS AND SCORING

- A. After having fulfilled the requirements for the Big "T" Award, the club having the greatest total number of points in each membership category shall receive the District President's Award, the Outstanding Big "T" Award.
- B. Substantiation of the qualifications will be documented from the National Headquarters' Program of Service (POS) form which tabulates awards accepted by National. For District purposes, in order to meet the District deadline for submitting awards information, clubs may project activities that are programmed, funded, and scheduled through the end of the competition year (i.e. June 30), as though they were completed, and count them as such.

Big "T" Award and Outstanding Big "T" Award Competition Entry Form

The Exchange Club of _____ Membership as of July 1 of the previous year _____
 _____ Membership as of most recent published report _____
Club size (>35) (36-60) (61-100) (101+) **Net increase as of May 1 of current year** _____

I. NSA INFORMATION

National Programs are required for service awards YES NO Date: _____
 BEFORE District programs can be counted. Did this club
 receive National Service Award? (200 points for YES) Points awarded: _____

II. INFORMATION FROM LOCAL CLUB

POINTS

Published in DISTRICT Newsletter or EXCHANGE/Today
 (5 pts per edition; 20 max)

* Sent Official Delegates to Past National Convention
 (1 point per delegate; maximum 10 points)

POM an EXCEL or Student Club (100 points per club)

Maintain an existing EXCEL/Student Club throughout
 the year (50 points)

TOTAL POINTS FOR LOCAL INFORMATION

III. THIS SECTION TO BE FILLED OUT BY DISTRICT STAFF; INFO DRAWN FROM REPORTS ON FILE WITH DISTRICT RECORDS or AT NATIONAL OFFICE

AMERICANISM	POS Report	POINTS
(1 point per event)		

CHILD ABUSE PREVENTION
 (1 point per event)

SERVICE TO YOUTH
 (1 point per event)

COMMUNITY SERVICE
 (1 point per event)

TOTAL ADDITIONAL POINTS SECTION III

IV. Maintained an active club Website
 (max 10 points)

Sent club newsletters to District President, President Elect, Secretary,
 Division Director, Awards Chair; also National office? (max 10 points)

** Registered/Attending Reps at Mid-Winter Conference
 (1 point per % membership as of end of the month preceding conference)

Sponsor and POM New Club of 24 or less (75 points per club)
 as of May 31 of present year

Sponsor & POM New Club of 25 or more (100 points per club)
 as of May 31 of present year

Re-build (Add 10+ members) to an Under-Strength Club OR
 Participate in "Turn Around"/"Renaissance" (100 points)

**TOTAL POINTS
 SECTION IV**

(Page 2, Tally Sheet, Big "T")

POINTS

V. Net increase in membership (5 points each net increase)
as of May 31 of present year

Sent Official Delegates to District Convention (summer)
(1 point per % membership as of end of month preceding Conference)

Participated in District Youth of Year Competition
(20 points)

Participated in District ACE Competition
(20 points)

Displayed scrapbook at District Convention
(20 points)

Hosted District Travel Gavel
(5 points per visit)

TOTAL POINTS
SECTION V

SUMMARY

I. TOTAL POINTS FOR
NSA Received

II. TOTAL POINTS FOR
Local Club Information

III. TOTAL POINTS FOR
Program of Service Information

IV. TOTAL POINTS FOR
Section IV Information

SUBTOTAL

V. TOTAL POINTS FOR
Section V Information

GRAND TOTAL OF BIG "T" POINTS

**** Names of delegates to National**
Convention (previous summer)

*** Names of delegates to District Mid-Winter**

CHAPTER 9

DISTRICT SERVICE AWARDS

District awards follow the guidelines of the National organization, and the District gives awards patches for the four major National Programs of Service (POS):

American Citizenship,
Community Service,
Youth Activities, and
Child Abuse Prevention.

Each club must meet the minimum requirement of doing two projects in each category in order to receive a District patch, with the exception of the Travel Gavel patch, which may be given if a club has hosted the District Traveling Gavel only one time.

