



Appointed Board Duties & Guidelines



Kentucky State Council

Written & Compiled by Vicky Jones

Awards Chairman

General

- Your main job is to oversee the awards presentation that is presented at State Convention.
- You will also secure information for the Southeastern Regional Council (SERC) Awards.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- 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.

2. 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.
- 3. 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.
- 4. 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).
- 5. 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.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Start gathering information for the SERC Awards Form. These awards are for June 1 of previous year to May 1 of this year. A copy is in these guidelines. You will need to contact several Appointed and Elected Officers on the Kentucky State Council Board in-order to fill out the form:
 - **Adelaide Smith Disaster Fund Award** – contact the State Jr. Past President and/or the IC Jr. Past President.

- **Jean Freeman's Happiness Is** – contact the State Philanthropic Director
- **Joan Mason St. Jude Award** – contact the State ESA for St. Jude Coordinator.
- **SERC Educational Award** – contact the State Educational Chair
- **Barbara Riley Circle of Life Award** - contact the State ESA for St. Jude Coordinator.
- **Thelma Waggoner ESA Foundation Award** - contact the State ESA Counselor.
- **Jan Lee Easter Seals** - contact the State Easter Seals chair.
- **Gennie Haralson Mileage Award** – contact the State President to see who is attending.
- **Joyce Robyn Rushing Award** - contact the State Membership Chair and/or the State Vice President.
- **Ennis Karns Hope for Heroes Award** - contact the State Hope for Heroes Chair if one was appointed.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.
- Make sure you have mailed in your SERC Awards Report Form to the SERC Awards Chair.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Begin preparing packets with Awards information and forms to be given to each Chapter President at the Fall Board meeting. Sample letters, award information and forms are included in these guidelines. Most deadlines for Awards are February 1st and March 1st. The Awards you have direct supervision over are:
 - Eugenia Smith Individual Member Award
 - Outstanding Chapter Awards (Division I & II)
 - Distinguished Achievement Award
 - Outstanding Youth Awards (Junior & Senior)
 - Hattie Page Circle of Life
 - Marie Shellman Disaster Fund Memorial
- Contact the State President informing her/him that you would like time on the agenda to discuss awards and hand out packets at the Fall Board meeting.

September

- Attend the all Board meeting. During the meeting explain the contents of the Awards packet.
- Keep in mind that the State Youth Awards and Outstanding Individual Achievement Award deadline is February 1st, but the IC deadline is March 1st. Make sure the members understand that you have to have time to receive the entries and have them judged before the March 1st deadline. Kentucky State Youth Award winner is automatically submitted to the IC Youth Award Chair, and the Distinguished Individual Award winner is submitted to the IC Distinguished Individual Award Chair.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Remind members about the Awards deadlines.

December

- Enjoy your time

January

- You should start receiving Youth Award entries and Distinguished Individual Award entries.
- Check your awards box to see if you need to order or print award certificates. Be sure to review the budget to make sure money has been budgeted for that expense.

February

- February 1st is the deadline for some of your entries.
- It's recommended that you secure either out of state ESA Members or in-state nonmembers who do not know the Youth Award & Distinguished Individual Award entries to be judges. Consider asking the IC and SERC Reps to be the judges.
- Forward the forms for the winner of the Youth Awards (Jr & Sr) to the IC Youth Chair.
- Forward the forms for the winner of the Distinguished Individual Award to the IC Distinguished Individual Award Chair.
- Contact the Past Presidents' Auxiliary Treasurer and let her/him know the winner's name and address for the Outstanding Senior Youth Award so the \$100 check can be sent to the winner.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- March 1st is the deadline for some of your entries.
- Contact the follow for Awards information:
 - State Philanthropic Chair for the philanthropic tabulations for hours and monies.
 - State Educational Director for the Gold Link Award winners.
 - State ESA for St. Jude Chair for chapter with largest contribution to St. Jude.
 - IC Jr. Past President for all chapter giving. You will then calculate the chapter that gave the largest contribution per member to the Disaster Fund.
- Determine the winners of all contests and prepare the certificates.
- Prepare a list of winners for each contest to be given to the Recording Secretary for inclusion in the minutes at the Kentucky State Convention.
- Check deadline for Kentucky State Convention registration.
- Work on your Awards Presentation. Determine if you want to put a fun "twist" on the presentation. You might consider contacting the IC and SERC Reps and ask them to help hand out the certificates during the presentation.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Make sure your permanent file to be given to your successor is ready for state convention.



April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention.
- The Awards Presentation is usually on Saturday following the luncheon.
- Give your permanent files to your successor.



Sample Letter to Give to Chapter Presidents at Fall Board

TO: Chapter Presidents of the Kentucky State Council

FROM: Kentucky State Awards Chair, (Insert your name)

DATE: (Fall Board Date)

RE: Kentucky State Council Award Information

Enclosed in your packet is an overview of the Awards, deadline dates, and person to submit each Award form. Please make sure you distribute these at your next meeting to the appropriate person.

The Award forms enclosed are:

- Outstanding Youth Award (Junior & Senior)
- Distinguished Achievement Award
- Eugenia Smith Individual Members
- Outstanding Chapter (Division I & II)
- Philanthropic Award

Please keep in mind that the Outstanding Youth Award and Distinguished Achievement Award are IC Awards. The deadline to for submission to the State is different from the International Council. I must receive these submissions by February 1st so entries can be judged and the winner can be forwarded on to the IC Chairs.

If at any time you have a question concerning any of these awards, please contact me at _____ (insert phone number) or email me at _____ (insert email).

I encourage you to take time and fill out these forms so your chapter can be part of the Awards Presentation at State Convention.

Kentucky State Council Awards

Following Awards Require Submission of Entry

Contest	Name	Deadline	Send to
Other	Outstanding Youth Award <ul style="list-style-type: none"> Outstanding Jr. High Outstanding Sr. High 	February 1 st	State Awards Chair
Other	Distinguished Achievement Award	February 1 st	State Awards Chair
PPA	Eugenia Smith Individual Member	March 1 st	State Awards Chair
PPA	Outstanding Chapter <ul style="list-style-type: none"> Division I Division II 	March 1 st	State Awards Chair
State Council	Philanthropic Awards <ul style="list-style-type: none"> Philanthropic Monies (Division I & II) Philanthropic Hours (Division I & II) 	March 1 st	Philanthropic Chair

Following Awards Require No Entry

Contest	Name	Description
PPA	Hattie Page Circle of Life	Presented to chapter with the largest contribution to St Jude Children's Research Hospital. Information taken from ESA for St. Jude Chair's Report.
PPA	Marie Shellman Disaster Fund Memorial	Presented to the chapter with the largest contribution per member to the IC Disaster Fund. Information received from IC Disaster Fund Chair.
State Council	Gold Link Award	Presented to the chapter submitting at least six (6) educational program reports by the 10 th of the month following the meeting. Information received from State Educational Chair.



