



2008 Parade of Excellence

The main purpose of POE is to provide a tool for chapters to follow in order to ensure well-rounded planning and programming. If your chapter is following POE it will succeed regardless of its rank in the state because you should be meeting the needs of your members. You are asking people to join your chapter to meet new friends, network, give back to their communities, and improve themselves personally and professionally. POE was created to help chapters ensure that each area is properly addressed. If you follow POE, your chapter will have a guideline to succeed.

The other part of POE is the competition factor. In order to be completely fair and reward the chapter for their work as well as following all of the guidelines we have placed strict rules for backup. This is what makes the top 10 chapters the best. They complete their tasks and then submit their information with little or no flaws.

General Tips:

- POE will only be submitted twice during 2008, once for each semester. Each quarter of the year will feature a separate Quarterly Membership Parade.
- Both POE and the Membership Parade can be found on the Resources page of the NCJC website and can be filled in electronically. The documents are in Excel format, and will automatically tabulate your totals. These forms can be made available in .pdf format for those who do not have Excel.
- The Awards PM and Executive Director will be determining the Membership Parade of all chapters in the state each quarter based on Membership reports. Chapters may elect to turn in additional points and substantiating materials (these are the last 3 items on each Quarterly Membership Parade form).
- POE should be submitted in a bound notebook or folder. Be sure to mark the cover of your submission clearly with your chapter name and the semester that the book is being submitted for.
- Use tab dividers for each of the sections in POE: Business, Individual Development, Community, State National & International, and Awards. Place the first page of the POE form (the tabulation page) in front of the tabs at the beginning of your book.
- Behind each tab, place the appropriate section of the POE form. Follow that with your substantiating materials. Number each page according to the corresponding line on the form (i.e. "Bus-3" "CD-5" "Int-2" etc)
- The column "Verification Included?" is there for your benefit only. You may use this column to check off which items have been included in the notebook. This column will not be used in the verification process.
- When submitting sign in sheets for a specific type of project, consider if someone from outside your chapter will understand why the project would fall under that category. For example, it may not be obvious to me what makes your Superbowl Party an International project. So, write a note on your sign in sheet explaining that members were asked to bring an international dish and an import beer to share.
- Pay close attention to the required backup materials. Many projects require a sign-in sheet AND an agenda or minutes promoting the event.

- Projects cannot count for more than one line. For example, if your chapter runs a project that is a community service project and invites family members to participate, it will either count as a service project OR a family life project, but not both.
- When attending state or regional meetings or events (including Priority Project Visitations, Family Days, ID Colleges, etc), you must sign in on the official sign-in sheet to receive credit. Members who belong to more than one chapter (dual members) only count for one chapter. They must sign with that chapter name.

Business Area of Opportunity

- If your chapter publishes a weekly or monthly newsletter please e-mail or snail-mail a copy to each of the NCJC VPs and President Chris. Also send to your RD, if your Region has one.
- Headquarters bills chapters each month if there is a balance due. When you renew your members send a check that day and you should never have a balance.

Individual Development Area of Opportunity

- When you are having Prime Trainers, Past Competitors or JCI Senators give trainings, please make sure they sign the sign in sheets and indicate that they are the trainer by highlighting their name.
- There is no longer a Membership section to POE. A few membership-related items appear in the Individual Area. The majority of membership-related items occur in the Quarterly Membership Parade.

Community Area of Opportunity

- Copies of checks must be submitted when giving donations or you will not receive credit.
- Chapters will no longer be able to “get verification” at a later date.

State, National & International Area of Opportunity

- Certifying voting strength. You must have two delegates from your chapter certify at the Board of Directors meeting to receive full credit.
- If you make a visitation to any chapter, you must have the president or another officer of the chapter you are visiting sign a visitation form, which lists your visiting members.

Awards & Recognitions

- When you submit awards at the end of the semester, do not double-submit. Either snail mail, e-mail, OR fax. If you e-mail your nominations or fax them please keep a copy of your e-mail and fax confirmation with date and time stamp.

Quarterly Membership Parade

- Submit dues kits to headquarters by deadline. If you have no changes, you still need to let Headquarters know by the deadline that you will have no adds or renewals.
- Chapters do not need to submit anything for the Quarterly Membership Parade unless they are claiming points for one of the last three items. In that situation, use the form as the cover page for the substantiating materials.

POE/Membership Parade Point Totals

Don't get discouraged, no chapter completes all points for POE. It is virtually impossible. So don't feel like you shouldn't submit your books because you don't have a large portion of the points, you never know what other chapters are doing.

Please contact the Awards Program Manager (awards@ncjaycees.org) or the Executive Vice President (evp@ncjaycees.org) with any questions or comments.