In addition to the four Programs of Service, other awards patches provided by the District are unique and may not be given by National:

Club Builder
Club Newsletter
Club Website
Club Scrapbook
Club Membership
Youth of the Year
A.C.E. of the Year
Original Service Project
District Convention Attendance
District Traveling Gavel
Turn-Around Club
Big "T"

An "Outstanding" awards patch in each category and in each membership size group will be given at the District Convention to the club accumulating the most total points for each service project category as documented in the Big "T" award form.

CHAPTER 10
ORIGINAL SERVICE PROJECT AWARD and
OUTSTANDING ORIGINAL SERVICE PROJECT AWARD

ELIGIBILITY

All Texas District Exchange Clubs are eligible to compete as outlined under General Eligibility requirements.

QUALIFICATIONS AND SCORING

In recognition of the fact that most of the existing National and District programs of service were created on the local level, this category has been created to promote interest in the development of new programs and to reward those efforts.

- A. Projects are limited to those that do not exist as a National or a District (Texas or otherwise) program of service, or as a program of any other service organization. Projects must be original, meaning they were created, documented, and carried out by the one club submitting the project for competition.
- B. Projects must have been originated and implemented with a completion date no later than two weeks prior to the District Convention. Date of origination/implementation should not be more than eighteen months prior to completion.
- C. A narrative of the project must be e-mailed to the District Awards Chair, or postmarked no later than two weeks prior to the District Convention, and be documented on the National Outstanding Service Project Award Application form contained in the National Awards Handbook.
- D. There may be three judges scoring independently. They will be allowed considerable leeway in their judging; however, the following items will receive heavy emphasis and will provide the basis for scoring.

CRITERIA AND POINT DISTRIBUTION

- 25: Impact of the project within the community
- 25: Amount of and type of involvement of community members (other than Exchangites)
- 25: Percent and degree of club membership involvement
- 25: Was the image of Exchange Club enhanced within the community?
- E. Scores of each judge will be averaged together. The club project receiving the highest averaged scoring will be the winner of the Outstanding Original Service Project Award at the District Convention.

CHAPTER 11

SCRAPBOOK AWARD and OUTSTANDING SCRAPBOOK AWARD

Judge: _____

Club being judged: _____

Club size: 101+ 61-100 36-60 35 or fewer

ELIGIBILITY: All clubs meeting the General Eligibility requirements are eligible. Those who enter a Scrapbook at District Convention and score fifty (50) or more points on the outline below will receive the Scrapbook Award patch. The Scrapbook receiving the highest total accumulative points will receive the Outstanding Scrapbook Award.

RULES: Your Exchange Club Scrapbook should be based on the activities of the year immediately past, and must be submitted to the Awards Chair on the first day of the District Convention.

JUDGING CRITERIA

I. Introduction: Maximum points, 20

The following four items are required, and each is worth 5 points:

- Table of Contents, with numbered pages
 - List of Club officers and Directors
 - List of Committee Chairmen
 - Current roster of members
-

II. Organization:

A. Club Activities: Maximum points, 20

A balanced presentation through photographs and text material relating to the club's activities and achievements for the year, with each activity and achievement labeled with names or the jobs performed by individuals in that activity.

B. Originality and Overall Appearance: Maximum points, 10

C. Individualization of Activities: Maximum points, 20

Clubs participating in activities such as Youths of the Month, Prayer Breakfast, and National activities, etc., will be considered. The more variety presented, the higher the rating.

D. Continuity of Presentation: Maximum points, 10

This category is concerned with the overall organization of the Scrapbook. Is there a theme, and is it followed throughout the book?

III. Esthetics:

A. Neatness: Maximum points, 10

B. Variety of Presentation: Maximum points, 10

Consideration is given to the variety and types of items presented in the Scrapbook, such as photos, newspaper clippings, programs, tickets, and the like. The judges will be aware that newspaper items are difficult to get space in larger cities, and judges will take this into consideration.

TOTAL POINTS: _____

CHAPTER 12

DISTRICT CONVENTION ATTENDANCE AWARD

ELIGIBILITY:

All clubs meeting the *General Eligibility* requirements are eligible for this award.