Outstanding Senior High Youth Award

Please find enclosed four (4) pages of information and forms regarding the Outstanding Senior High Youth Award. This award is presented to the student who is chosen by a panel of judges. The award is intended to honor and recognize an outstanding Senior High Student who is judged on Scholastic Ability, Character, and Leadership Skills—in general, a well-rounded student.

All Senior High School students are eligible to apply. The winner on the International level will receive \$1,000.00 grant which may be applied toward tuition, registration, fees, books, supplies, and equipment, or any other college fees or academic expenses.

The forms and information must be postmarked no later than February 1st and submitted to the Kentucky State Council Awards Chair for Kentucky judging. The winner will automatically be sent to the International Council Youth Award Chair for submission.

If you would also like to apply to the International Council, forms and information must be postmarked no later than March 1st and submitted to the IC Awards Chair. The winner of the IC Award will be notified by May 15th

Applications improperly completed, incomplete, or not on the current form, and postmarked by the specific due dates, will be disqualified.



Outstanding Senior High Youth Award Application

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP _____

Dear Applicant:

This completed application and all required enclosures must be sent to the Kentucky Awards Chair
POSTMARKED NO LATER THAN FEBRUARY 1ST.

IC Youth Awards Chair **POSTMARKED NO LATER THAN MARCH 1ST**. If you are a winner of the Epsilon Sigma Alpha International Council (IC) Outstanding Senior High Youth Award Contest, you will be notified by May 15th.

Applications improperly completed, incomplete, or not on the current form will be disqualified.
Read the instructions carefully.

I certify that all facts in this application are true to the best of my knowledge.

Applicant's Signature _____ Date _____

(For Office Use Only)

Meets criteria of the designated
scholarship Meets one of the
following:

_____ 3.0 GPS minimum on a 4.0 Grade Scale **OR**

_____ At least a score of ACT 22 / SAT 1030 (Verbal and Math)

_____ Three (3) letters of recommendation

_____ Application signed by the applicant

_____ An official transcript

_____ Student's essay

_____ Met the deadline

_____ Picture

Date Received: _____

Outstanding Senior High Youth Award Application

The name of this award shall be known as the **Epsilon Sigma Alpha (ESA) Outstanding Senior High Youth Award**

The International Council(IC) of ESA shall select the Outstanding Senior High Youth based upon the following criteria:

Scholastic Ability:

- A. The applicant shall be a senior high student who meets one of the three academic qualifications:
 - Have a minimum 3.0 GPA on a 4.0 Grade Scale **OR**
 - Have a minimum ACT score of 22 or SAT score of 1030 (Verbal and Math)
- B. The applicant shall provide a copy of the most recent and “certified” transcript to verify grades and/or test scores.

Character and Leadership Skills:

1. The applicant shall provide the judging committee with three (3) letters of recommendation. At least one recommendation shall be from a teacher or school official. Recommendations shall not be submitted from members of the applicant’s family. Recommendations should be originals of recent (current) year.
2. The applicant shall provide a personal essay. The essay topic shall be “***What is the definition of an outstanding individual and how do I personally meet this definition?***” There is no specified length requirement; however, typewritten essays are preferred. The essay must be an original, which is signed and dated by the applicant.

Rules and Regulations

- The winner of the Outstanding Senior High Youth Award will be chosen annually. A person may receive this award only **one** time. A person may apply for this award as many times as they wish as long as they meet the criteria. No special consideration will be given to an applicant who makes a second or third entry for this award.
- The deadline for submitting applications will be **February 1st** to the Kentucky Awards Chair and **March 1st** to the International Council Youth Award Chair. **All necessary information must be included with the application form at that time.**
- The applicant must apply for this award to his/her individual State ESA Youth Award Chair. (If no State Chair directly to the IC Awards Chair.) The application with all attachments, if approved, will be forwarded to the International Council Awards Chair and committee for approval and judging.
- A letter will be sent to the IC winner (only) after judging has been completed no later than May 15th.
- Enclose a **photo of student**.

The Outstanding Senior High Youth Award winner will receive:

1. The winner of the Kentucky State Senior High Youth Award shall receive \$100.
2. The winner of the IC Epsilon Sigma Alpha Outstanding Senior High Youth Award shall receive the ESA Foundation Outstanding Youth Award Grant in the amount of \$1,000.00 provided:
 - The International Council (IC) Board representative notifies the ESA Foundation by May 1st.
 - There are adequate funds to give the grant in the fund account by April 1st.
 - The winner meets the criteria established for the Outstanding Youth Award.
 - The award, in the amount of \$1,000.00 grant, may be applied toward tuition, registration, fees, books, supplies and equipment, dormitory fees, or any other college fees or academic expensed.
 - The award shall be made payable to the recipient and the institution of higher learning of the winner's choice. If the college or university of choice is changed, the Scholarship Director of the ESA Foundation should be notified immediately. The check should be returned and another check issued by the ESA Foundation to the correct college or university.
 - It is understood that the grant award will be held in escrow should the recipient not be a high school graduate or ready to continue his/her education. The ESA Foundation shall provide a certificate for the recipient, which will be redeemable for the designated grant at the time a college is selected.
3. The Outstanding Youth will receive a certificate from the International Council of Epsilon Sigma Alpha.
4. The International Council of Epsilon Sigma Alpha Outstanding Senior High Youth Award winner will be contacted as to the type of presentation that will be held at IC Convention, which will be determined by the IC President.



Outstanding Junior High Youth Award

Please find enclosed three (3) pages of information and forms regarding the Outstanding Junior High Youth Award. This award is presented to the student who is chosen by a panel of judges. The award is intended to honor and recognize an outstanding a Junior High Student who is judged on Leadership qualities, Community involvement, Service, and Accomplishments that make the student an Outstanding Youth.

All Junior or Middle High students, grades 7th to 9th, are eligible to apply.

The winner on the International level will receive a \$500 cash award.

The forms and information must be postmarked no later than March 1st and submitted to the IC Awards Chair. The winner of the IC Award will be notified by May 15th

Mail directly to the International Council Awards Chairman.



Outstanding Junior Youth Award Guidelines

Suggested Topics for Essay:

- “What I Have to Offer as a Leader of Our Country”
- “The Future – Where Do I Fit In?”
- “I See the Future as _____”
- “Our Youth – Our Future”
- Any other topic relative to those listed

Requirements for Entry:

1. Students must be enrolled in grades 7th – 9th and passing all subjects.
2. Student shall write an essay without notes. Essay must be written in the presence of and signed by a teacher or school official and signed by an ESA member.
3. After local judging, the essay may be typewritten with necessary spelling and grammatical changes noted. The original handwritten essay should be attached to the typewritten essay.
4. Student must sign his/her completed essay.
5. Essay is limited to 500 words.
6. The student shall submit letters of recommendation from three (3) citizens in the community who are not related to the student.

