**CONGRATULATIONS** on your appointment as Awards Chair. As stated in the Duties & Guidelines, your main job is to secure award information and oversee the Awards Presentation at State Convention.

**ONLY KEEP THE MOST RECENT FORMS.** Before changing out the IC Forms,make sure that the state information is included so there is not confusion on when to send to the state and when to send to IC.

When getting ready to pass this book on to your successor, you just need to keep a copy of your Award Winners from State Convention and then the previous two (2) years. If you have more than three (3), just throw the oldest one(s) away.

Become familiar with each of the Awards that are presented at State Convention.

1. **Outstanding Youth Award:**
* The forms from this award are on the ESA website under “International Council Forms”. Check the application portion of the forms you have, with the updated ones on the website. Make sure there have not been any changes.
* Keep in mind that we ONLY give an award ($100 from the PPA) to the Senior High winner.
* The dates for the Kentucky State Awards Chair to receive these forms is different from the IC deadline. State deadline is February 1st, IC deadline is March 1st. The reason is because the winner for the State Outstanding Youth is automatically sent to IC. If the State deadline was March 1st, then you would have no time to judge and receive a state winner and then pass it on to IC.
* Any chapter can submit to IC, but the State winner is automatically sent by the State Award’s Chair.
* It is recommended that you secure outside judges for this Award. You might consider asking the IC & SERC Reps that have been assigned to our state. If you’re not sure who they are, check with the State President for their names and contact information.
* There is only one (1) winner for this award.
1. **Distinguished Achievement Award:**
* This award was formally the DIANA Award. The name was changed because ESA started receiving men in the organization.
* The forms from this award are on the ESA website under “International Council Forms”. Check the application portion of the forms you have, with the updated ones on the website. Make sure there have not been any changes.
* The dates for the Kentucky State Awards Chair to receive this form is different from the IC deadline. State deadline is February 1st, IC deadline is March 1st. The reason is because the winner for the State Distinguished Achievement Award is automatically sent to IC. If the State deadline was March 1st, then you would have no time to judge and receive a state winner and then pass it on to IC.
* It is recommended that you secure outside judges for this Award. You might consider asking the IC & SERC Reps that have been assigned to our state. If you’re not sure who they are, check with the State President for their names and contact information.
* There is only one (1) winner for this award.
1. **Eugenia Smith Individual Member Award:**
* This is a PPA Award, which means that the Past Presidents are in-charge of the guidelines.
* This award must be postmarked by March 1st.
* A Chapter Award’s Chair, Chapter President, or Chapter Membership Chair is to submit the application.
* This award is presented to the member who has pledged or reinstated the most members in ESA from March 1 – February 28/29.
* Judging is based on 10 points for each pledge and 8 points for each reinstatement.
* A First, Second, and Third Place is awarded.
1. **Outstanding Chapter Award:**
* This is a PPA Award, which means that the Past Presidents are in-charge of the guidelines.
* This award must be postmarked by March 1st.
* There are two (2) Divisions for this Award (I and II). Division I is for chapters who have 1-14 members; Division II is for chapters with 15 or more members.
* A judging sheet is provided. It is suggested to get outside judges if you have several entries for a Division. It is also a good idea not to put the chapter name or number on the entry in the event someone knows members in that chapter.
* A First, Second, and Third Place is awarded for each Division (Division I and Division II).
1. **Philanthropic Award:**
* The Philanthropic Director is in charge of making sure that entries are submitted for this award.
* You will receive the tabulation from the Philanthropic Director for the following:
* Monies Division I – A First, Second, and Third Place is awarded.
* Monies Division II – A First, Second, and Third Place is awarded.
* Hours Division I – A First, Second, and Third Place is awarded.
* Hours Division II – A First, Second, and Third Place is awarded.