QUALIFICATIONS AND SCORING

- A. There will be awards for four different levels.
 1. Level I for clubs with memberships of up to 35 members.
 2. Level II for clubs with memberships of 36-60.
 3. Level III for clubs with memberships of 61-100.
 4. Level IV for clubs with memberships of 101 and larger.
- B. The scoring shall be a simple percent, with the number of active members reported on the Membership Report Form of two weeks prior to the District Convention , divided into the number of members officially registered and in attendance at the Annual District Convention. The club with the highest percentage in each category will receive the award patch.
- C. An officially Registered Attendee is an Exchangite whose registration fee has been paid and is physically present at Convention sessions. Record of attendance at Convention sessions may be obtained by an Official Roll Call.

CHAPTER 13

THE "TRAVELING GAVEL" AWARD

PURPOSE

The purpose of the Traveling Gavel is to encourage more frequent Inter-Club visits.

TYPE OF AWARD

The Traveling Gavel award is a banner patch and is presented annually at the District Convention to each club that has participated in securing the Gavel. The club with the highest number of possessions will receive an "Outstanding" patch in addition to the Gavel patch.

ELIGIBILITY

All active Exchange Clubs in the Texas District are eligible to compete for and to receive the award, irrespective of membership category.

AWARD CRITERIA

To receive this award, a club must have acquired the District's super-size Gavel at least once during the year preceding the Annual District Convention. Criteria for acquiring the Gavel are as follows:

- A. The visiting club must send a member or members to attend a regular club meeting of the club currently holding the Gavel (the host club). Scheduled visits are encouraged, and prior reservation is required.
- B. Upon receiving the Gavel, the visiting club shall notify the District Travel Gavel Chair as soon as the Gavel has been claimed. E-mail correspondence is highly recommended. The notice shall state the date of the Gavel transfer.
- C. If no club has requested to retrieve the Gavel within a reasonable amount of time, an individual from the host club may deliver the Gavel to another club. A Division Director may not be the person delivering the Gavel to a club within his/her own Division. The host club is still responsible for notifying the District Travel Gavel Chair as to the change of the Gavel's location.

- D. The District Awards Chair shall notify clubs of the location of the Gavel via e-mail as soon as the clubs report the most recent move. For a "Gavel Grab," instead of a "Gavel Delivery," it shall be the responsibility of the host club with the Gavel to inform the visiting club about any deviation as to time and location of the host club's meeting, if it is different from that shown in the latest issue of the District NEWSLETTER and the District WEBSITE.
- E. If a club has reserved the pick-up of the Gavel but fails to attend the meeting at the set time, and if another club has a member or members present, the second club may claim the Gavel. The club forfeiting the Gavel by its absence must place a new request with the next host club to reserve another time for a Gavel pick-up.
- F. Once the Traveling Gavel has been transferred from the relinquishing club to the visiting club, the relinquishing club can not reclaim the Gavel until it has been transferred to a third club. This is to encourage more visits with different clubs.
- G. District Officers and Board members are not eligible to be representatives of a visiting club to claim the Gavel for their local clubs. They may accompany a "regular" club member, but may not be the sole representative for pick-up of the Gavel. Division Directors may claim the Gavel from a club if that club is outside their own Division.
- H. One week prior to the Annual District Convention, the District Awards Chair shall tabulate the transfers of the Gavel during the year to determine which club has received the Gavel the highest number of times in that year.
- I. The Gavel shall be given to the club that received the "Outstanding" patch at the District Convention, in order to begin the new administrative year, UNLESS a new club has been chartered. In that case, the Gavel shall be awarded to the newest club which has most recently been established.
- J. In the event that more than one club ties for the "Outstanding" award, the Gavel shall be given to one club by means of a suitable drawing.

CHAPTER 14

DISTRICT OUTSTANDING EXCHANGITE AWARD

ELIGIBILITY

A Texas District Exchangite who, by his/her participation in Exchange-oriented programs, as well as other civic, community, business and religious activities, has reflected greatness on Exchange and especially the District, may be nominated for this award.

QUALIFICATIONS AND EVALUATION

A. The recipient of the District Outstanding Exchangite Award shall be selected by a special committee of not less than three (3) members consisting of any of the following:

- The current District President
- Past District Presidents
- Past recipients of the award

The Chair of this committee will normally be the current District President.