Judging will be Based on the Following:

- Quality of essay
- Leadership Qualities
- Community involvement and service
- Accomplishments that make the student an Outstanding Youth

Entry Shall Consist of:

1. Original essay signed by a school official, an ESA member, and the applicant.
2. Three (3) letters of recommendations.
3. Completed Application
4. Completed forms from parents and teachers.
5. Completed form from ESA Chapter President or Awards Chair, or State President or Youth Award Chair, if a state entry.

The International Council Outstanding Junior High Youth Award winner shall receive a \$500 cash award.



Outstanding Junior Youth Award Application

NAME: _____

ADDRESS: _____

CITY _____ COUNTY _____ STATE _____ ZIP _____

AGE _____ SEX: _____ Female _____ Male

PHONE: _____

NAME OF PARENTS OR GUARDIAN: _____

ADDRESS: _____

TO BE COMPLETED BY TEACHER

I do hereby certify that _____, as student at _____, did write his/her essay under the required supervision. _____ is currently passing all subjects and is eligible to be entered into competition for the Epsilon Sigma Alpha Outstanding Junior High Youth Award.

Signed: _____ Date: _____

THE SELECTION BELOW IS TO BE COMPLETED BY THE INDIVIDUAL AND/OR ESA CHAPTER SPONSORING THEIR APPLICATION.*

I/we do hereby submit the name of _____ as our entry in competition for the Epsilon Sigma Alpha Outstanding Junior High Youth Award.

Individual Name or ESA Chapter Name and #: _____

Signed: _____ Date: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-Mail: _____

DEADLINE: MARCH 1ST

**May be completed and signed by State President or State Youth ward Chair if nominee is a state entry.*



Outstanding Junior Youth Award Permission Form

TO BE COMPLETED BY PARENT OR GUARDIAN

Name of Student: _____

Name of School: _____ Grade Currently Enrolled: _____

Because we feel the involvement of parents is very important in the selection of our Outstanding Junior High Youth, we invite you to share with us an insight into the life of your student. We feel the student's life outside of school activities is a vital part of their well-being, and we ask you to share your expertise on the follow subjects:

1. **LEADERSHIP:** How well does your son/daughter accept responsibility and what leadership qualities does he/she display?
2. **COMMUNITY SERVICE:** Share with us some of the projects your son/daughter is involved within your community. (Example: scouting, aid to the handicapped, community drives, etc.)
3. **PERSONALITY:** Is your son/daughter courteous and well-mannered? How do his/her peers accept him/her? Is your son/daughter respectful of others? What qualities make your son/daughter so special?
4. **ACADEMIC / EXTRACURRICULAR ACTIVITIES:** Does your son/daughter have a job? (Example: newspaper route, babysitting, candy striper, etc.) Please list all academic and extracurricular activities your child participates in. (Example: clubs, sports, student council/student government, etc.)
5. **AWARDS AND HONORS:** Please list all awards and honors received by your son/daughter.
6. **FAMILY AND CHURCH ACTIVITIES:** Please tell about your son's/daughter's involvement with church youth activities and his/her life at home. (Example: helping with chores, siblings, etc.)
7. **PHOTOGRAPH:** Please attach a recent photograph of your son/daughter.

We, the parents of _____, do hereby give our permission for our son/daughter to be entered in the Epsilon Sigma Alpha International Outstanding Junior High Youth Award competition. We do further certify that all facts in this application are true to the best of our knowledge.

Signed: _____ Date: _____

Signed: _____ Date: _____

Distinguished Achievement Award Nomination Form

“To recognize works of outstanding public service”

Epsilon Sigma Alpha International, one of the world’s premier leadership-service organizations is looking to identify people who have unselfishly given of themselves to a remarkable degree in some area of service that benefits others. This person exemplifies the wholesome and inspiring qualities of love, faith, and courage that reflect the ideals of Epsilon Sigma Alpha.

These people may or may not have been recognized for their service before. They may be in the public spotlight on a daily basis or be working quietly in the community to benefit others. In either case, ESA needs your help in identifying such individuals to be honored with one of our organization’s highest awards, The Distinguished Achievement Award.

Award Procedure

- Upon identifying the nominee, have them help the sponsoring chapter complete the Distinguished Achievement Award nomination form.
- Return the nomination form materials to the contact person listed by the date listed on the nomination form.
- A panel of distinguished judges in the community will select the local winner from the finalists.
- The winning nominee will be honored at a special celebration sponsored by Epsilon Sigma Alpha
- The winning nominee, their family and friends will be invited to participate in the celebration honoring the award recipient.
- The local chapter of Epsilon Sigma Alpha will provide and circulate information about the event and the award winner to the local media.

Criteria for Judging

Any member of the community is eligible for this award based on their acts of service; however, members of Epsilon Sigma Alpha, active, inactive, or honorary, are not eligible for this award.

Epsilon Sigma Alpha is looking to honor others who also value service as a part of their daily life. The following information which is requested on the award nomination form will be used to determine who is to be awarded the Distinguished Achievement Award of Epsilon Sigma Alpha.

1. A description of nominee’s current contribution and the benefit received by others as a result.
2. What is remarkable or unique about their contribution?
3. What portion of their time is spent in this endeavor?
4. If married, how great is their involvement with their children and their activities.
5. Other responsibilities (those of most vital concern to them).
6. What impact has their work had on others, including their community
7. Whether they receive a salary for their contribution.
8. Past accomplishments.
9. Obstacles and difficult circumstances over which they have triumphed.
10. How do they plan to continue their service in the future?



NOMINATION FORM

Please complete this Nomination Form in full. Nominee must sign this form.

(Please make a photocopy – the original form will not be returned.)

- Nominee's Name: _____
- Address: _____
- Marital Status: Spouse: _____
- Spouse's Occupation & Place of Business: _____
- Children's Names & Ages: _____
- Nominee's Occupation or Profession: _____
- If employed, Nominee's business address: _____
- Position or title: _____
- Schools attended (degrees, honors, etc.): _____
- Civic, Fraternal, Religious Organizations: _____
- Hobbies, Interests: _____

Describe on a separate sheet as concisely as possible why this person deserves the Distinguished Achievement Award, including the following information:

1. A description of nominee's current contribution and the benefit received by others as a result.
2. What is remarkable or unique about their contribution?
3. What portion of their time is spent in this endeavor?
4. If married, how great is their involvement with their children and their activities?
5. Other responsibilities (those of most vital concern to them).
6. What impact has their work had on others, including their community?
7. Whether they receive a salary for their contribution.
8. Past accomplishments.
9. Obstacles and difficult circumstances over which they have triumphed.
10. How do they plan to continue their service in the future?

FOR NOMINEE: I attest to all facts contained on this form and give permission for the facts to be used for publication. I am willing to be nominated for the Distinguished Achievement Award. I am not now nor have I ever been affiliated with Epsilon Sigma Alpha International.