B. A former recipient of this award may be nominated a second time, after a five-year moratorium.

C. Any Exchange Club which has a member who has devoted much time to overall District activities, and whose other qualifications clearly make him/her a serious candidate for this award, may nominate a member for consideration by the judges. Any individual Exchange Club member may also submit a nomination. The nomination should be submitted on the form for District Outstanding Exchangite Nomination (form included on the following page).

D. The judges will review all applications received and will base their individual decisions only on the material set forth in the nomination form. The Committee should decide if their District Exchangite of the Year will be entered into the National competition for National Exchangite of the Year. Therefore, the District Awards Chair should receive the clubs' nominations no later than April 1, so that the district's evaluation process will be completed to assure the nomination can meet National's May 1 deadline to receive nominations.

E. The presentation of the award will take place at the District Convention.

EVALUATION GUIDE

- A. Each nomination form shall contain a narrative statement of the nominee's qualifications. The form will be the only basis for selecting the recipient of the award, so it must be as complete as possible. No point count will be established. Judges will select the recipient on the basis of mutual agreement.
- B. The form should provide the information on posts held in the local club for the current Exchange year, i.e. committees, committee chairmanship, board member, club offices, and other club-level activities and accomplishments.
- C. The form should provide information on posts held at National or District level, responsibilities and accomplishments related thereto.
- D. The form should provide information on other qualifications, including a resumé of community activities and business background for the betterment of Exchange.
- E. Emphasis should be placed on accomplishments during the current Exchange year.
- F. Nominations must be submitted to the District Awards Chair, postmarked no later than April 1.



Texas District Outstanding Exchangite Nomination

Nominee's name

Candidate's
Club Name

Business firm or
Profession

Address

Date of birth

Number of children	Ages of children
-----------------------	---------------------

Current Offices and Committee Memberships Held

Local club level:

District level:

National level:

Previous Offices and Committee Memberships (including dates)

Basis for Recommendation as District Outstanding Exchangite

Club level:

District level:

National level:

Please provide additional information on separate pages, if desired

CHAPTER 15

DISTRICT OUTSTANDING CITIZEN AWARD

PURPOSE

The Texas District Outstanding Citizen Award honors an American whose life is a vivid example of the Exchange Club Covenant of Service to God, to country, and to one's fellow man. The nominee shall be an individual who is not a member of an Exchange Club. (Golden Deeds recipients would be excellent candidates.)

ELIGIBILITY AND EVALUATION

- A. To be eligible, the nominee must be a citizen of the Texas District without regard to race, creed, color, or national origin.
- B. The nominee must, over a long period of time, have rendered outstanding service to his/her community and state in any cause that strengthens our great country, and in his/her daily life, excels in the exemplification of the noble precepts of the Exchange Club Covenant of Service.
- C. The nominee's accomplishments should have had an impact beyond his/her own locality or region.

RULES

Nominations may be made by any District Exchangite who is in good standing. The fully documented official District Outstanding Citizen Award form (Chapter 17) **must** be used for **all** nominations. The nominee should be contacted to be certain that he/she will be available to attend the District Convention, should he/she be selected as the winner.

The District will pay for travel expenses to and from the Convention for the recipient, including room and board, if necessary.

- C. **All nominations must submitted to the District Awards Chair and must be postmarked no later than April 1.**
- D. No nominations should be made for persons unable to attend the Convention to receive the award in person, since attendance is a requirement of eligibility.

District Outstanding Citizen Award

Suggested candidate:

Name _____

Please
affix
photo
here

Address: _____

City: _____

Zip code: _____

Spouse's name: _____

Number of children and their ages: _____

Business/profession: _____

Fraternal/Social/Civic Affiliations
(Include applicable dates, offices held, etc.)

Significant contributions at local community, state and national levels:

Recommended by the Exchange Club of: _____

Date: _____

(Continue any item on additional pages)

CHAPTER 16

DISTRICT ALL-AMERICAN VOLUNTEER AWARD

The District All-American Volunteer Award acknowledges and recognizes those Exchangites who work hard at the club level. Many Exchangites contribute much time and energy to their clubs, and they prefer to concentrate their efforts at that level. These Exchangites work long, hard hours to serve their communities, and deserve recognition on the district and the national level. They are the backbone of this organization -- they are our All-American Volunteers. The judging process will be the same as the District Exchangite Award. The District President will present the award to the winner at the District Convention.