- Nominee's Signature: _____
- Nominated By (list chapter name & number, and president's name): _____

Return to:

Kentucky State Awards Chair

Information for Distinguished Achievement Award Judges

The Epsilon Sigma Alpha DISTINGUISHED ACHIEVEMENT AWARD has been established to recognize a very special person in each community – a person who has unselfishly given of themselves to a remarkable degree in some area of service which benefits others . . . a person who exemplifies in their daily life the wholesome and inspiring qualities of love, faith and courage. It is the privilege of ESA International to honor them with the only award given by ESA to people outside of ESA.

In judging these nominees for the Distinguished Achievement Award, we suggest that you rate each entry according to the following scale:

100 - Exceptional
85 – Outstanding
75 – Excellent
65 – Above
Average 50 –
Average
25 – Below Average

To arrive at this figure, first test the entry as to whether each of the following areas of information has been included:

1. A description of nominee's current contribution and the benefits received by others as a result.
2. What is remarkable or unique about their contribution?
3. What portion of their time is spent in this endeavor?
4. If married, how great is their involvement with their children and their activities?
5. Other responsibilities (those of most vital concern to them).
6. What recognition, if any, have they previously received?
7. Whether they receive a salary for their contribution.
8. What are their past accomplishments?
9. Obstacles and difficult circumstances over which they have triumphed.
10. How do they plan to continue their service in the future?

Areas 4 and 5 were included to make sure that we do not honor a person who gives to others but not to their own family. Involvement with children does not have to include assisting in their organizations (such as Scouting), but should include time and interest given to them.

Area 7 may be significant in arriving at your decision. A large salary in return for service obviously reduces a nominee's rating for the Distinguished Achievement Award. On the other hand, many people make great contributions above and beyond the effort put into earning their living. If their contribution is significant enough and sacrificial in nature, a Distinguished Achievement Award winner may be recognized for their work in which they are employed.

In considering Area 8, keep in mind that the Distinguished Achievement Award nominee should now be involved and not in a "retired" stage where they are no longer contributing. With this understanding, past accomplishments may be included in your rating decision.

After each judge has rated each nominee finalist in this manner, if the figures do not add up to a clear-cut winner, judges should meet and discuss each contestant, on the basis of the ten areas indicated. The final decision may be aided by scheduling interviews with the finalists if the judges believe it necessary.

Eugenia Smith Individual Membership Award

Rules

- This award is presented to the member who has pledged or reinstated the most members within the organization year (March 1 – February 28/29).
- Entries must be postmarked no later than March 1st. Mail entries to the current State Awards Chair.

Judging

- 10 points for pledges
- 8 points for reinstatements

Members Name _____ Member's Number _____

Chapter _____ Chapter Number _____

City _____ Yrs. Of Service _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

(if more than 5, please list on the back)

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

(if more than 5, please list on the back)

Submitted by: _____

(Chapter Award's Chair, Chapter President, or Chapter Membership Chair Signature)

In case of a tie, points will be multiplied by the following
formula according to years of service.

0-1 years = 1.2 1-5 years = 1.0 5-10 years = 1.1 10+ years = 1.2

Outstanding Chapter Award

Rules

- Chapter dues must be paid in order to qualify for this award.
- Entries must be postmarked no later than March 1st. Mail entries to the current State Awards Chair.

Chapter _____ Chapter Number _____

City _____ Yrs. Of Service _____

Number of Jewel Pin Members as of March 1st _____

Number of Pledges _____

Total Number of Members _____

1. Attendance: (Number Attending)

State Convention _____ Fall Board _____ ESA Leadership Conference _____

SERC Conference _____ IC Convention _____ Other State Meetings _____

2. Membership

Did the Chapter have an event where potential members were the focus? _____

Number of New Pledges Pledged _____ Number of Legacies _____

Number of Members Reinstated _____ Number of DESA's _____

Was a Traditional Community Chapter Organized _____

Indicate Chapter Name, Chapter Number, and Charter Date _____

3. Chapter Activities

Has the chapter had an Executive or Planning Meeting where all officers and chairs were informed of their duties? _____

Did your chapter have socials? _____ How many? _____

Did your chapter have at least six (6) Educational Programs? _____

What % of members presented Educational Programs? _____

4. Philanthropic (Hours & Monies)

Give brief description of projects. Use additional sheets if needed.

Name of Each Project	Hours	Money Raised
Chapter Projects:		
State Projects:		
IC Projects:		
Disaster Fund:		
ESA Foundation:		
Extra Activities:		

5. Chapter

Write a short essay or paragraph on “What our chapter does to promote educational, service, and association within our chapter and its members”.

Form Completed by _____

Phone _____ Email _____

Outstanding Chapter Award Judging Sheet

Chapter or Entry # _____

Activity	Chapter Response	Score	Points to Award
State Convention Attendance			1 point per
Fall Board Attendance			1 point per
ESA Leadership Conference			3 points per
SERC Conference			2 points per
IC Convention			3 points per
Other State Meetings			1 point per
Did chapter host event where potential members were the focus?			2 points for yes
Number of new Pledges pledged			3 points per
Number of Legacies pledged			3 points per
Number of Reinstatements pledged			2 points each
Number of DESA's pledged			1 point each
Was a Traditional Chapter Organized?			5 points for yes
Has chapter had meeting where officers were informed of their duties?			1 point for yes
Number of Socials			1 point per
Did chapter have at least 6 Educational programs?			1 point for yes
What % of members presented Educational Programs?			100-80% = 2 points 79-60% = 1 point
Philanthropic Hours			1-250 hours = 1 point 500-251 hours = 2 points 501+ hours = 3 points
Philanthropic Money			\$1-1000 = 1 point \$1000-10,000 hours = 2 points 10,001+ = 3 points



SERC AWARDS REPORT FORM

June 1 – May 31

State Council of _____ Date _____

Number of **Chapters** as of May 31, 2016 _____

Number of **Members** as of May 31, 2016 _____

ADELAIDE SMITH DISASTER FUND AWARD

Amount of money per member contributed to the Disaster Fund from 06/01/15 to 05/31/16

TOTAL MONIES \$ _____ **TOTAL MEMBERSHIP** _____

JEAN FREEMAN 'HAPPINESS IS' PHILANTHROPIC AWARD

Number of philanthropic hours per member from 06/01/15 to 05/31/16

TOTAL HOURS _____ **TOTAL MEMBERSHIP** _____

JOAN MASON ST. JUDE AWARD

Number of Chapters participating in any project for St. Jude Children's Research Hospital from 06/01/15 to 05/31/16

TOTAL CHAPTERS PARTICIPATION _____

SERC EDUCATIONAL REPORTING AWARD

Percentage of Chapters in the State reporting at least six (6) educational programs from 06/01/15 to 05/31/16

TOTAL NUMBER OF CHAPTERS REPORTING AT LEAST SIX (6) EDUCATIONAL _____

BARBARA RILEY CIRCLE OF LIFE AWARD

Amount of money per member contributed to St. Jude Children's Research Hospital from 06/01/15 to 05/31/16

TOTAL MONIES \$ _____ **TOTAL MEMBERSHIP** _____

THELMA WAGGONER ESA FOUNDATION AWARD

Amount of money per member contributed to the ESA Foundation from 06/01/15 to 05/31/16

TOTAL MONIES \$ _____ **TOTAL MEMBERSHIP** _____

JAN LEE EASTER SEAL AWARD

Amount of money contributed to Easter Seals from 06/01/15 to 05/31/16

TOTAL MONIES \$ _____ **TOTAL MEMBERSHIP** _____

GENNIE HARALSON MILEAGE AWARD

Awarded to the chapter whose members travel the most miles to the SERC Conference. Submit Mapquest printout from chapter's home city to the SERC Conference site, with the chapter name and number of chapter members attending at the SERC Registration Desk by 3:00 PM on Friday of the SERC Conference.

JOYCE ROBYN RUSHING AWARD

Based on largest percentage of membership growth. Awards Chairman to contact Georgia State President for information received from ESA Headquarters for the membership increase from 06/01/15 to 05/31/16.

ENNIS KARNS HOPE FOR HEROS AWARD

Based on money per member contributed to military interests from 06/01/15 to 05/31/16.

TOTAL MONIES \$ _____ **TOTAL MEMBERSHIP** _____

For your state to be eligible for awards, please return your entry by **September 1** to:
SERC Awards Chair

Chaplain

General

- Your main job is to keep the membership informed on sickness and death of our members or immediate family, as well as any celebratory information of our members.
- You are responsible for all invocations and Thoughts for the Day at all meetings and will provide a Memorial Service at the State Convention. Try to keep your presentations, notes, and messages of interfaith.
- Forward information you receive to the IC Chaplain and to the SERC Chaplain.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).
- You may be asked to send the IC Chaplain updated names and pictures of any member who passed away since the last IC Convention. You will need to secure pictures from the chapters and/or family members of the deceased ESA member.

June

- Continue to keep the IC & SERC Chaplains informed.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members of any sicknesses, death, or celebrations of our members.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Secure the name of the new International Council Chaplain. You will begin sending email correspondence concerning Kentucky members to the new Chaplain as soon as IC Convention is over.

September

- Attend the Fall Board Meeting. Be prepared to give a Thought for the Day, an Ending Thought, and an invocation at lunch.

October

- Attend the SERC Conference if possible

November

- Secure the name of the new Southeastern Regional Council Chaplain. You will begin sending email correspondence concerning Kentucky members to the new Chaplain as soon as SERC Conference is over.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Continue to keep the IC & SERC Chaplains informed.

January

- Continue to keep the IC & SERC Chaplains informed.

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Communicate with the Kentucky State President on the day and time frame for the Memorial Service at State Convention. Also ask about Thoughts for the Day, Ending Thought and invocations.
- Begin working on your Memorial Service. If no member passed away, then a brief worship service. You might consider contacting the IC and SERC Reps and ask them to assist you if you need the help.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend the State Convention. Some of your responsibilities may include:
 - Giving the Thought for the Day at the beginning of the First General Assembly.
 - Giving an Ending Thought at the end of Convention.
 - Invocation at all meal services (Friday Dinner, Saturday Lunch, and Saturday Banquet).
 - Memorial Service to honor any member that has passed away.
- Give your permanent files to your successor.

Easter Seals Chair

General

- Your main job is to encourage chapters to participate in projects that benefit Easter Seals. Keep the chapters updated on the Easter Seals facilities in Kentucky.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members about Easter Seals. Possibly give suggested activities they can participate in.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at Fall Board on Easter Seals. Be prepared to give some suggestions just in case.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at State Convention on Easter Seals. Be prepared to give some suggestions just in case.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Secure information from chapters on how much money they donated to Easter Seals from March 1st – February 28/29th. Be prepared to give this information at State Convention
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to give total \$\$ donated to Easter Seals this year.
- Give your permanent files to your successor.

Educational Chair

General

- Your main job is to encourage educational programs among the chapter
- Remind chapters to submit educational forms by the 10th of the month following their chapter meeting to be eligible for the Gold Link Award. A copy of the Educational Form is in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- It is suggested to keep a spread sheet with the chapter names and just place a check mark if you received the chapter’s form by the 10th of the month following their meeting. This will make it easy for you at the end of the year to submit the names of the chapters who submitted at least six (6) Educational Forms on time to the Awards’ Chair. A sample spread sheet is included in these guidelines.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members about Easter Seals. Possibly give suggested activities they can participate in.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.



December

- Enjoy your time.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Send the State Awards Chair a list of chapters who submitted at least six (6) Educational Reports by the 10th of the month for issuance of Gold Link Awards.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Give your permanent files to your successor.

Educational Report Form

Chapter Name & Number _____ City: _____

Meeting/Presentation Date: _____

Yearly Theme: _____

Topic of this Program: _____

Method of Presentation (check all that apply)

☐ Member's Oral Report (name: _____)

☐ Guest Speaker (who/title: _____)

☐ Visual Aid Program (kind & type: _____)

☐ Field Trip (where: _____)

☐ Reference Listing (book or magazine name: _____)

☐ Other (explain – internet, pamphlets, etc.: _____)

SUMMARY: (Briefly summarize the program and attach a more complete narrative or outline stating all major points emphasized so the program can be fully understood).

COMMENTS BY THE EDUCATIONAL CHAIR: (Value to chapter/community, general comments about the presentation and chapter discussion).

CHAPTER EDUCATIONAL CHAIR

Name:

Address:

City/State Zip:

SEND TO STATE EDUCATIONAL CHAIR

Name:

Address:

City/State Zip:

Educational Reporting

Place a \checkmark if the chapter sent in an educational report form within the timeline.