A. CRITERIA

- Nominee must attend at least 75% of club meetings.
- Nominee must participate in at least 80% of club projects.
- Any member serving as a district or national officer during the past five years is ineligible.
- Longevity will be considered.
- Only one entry per club will be accepted.

B. JUDGING

- Entries should be submitted to the District Awards Chair and postmarked *no later than April 1* prior to the end of the competition year.
- The District judging will be the same as that for the District Outstanding Exchangite Award.
- Application form is provided in this chapter.



DISTRICT
ALL-AMERICAN VOLUNTEER
AWARD APPLICATION

Year _____

The Exchange Club of _____

Submits in nomination: _____

for the District All-American Volunteer.

Activity and points shown are for the time period July 1 to June 30, _____
Application is due to the Awards Chair and must be postmarked no later than April 1.

1. Served on club-level committees: (must document)

2. How many days during the year did the nominee work for Exchange? _____

3. How many hours did the nominee work for Exchange? _____

4. In how many different projects did the nominee participate? _____

5. Nominee attended at least 75% of club meetings Yes No

6. Nominee participated in at least 80% of club projects. Yes No

7. Attach narrative of no more than two pages.

Narrative - District
All-American Volunteer

(page 1)

Date: _____

Candidate: _____

Club: _____ District: _____

Signature:

Club President _____ Date _____

Signature:

District President _____ Date _____

SECTION TWO:

CHAPTER 17 DISTRICT YOUTH OF THE YEAR

ELIGIBILITY

Each Exchange Club in the District is entitled to submit the name of one candidate into District competition.

QUALIFICATIONS AND EVALUATION

The nominee must be enrolled in an accredited high school, public or private, and in the vicinity of the nominating club. The youth must appear in person at the District Convention to be eligible to receive this award, and will read his/her winning essay at the luncheon which honors the outstanding youths. A member of the sponsoring club must be present.

EVALUATION GUIDE

- A. The standardized Official Entry Form prepared by the National Exchange Club must be used for District competition. The Official Entry Form contains complete instructions for the five sections of the form and can be located on the National website.
<https://members.nationalexchangeclub.org/content/youth-monthyear-award>
- B. The Official Entry Form must be completed, then signed by the representing Exchange Club President, and then submitted to the District Youth Awards Chair and postmarked by the deadline announced each year by the Awards Chair before February 1st. The deadline date is based upon the determined date of the District Convention each year.
- C. The topic of the essay portion of the competition will be the one selected by the National Exchange Club.
- D. At least three judges will be selected for District level of evaluating the essays and the selection of the final candidate. The judges are to be Exchangites from clubs that are not submitting candidates for the Award.

LOCAL CLUB RESPONSIBILITIES

It is the responsibility of the sponsoring Exchange Club to:

- * secure the Official Entry Form from the National website;
- * manage the selection process of the local Youth of the Month/Year;
- * give local recognition to the awards recipients;
- * oversee completion of the Official Entry Form of the local winner;
- * submit the required forms to the District Youth Chair, postmarked no later than the announced deadline, each to be accompanied by the essay and a 5"x7" photo;
- * provide transportation to and from the Convention, if needed; and
- * provide a chaperone, if needed.

DISTRICT RESPONSIBILITIES

The District Youth Awards Chair shall:

- Announce the submission deadline prior to February 1st to all clubs;
- notify the club whose nominee is selected as the District Youth of the Year;
- notify the clubs whose nominees were not selected;
- secure the hotel reservations for the youth and the family, if applicable;
- secure the necessary plaque;
- provide the necessary scholarship information to the District Treasurer to enable the Treasurer to pay the student's selected institution at the appropriate time;
- write explanations to be given to the award winner as to the process by which the scholarship will be paid; and
- forward the completed form of the nominee to National Headquarters no later than June 1.

In order to accept this award, the student **MUST** attend the District Convention. The District will pay for the luncheon for the student and the parents, and may pay one night's hotel expenses for them, not to exceed \$500; if the recipient/family have to travel more than 150 miles (one way) to the convention. The District will present a \$2,500 scholarship letter and a plaque to the winner at the annual summer District Convention. The availability of the scholarship will be valid for one year. However, the scholarship can be extended up to one additional year by the Board. There will be a two-year maximum time frame within which the scholarship may be given. If the award is not used within the specified time frame, or the winner does not further his/her education, the scholarship shall be forfeited.