Chapter	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Alpha Delta												
Alpha Epsilon												
Alpha Mu												
Alpha Theta												
Beta Chi												
Beta Nu												
Delta Tau												
Gamma Tau												
Kappa Psi												
Zeta Chi												
Eta Beta Collegiate												

ESA for St. Jude's Coordinator

General

- Your main job is to encourage chapters to participate in projects that benefit St. Jude's Children's Research Hospital.
- You will give a presentation of dollars at the State Convention.
- You will have online access (ESA website) to the total amount given per chapter from the state.
- Familiarize yourself with the new tier system for ESA credit for St. Jude Events. A copy is in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the "unspoken" duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- ESA Headquarters and St. Jude have gone through some restructuring in 2016. Due to the exorbitant cost, ESA for St. Jude Coordinators are no longer sent to Memphis for a training seminar. ESA Headquarters and St. Jude are conducting

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible. If you attend, you will participate in the St. Jude presentation of dollars as Kentucky's representative. Check the agenda for rehearsal time.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Encourage the members to host a special event for St. Jude's. Possibly give suggested activities they can participate in. Also, inform members about filling out the Booked Event form and Completed Event form. This can be done online and is necessary for chapters to get credit for any St. Jude Event. Also, inform members of the new tier system for ESA credit for St. Jude Events.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at Fall Board on St. Jude's. Be prepared to give some suggestions just in case.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible. If you attend, you will participate in the St. Jude presentation of dollars as Kentucky's representative. Check the agenda for rehearsal time.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at State Convention on St. Jude's. Be prepared to give some suggestions just in case.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Be prepared to have a presentation of total dollars donated to St. Jude from the state of Kentucky at State Convention.
 - This is usually presented Saturday night after the banquet.
 - If you choose to do it this way, each chapter has a representative that comes forward to help raise a card/poster.
 - On each poster the dollar sign, each number, comma, & decimal is written. (i.e. if \$250,000.00 was raised, then you would need eleven (11) representatives to help raise the cards.
 - The representatives keep the cards secret until time to reveal, and cards are raised one at a time.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to give Presentation of dollars.
- Give your permanent files to your successor.

ESA Credit for Field Operations Events

Radio

All ALSAC Radiothon Events with ESA involvement will receive 30% credit of on air pledges.
ESA Side Events – 100% of net revenue (No event should receive more than \$125,000)

Dream Home

Tier 1 – 50% of net revenue High ESA involvement; meets all needs of program, specific to all ticket office responsibilities, open house staffing, giveaway and sellathon participation, etc.

Tier 2 – 25% of net revenue Medium ESA involvement; meets some needs of program, specific to outlined responsibilities for either the ticket office or open house staffing. Participates in giveaway and sellathons

Tier 3 – 10% of net revenue Low ESA involvement; volunteer during media opportunities (i.e. giveaway, sellathons)

St. Jude WALK/RUN to End Childhood Cancer

Tier 1 – 100% of net revenue ESA member is on the committee; 25 walkers on a team; 5 volunteers for pre-event; 15 volunteers for day-of event

Tier 2 – 50% of net revenue ESA member is on the committee; 10 walkers on a team; 15 volunteers for day-of event

Tier 3 – 100% of revenue raised by ESA team ESA teams will receive credit for the amount they fundraise

Dinners, Galas, & Golf Tournaments

Tier 1 – 10% of net revenue ESA member is on the committee; volunteers help with recruitment, set up, and event execution

Tier 2 – 5% of net revenue Low ESA involvement; volunteer day of event

St. Jude Heroes/Warrior Dash

Tier 1 – 25% of net revenue ESA volunteers help set up, execute, and break down the event

Tier 2 – 100% of revenue raised by ESA team ESA teams will receive credit for the amount they fundraise

All Volunteer Coordinated Programs

100% revenue for ESA coordinated events

If you have any questions please contact Ashley Ramsdell at ashley.ramsdell@stjude.org

ESA Foundation Counselor

General

- Your main job is to encourage chapters to participate in projects that benefit the ESA Foundation, as well as submit information about scholarships to high schools throughout the state.
- You **MUST** be a paid member of the ESA Foundation. Make sure you have paid your dues.
- The ESA Foundation Counselor is under the ESA Foundation at Headquarters. Specific duties according to the ESA Foundation are found in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention.
- Give your permanent files to your successor.

ESA FOUNDATION STATE COUNSELORS

It is recommended that each Counselor have an active email address and knowledge of the ESA Foundation website.

Purpose of the ESA Foundation State Counselors:

1. To educate the ESA membership and the general public on all phases of the ESA Foundation.
2. To encourage and solicit donations from the ESA membership and the general public.
3. To promote and assist with any ESA Foundation sponsored and/or endorsed projects and programs.

Criteria for selection and acceptance:

1. An ESA Foundation State Counselor:
 - a. Must be an **individual**, active member of the ESA Foundation
 - b. Must be willing to commit time toward the fulfillment of the responsibilities of their appointment (i.e., keeping an up-to-date file of their state's membership, payment of dues and contributions, answering all correspondence and telephone calls promptly, and making personal visits when invited to chapter, council, or state meetings.)
 - c. Must be willing to participate in the administration of all ESA Foundation projects, assist and promote all fund raising projects.
 - d. Must be willing to accept the appointment and its responsibilities for at least full one full year term.
 - e. Need not have held any previous office or appointment with the ESA Foundation.
 - f. Should not hold other concurrent office of the ESA Foundation, State Council, or International Council, **if possible**. The exception is the Overseas Director who may serve in both positions.

Duties of the ESA Foundation State Counselors:

1. Shall have access to the membership reports of their state on the ESA website immediately after their appointment. Each month, the State Counselor should save/print the reports for reference and forward them to his / her successor.
2. Shall encourage members to send all moneys directly to the ESA Foundation Office. Any moneys received by the State Counselor shall be forwarded to the ESA Foundation Office immediately.
3. Shall answer all correspondence immediately, obtaining information by contacting the proper person.
4. Shall receive credential information from the Vice Chairman and be responsible for casting proxy ballots for members within their state as directed by the state caucus.
5. Shall be responsible for the promotion of the ESA Foundation Scholarship Program in their state.
6. Shall complete the **Year-End** Report form and mail/email to the State Counselors' Chairman no later than June 15th.

Activities for the State Counselor:

- a. Promote the ESA Foundation and its programs at every possible opportunity
 - Scholarship
 - Endowments
 - Grants
 - Planned Giving
 - Life Active Membership (LAM)
 - Combined Federal Campaign

- b. Encourage scheduling of ESA Foundation presentations at seminars, workshops, etc.
- c. Attend the Annual meeting and State Counselors' Workshop
- d. Provide articles for the State Counselors' Newsletter sharing ideas and enthusiasm
- e. Promote the Foundation's Awards programs:
 - Robert and Dixie Palmer Recognition
 - Stewardship Recognition
 - Plateaus of Achievement
 - Youth Award
 - Humanitarian Award
- f. Recognize outstanding ESA Foundation members within the state
- g. Read and become familiar with all ESA Foundation information
- h. Share ideas and successes with other State Counselors

ESA FOUNDATION STATE COUNSELOR DUTIES AND THE SCHOLARSHIP PROGRAM

The ESA State Counselor plays a very important role in the Scholarship Program. Without you, the program would be impossible to administer.