If the nominee from Texas District is selected as the National winner, this student will be presented the Youth of the Year Award and a \$15,000 scholarship at the National Convention. In order to accept this award, the winner **MUST** attend the National Convention. Travel accommodations will be provided by National Headquarters to the winner and his/her parents/guardians.

CHAPTER 18 DISTRICT A.C.E. OF THE YEAR (Accepting the Challenge of Excellence)

ELIGIBILITY

Each Exchange Club in the District is entitled to submit the name of one student for this Award.

QUALIFICATIONS AND EVALUATION

The nominees must be in high school, public or private, in the vicinity of their nominating club. They must have been recognized as having made a dramatic change in attitude and performance sometime during their high school years and are now eligible for high school graduation. Nominee must appear in person at the District Convention to be eligible to receive this award, and will read their winning essays at the luncheon which honors the outstanding youths. A member of the sponsoring club must be present.

EVALUATION GUIDE

- A. The new standardized Official Entry Form prepared by the National Exchange Club competition will be used for District competition.
- B. The completed Official Entry Form for the A.C.E. Awards must be submitted to the District Youth Awards Chair; and must be postmarked no later than the date announced each year by the Awards Chair no later than February 1st. The deadline date is based upon the determined date of the District Convention each year.
- C. The topic of one narrative portion shall describe event(s) of which the student is most proud, and the second narrative shall consist of the student's future plans.
- D. At least three judges will be selected for District level of evaluating the narratives and selecting the final candidates.

LOCAL CLUB RESPONSIBILITIES

It is the responsibility of the sponsoring Exchange Club to:

- * secure the Official Entry Form from the National Website;
- manage the selection process of the local A.C.E. students;
- give local recognition to the awards recipients;
- oversee completion of the Official Entry Forms of the winners;
- submit the required forms to the District Youth Awards Chair, postmarked no later than the announced deadline, each to be accompanied by the essay and a 5x7 photo;
- provide transportation to and from the Convention, if needed; and

- provide a chaperone, if needed.

DISTRICT RESPONSIBILITIES

The District Youth Awards Chair shall:

- Announce the submission deadline prior to February 1st to all clubs;
- notify each club whose nominee has been selected as District A.C.E. Award recipient;
- notify each club whose nominees were not selected;
- secure the hotel reservations for the youths and their parents, if applicable;
- secure the necessary plaques;
- provide the necessary scholarship information to the District Treasurer to enable the Treasurer to pay the students' selected institutions at the appropriate time;
- write explanations to be given to the award winner as to the process by which the scholarship will be paid; and
- forward the completed forms of nominees to National Headquarters no later than June 1.

The District will pay for the luncheon and may pay one night's hotel expenses for each District winner and his/her parents, not to exceed \$500 per youth if the applicant/family must travel in excess of 150 miles (one way) to the convention. The District will present a \$2,500 scholarship letter to each winner at the annual summer District Convention. The availability of the scholarship will be valid for one year. However, the scholarship can be extended up to one additional year by the Board. There will be a two-year maximum time frame within which the scholarship may be given. If the award is not used within the specified time frame, or the winner does not further his/her education, the scholarship shall be forfeited.

PURPOSE OF THE AWARD

The A.C.E. Award recognizes high school students who have made a dramatic change in their attitude and performance sometime during their high school years; and are now eligible for high school graduation. These "at risk" students often overcome great physical, emotional or social obstacles, yet few receive recognition.

This is a positive program with two key objectives. First it encourages 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.

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

INSTRUCTIONS

1. Contact your high school for a potential candidate for the award. A partial list of difficulties to overcome could include language, delinquency, child abuse, or physical or substance abuse.
2. Ensure that the candidate will graduate from high school this year.
3. Obtain school officials and parent/guardian signatures.
4. Recognize the selected individual at an appropriate meeting.
5. If you plan to enter your candidate in District competition, your club's A.C.E. Award Chair must prepare a description narrative for each student (250 word maximum), and have the candidates write their two brief narratives (250 word maximum).
6. The District may use the same judging procedure as National to determine its own selection process.
7. The District may select one candidate to submit to National by June 1st. Advise the candidates that they may be contacted by a representative of The National Exchange Club to obtain additional information for publicity purposes.