1. You must be a paid-to-date **active** member of the ESA Foundation.
2. Attend the ESA Foundation State Counselors' Workshop at IC Convention or send a representative in your place that will bring all the information back to you.
3. **READ YOUR MANUAL – Learn about your duties and all the Foundation's programs.**

PREPARING FOR THE SCHOLARSHIP SEASON:

1. The current scholarship application will be distributed on the ESA Foundation website.
2. Notify the schools in your state as soon as possible. Remember, we are a public Foundation – the scholarship program is open to everyone. It is also available to any ESA member, their relatives and friends, but the ESA Foundation can show **absolutely no favoritism, not even the appearance of it!**

Secure a list of secondary schools, private schools, and colleges thru the Department of Education in your state's capital. You may also find these lists on the Department of Education's web site in your individual state or www.college.com.

3. Publicize our Web Site: www.epsilonsigmaalpha.org/esaf
SINCE students have access to a computer and the internet, send them directly to our site. Some simple instructions to give them are:

"Go to: www.epsilonsigmaalpha.org/esaf to find the application and list of available scholarships available by state. Complete the application and requirements on-line and submit for judging.

PROCESSING THE SCHOLARSHIP APPLICATIONS:

1. Scholarship applications will be processed on-line. If a student has a question, they will contact you. Please answer all questions promptly. If you have any questions contact the Scholarship Chairman. She is there to help you and see that things go smoothly for you.

***The Kentucky Lamplighter* Editor**

General

- Your main job is to submit a newsletter to the membership three (3) times a year.
- *The Kentucky Lamplighter* **needs to be mailed out on the following dates:**
 - August 1st
 - December 1st
 - April 1st
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Begin setting up the artwork for the newsletter. Contact the State President to get a copy of her/his logo for the year. You will need to incorporate the logo as part of the newsletter.
- Be sure to include the following things in your newsletter:
 - Executive Board Reports
 - Appointed Board Reports
 - Chapter News
 - Important Dates & Deadlines
 - IC News (check the IC website for info)
 - SERC News (check the SERC website for info)
 - Registration forms (IC Convention, Fall Board, SERC Convention, State Convention)
 - Other fun and creative things.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Email all the Chapter Presidents soliciting subscriptions to *The Kentucky Lamplighter*. The rate shall be recommended by the Editor prior to the annual State Convention with the increase to be voted on by the members at the annual State Convention. If a cost was not discussed, then continue with the same rate as the previous year. Let Chapter Presidents now that you need an updated copy of all names and addresses of members paying for subscriptions. Deadline is August 1st.

July

- Around July 1st, send out a reminder to the Executive Board, Appointed Board, and Chapter Presidents that the DEADLINE is July 15th to send articles for *The Kentucky Lamplighter*.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by August 1st.
- Attend IC Convention if possible.

August

- August 1st mail out *The Kentucky Lamplighter*. Print a copy and place in a three ring binder. You will mail this binder in May to the IC News Bulletin Chair for judging. Judging guidelines are included in these guidelines.
- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Secure the name of the IC News Bulletin Chair and submit your News Bulletin Survey Form (found in these guidelines).

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Around November 1st, send out a reminder to the Executive Board, Appointed Board, and Chapter Presidents that the DEADLINE is November 15th to send articles.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by December 1st.

December

- December 1st mail out *The Kentucky Lamplighter*.
- Print a copy and place in your three ring binder for judging.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Around July 1st, send out a reminder to the Executive Board, Appointed Board, and Chapter Presidents that the DEADLINE is July 15th to send articles for *The Kentucky Lamplighter*.
- Check deadline for Kentucky State Convention.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by April 1st.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- April 1st mail out *The Kentucky Lamplighter*.
- Print a copy and place in your three ring binder for judging. Make sure you have followed all the judging guidelines (included in these guidelines) and mail to the IC News Bulletin Chair.
- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Give your permanent files to your successor.

Membership Chair

General

- Your main job is to encourage chapters to participate in membership growth.
- Another responsible is to be over the Outstanding Member and Outstanding Pledge/First Year Member presentation at the annual State Convention.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- You should have a Membership Team to help you with the tasks ahead. Contact the State President to see who is on this team. The State President may want your input.
- Start forming a Membership “push” that the state can be involved in to increase membership. If our membership doesn’t grow, then ESA will die out. Come up with creative ideas (i.e. challenges, workshops, & etc. on “How to Get New Members”). The sky’s the limit! Be sure to communicate this idea with the State President first before sending it out to so it does not conflict with anything she/he is doing.
- After speaking with the Kentucky State President on your membership idea, begin getting the word out to the chapters. Don’t forget to involve your Membership Team.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Continue to communicate with the membership on pledging new members and forming new chapters.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Give recruitment ideas. Check out the ESA website member center under “Recruitment”. There are several suggestions already planned out for you.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.
- Continue to communicate with the membership on pledging new members and forming new chapters.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Continue talking up membership recruitment.

December

- Continue to communicate with the membership on pledging new members and forming new chapters.

January

- Continue to communicate with the membership on pledging new members and forming new chapters.

February

- Contact the Vice President after the ESA Leadership Conference in Denver (it's usually the first weekend in February). The VP/President Elect will be presenting a Leadership Workshop at State Convention, and often times it is on membership. See how you can be of assistance.
- Contact the Chapter Presidents and ask them to have their chapter select an Outstanding Member from their chapter and if they have a pledge(s) or first year member(s) also select an Outstanding Pledge/First Year Member. Ask the Chapter President to write a bio on the member(s) selected and send it to you.
- Start preparing your Outstanding Member and Outstanding Pledge/First Year Member presentation at the annual State Convention. See if there is any money budgeted for you. If so, you might consider a little memento, rose or etc. to give out. You might consider asking the IC Rep and SERC Rep to help you during this presentation. BE sure to contact the Reps early and make them aware of this.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to help the Vice President with a Membership Workshop as well as your Outstanding Member & Pledge/First Year Member Presentation.
- Give your permanent files to your successor.

Philanthropic Chair

General

- Your main job is to supervise any state project and to request reporting forms from chapters on philanthropic hours and monies.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Forward Philanthropic Reporting Forms to the chapters. Remind all chapters to keep up with all Philanthropic hours and monies. Forms are included in these guidelines.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- On June 1st, contact Chapter Presidents to fill out the Philanthropic Forms for the time period of June 1st (of the previous year) to May 31st (of this year). Tabulate all this information and send to the State Awards Chair. This information is needed for the SERC Awards form that she/he will be sending in.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- February 1st contact the Chapter Presidents and send them copies of the Philanthropic Report Forms (included in these guidelines). Remind them that report forms are for the State time period of March 1st (of previous year) to February 28/29th (of this year). Forms are to be postmarked no later than March 1st of this year.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- You should be receiving Philanthropic Report forms from the chapters. Record and tabulate these forms upon their receipt to determine the outstanding entries by chapter in each division (Division I is 1-14 members; Division II is 15 or more members) :
 - Division I Hours – First, Second, & Third Place
 - Division I Monies – First, Second, & Third Place
 - Division II Hours – First, Second, & Third Place
 - Division II Monies – First, Second, & Third Place
- Send the results to the State Awards Chairman for issuance of awards certificates.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Give your permanent files to your successor.

PHILANTHROPIC SERVICE GUIDELINES

The purpose of these Guidelines is to clarify that our philanthropic service is the time and money directed toward the betterment of mankind - to improve the condition and promote the welfare of those who are in need of it. These guidelines are for the purposes of ESA recognition and do not necessarily reflect IRS requirements. Please consult your accountant for clarification.

I. General Information

- A. Hours and monies donated by an ESA member in "the name of ESA", can be counted.
 - 1. Hours represent the time spent from beginning to completion of a project.
 - 2. Monies represent cash donations from the chapter treasury or by a chapter member to a service project.
- B. Donated Goods are estimated by figuring 15% of the retail value on used items and full retail value on new items.
- C. Roundtrip mileage (for driver only) on an ESA service project may be counted. For current rates, use the current IRS rate as of August 1st which is noted on the attached form.
- D. Civic services are community projects, not necessarily related to ESA projects.
- E. Individuals can count volunteer service hours done in an education setting or group activity even if their child is involved. Church activities cannot be counted if a member is employed by the church. Activities done for an organization associated with a church can be counted provided the chapter members are doing their philanthropic works in the name of ESA and it is indicated as an official chapter project in chapter minutes.
- F. Service monies are the portion of ways and means projects donated to charitable and civic projects.
 - 1. If all the proceeds are donated, count all monies and total hours spent raising funds. If proceeds are divided among several projects, monies and hours should be divided on a percentage basis.
 - 2. If only a portion of the proceeds are donated, count only a portion of the hours and money. Figure which percent of the net proceeds is being donated, and count the same percent for hours.
 - 3. If a fundraiser event is specified or advertised as a "benefit" for any philanthropic project(s) total net proceeds must be donated to project(s).

II. Hours and monies for ESA Affiliated Projects (i.e., St. Jude Children's Research Hospital-ESA for St. Jude, National Easter Seals Society, ESA Disaster Fund, and ESA Foundation) should be counted the same as any other project.

III. Special

- A. Babysitting-member may count hours on a project when sitting for an ESA member working on an ESA service project. (Do not count monies paid to a sitter)
- B. Aid to an ESA member - count hours/monies should a member be "in need or disabled" due to chronic/terminal illness or other disaster or extreme setback.
- C. Blanket Statement – At the beginning of the year, Chapters should indicate all of their major projects; members can count hours/monies donated towards these specific projects. All philanthropic projects are to be listed in the Chapter's minutes.
- D. Snowbirds – If a member belongs to a different chapter while away from her home chapter for a period of time, she is allowed to report hours and/or monies for ESA philanthropic projects/events in accordance with the chapter that sponsored the project.

Philanthropic Year – June 1 - May 31 is the Reporting Period. These dates are for the IC Philanthropic year for reporting and competing in awards presented at the International Convention only. This should not be made a requirement for each State or Chapter to follow for philanthropic reporting.

IV. Clarifications

- A. Homemade Items donated to a philanthropic-service project – count time spent making, baking, etc. and the value of materials used in the items. Homemade items cannot be counted as cash until they have been sold.
- B. National Drives, Radiothons/Telethons
 - 1. When an event is totally organized by ESA, count all hours worked
 - 2. monies received, less expenses
 - 3. If a Chapter only performs part of the work, count hours only. The percentage factor on the ESA chapter's responsibilities, and mutual agreement between the fund-raising organization and the ESA chapter(s) prior to the event, will determine the monies credited to ESA.
- C. St. Jude Children's Research Hospital
 - 1. Reporting is counted the same as any other ESA service project. Count all hours/mileage and net monies donated.
 - 2. Do not count extra hours or monies spent or a complimentary room voucher for working in a distant city for a St. Jude event.
- D. National Easter Seals Society
 - 1. Reporting is counted the same as any other ESA service project.
 - 2. Check with your local Easter Seal Coordinator relative to the "Cartridges for Kids-Easter Seals" project.
- E. Bloodmobiles and Blood donations
 - 1. Count chapter hours for sponsoring the drive and registering donors, etc.
 - 2. Count ESA member's blood donation (whole blood = \$50 per pint & platelets = \$200 per pint)
- F. ESA Foundation Turn-Around Fund
 - 1. Make your chapter check payable to "ESA Foundation".
 - 2. A form can be found on the Foundation website www.epsilonsigmaalpha.org, or through your ESA Foundation Counselor or the ESA Foundation, 363 West Drake Road, Ft Collins, CO 80526. Telephone: (970) 223-2824.
- G. Cash Register Receipts
 - 1. Receipts redeemed for computers and other school equipment may be counted as a donation.
 - 2. Count only 12.5% of the total amount of the receipt, not the total amount
- H. Manufacturer's Coupons
 - 1. Count manufacturer's coupons donated as part of a service project as face value stated on coupon.
 - 2. Count chapter hours for preparing donated manufacturer's coupons.



ANNUAL PHILANTHROPIC REPORT

Mileage Rate = \$0.____/mile (check the Internatioanl Council website for mileage)

SEND TO IC PHILANTHROPIC CHAIR

DEADLINE: Must be postmarked by June 15

State Council: _____

Reporting Period: _____

	Hours	A Cash Monies	B Donated Goods	C Total Donated Miles
Chapter Projects				
District/Zone Projects				
State Projects				
International Projects				
		\$0.00	\$0.00	-
Total Hours	0			

Total Cash Monies - A	\$0	
Total Donated Goods - B	\$0	
Total Mileage	-	
X \$0.54/mi (IRS Rate as of August 1st)	\$0.540	
Total Donated Miles - C		\$0.00

Total A, B, C	\$0.00
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Refer to Philanthropic Service Guidelines for how and what to count.

Submitted By: _____

Date: _____

Revised 02/14

Workshop Coordinator

General

- Your main job is to coordinate workshops as directed by the President at State Convention and/or Fall Board.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.
- Communicate with the State President on time-lines and ideas for workshops at the Fall Board meeting. Be ready to submit some ideas of your own. Workshops do not have to be presented by you. Consider other ESA members and outside sources to present. Keep in mind, there is probably no \$\$ budget for workshops.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Start lining up people to conduct workshops at Fall Board.

September

- Attend the Fall Board Meeting. You are the Host of all the workshops presented.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- Communicate with the State President on time-lines and ideas for workshops at the State Convention. Be ready to submit some ideas of your own. Workshops do not have to be presented by you. Consider other ESA members and outside sources to present. Keep in mind, there is probably no \$\$ budget for workshops.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.

March

- Check deadline for Kentucky State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is March 15th.
- Secure information from chapters on how much money they donated to Easter Seals from March 1st – February 28/29th. Be prepared to give this information at State Convention
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. You are the Host of all workshops.
- Give your permanent files to your successor.