See note under Section 3 of the Official Entry Form
for candidate eligibility at the National level.

CHAPTER 19 DISTRICT EXCEL STUDENT OF THE YEAR

ELIGIBILITY

Each Exchange Club in the District is entitled to submit the name of one individual student for this scholarship. The amount of the scholarship is \$2,500.

QUALIFICATIONS AND EVALUATION

The Excel Scholarship is to be awarded to a graduating senior who has been an active member of their high school's Exchange Excel Club since September of the current school year and plan to attend college in the Fall of their graduating year. Along with the application and a 250 word narrative, they must submit two letters of recommendation from any of their teachers. They must appear in person at the District Convention to be eligible to receive this award, and they will read their winning essays at the luncheon which honors the outstanding youths. A member of the sponsoring club must be present.

EVALUATION GUIDE

- A. The Rubric below will be used by the sponsoring club as a scoring guide for each entry:

Excel Scholarship Rubric

Item	Number	Points/ each	Total Points Per Item
Months in Excel		10	
Number of Extra Curricular Activities		2	
Number of Excel Related Activities		4	
Club Memberships		1	
Offices Held outside of Excel		2	
Offices Held within Excel		4	
Awards Received		2	
Total Points for this section:			
Points for Narrative (Up to 50)			
Grand Total of Points			

- B. The completed District application (to follow), narrative, letters of recommendation and rubric scoring must be submitted by the local sponsoring club by the deadline announced by the Awards Chair prior to the District Convention each year.
- C. The topic of one narrative portion shall describe event(s) of which the student is most proud, and the second narrative shall consist of the student's future plans.
- D. At least three judges will be selected for District level of evaluating the narratives and selecting the final candidates. The judges are to be Exchangites from clubs that are not submitting candidates for the Award.

LOCAL CLUB RESPONSIBILITIES:

It is the responsibility of the sponsoring Exchange Club to:

- * share the Official Entry Form found on the District website;
- manage the selection process of the local Excel student;
- give local recognition to the award recipient;
- oversee completion of the Official Entry Form of the winner;
- submit the required forms to the District Youth Awards Chair, postmarked no later than the announced deadline, each to be accompanied by the narrative and a 5x7 photo;
- provide transportation to and from the Convention, if needed; and
- provide a chaperone, if needed.

DISTRICT RESPONSIBILITIES

The District Youth Awards Chair shall:

- Announce the submission deadline prior to February 1st to all clubs;
- notify each club whose nominee has been selected as District Excel Award recipient;
- notify each club whose nominee was not selected;
- secure the hotel reservations for the youth and their parents, if applicable;
- secure the necessary plaque;
- provide the necessary scholarship information to the District Treasurer to enable the Treasurer to pay the students' selected institution at the appropriate time;
- write explanations to be given to the award winner as to the process by which the scholarship will be paid.

The District will pay for the luncheon and may pay one night's hotel expenses for each District winner and his/her parents, not to exceed \$500 per youth if the applicant/family must travel in excess of 150 miles (one way) to the convention. The District will present a \$2,500 scholarship letter to the winner at the annual summer District Convention. The availability of the scholarship will be valid for one year, however, the scholarship can be extended up to one additional year by the Board. There will be a two-year maximum time frame within which the scholarship may be given. If the award is not used within the specified time frame, or the winner does not further his/her education, the scholarship shall be forfeited.



SCHOLARSHIP APPLICATION FORM

NAME: _____
Last Name First Name Middle Initial

Address: _____

Telephone Number _____

Email Address: _____

Name of Excel Club: _____ Date Joined Excel: _____

College/University you are attending/will attend in Spring/Summer/Fall of your graduating year:

Program Certificate/Degree you are seeking. _____

Number of Credit Hours you will be enrolled for _____ Semester _____ Quarter

Extra-curricular activities, club memberships, offices held, awards received, etc. _____

Describe how you give back to your community (up to 250 word narrative). And attach it to this application.

Two letters of reference are required.