



2008

Armbruster & Brownfield Finalists Portfolios & Interview Helpful Tips

IMPORTANT DATES

Competitions Training

October 4, 2008, Time TBA

Duke Comprehensive Cancer Center

Portfolios Due

December 13, 2008 by 12 noon

NC Jaycees Headquarters

Interviews

January 10, 2009 (Tentative), Time TBA

NC Jaycees Headquarters

PORTFOLIO TIPS & SUGGESTIONS

"Portfolio" is a description of what is required on the resumes for Brownfield, Armbruster, and Mungenast Family of the Year competitions. The following are the Portfolio Guidelines which are based on the US Jaycees Awards Manual. A copy can be found on the Resource Center page of the NCJC Website.

1. Portfolios should be clearly labeled and tabbed. (see tabbed sections below)
2. **NO MORE THAN 15 PAGES TOTAL**
Multiple-page documents are NOT permitted
Multiple-page documents include such items as magazines, bulletins, manuals, agendas and newsletters. A collection of related items (photographs, receipts, newspaper clippings, agendas from different months, etc.) is NOT considered to be a multiple-page document.

Items to be included in both the resume and substantiating material sections are to be from the current Jaycee award year.
Brownfield nominees - If the applicant has more than 12 months experience, they are evaluated only on their first 12 months of membership.
3. Order of Information (*each of these are detailed in sections below*)
 - Award Entry Form
 - Resume (maximum 2 pages)
 - Letters of Recommendation (3 to 5 one-page letters; Local Chapter President's letter first)
 - Substantiating Materials
4. All pages must be numbered.
5. Each copy needs to be stapled / connected and must be three-hole punched.
NO BINDERS OR NOTEBOOKS.
6. Copies of items that the competitor does not want to lose should be made prior to the submission of the portfolio since Competition Portfolios will not be returned.
7. The original portfolio and five copies must be submitted to NC Jaycees Headquarters by Saturday December 13th by 12 noon.

Individual Awards Entry Form

Awards entry forms for both Brownfield and Armbruster can be found on the USJC Website in the Digital Library (Awards/Competition Entry Forms. A copy of this form should be at the front of each copy of the portfolio.

**Please note that the \$50 entry fee and state president signature are not required for this stage of competition.

TAB 1: Resume

Use a professional resume format - maximum two pages in length.

There is no standard resume format.

Start with basic personal information and include educational and professional/employment information. Please be sure to include the date that the competitor first joined the Jaycee organization.

Suggested Resume Items

- Number of members recruited
- Names of members recruited
- Number of projects attended
- Breakdown of projects attended by Area of Opportunity
- Number of projects chaired or committees served on
- Name of projects chaired with completed CPGs
- Number of Degrees advanced
- Local Jaycee office held
- Number of new member orientations (attended and/or conducted)
- Number of state, national, or international meetings attended
- Names and dates of meetings attended
- Number and kind of training sessions (attended and/or conducted)
- Honors and awards
- Number of public relations opportunities involved in
- Number of extensions worked on (and number of successful extensions)
- Number of chapter assists (especially at-risk chapters under 30), projects worked on, members recruited, renewals assisted with, CPGs, Degrees involvement, travel, competitions, etc.
- Significant events that occurred in the competitor's life that year beyond the Jaycees.
Also any positive changes outside Jaycees that are directly related to the Jaycee movement.
Items not related to Jaycees should be carefully explained. If a competitor wishes to show a relationship between these items and their Jaycee experience, this should be made explicit.

Useful Web Sites for Developing a Resume and Preparing for the Interview:

<http://www.careerperfect.com/content/resume-writing-help-sample-resumes/>

<http://www.careerperfect.com/content/resume-writing-help-keyword-electronic-sample-resumes-and-tips/>

http://www.jobweb.com/Resumes_Interviews/default.htm

TAB 2: Letters of Recommendation

Include three to five one-page letters of recommendation, including the Local Chapter President's letter. Please note that the number of letters of recommendation will affect the number of substantiating materials pages allowed since there is a maximum of 15 pages total for the portfolio.

Local Presidents Letter should be first.

TAB 3: Substantiating Materials

Include a section of substantiating materials up to ten pages in length.
Reminder portfolio can only be a maximum of 15 pages in total.

The majority of the points for judging the portfolio will be the resume and the letters of recommendation not the substantiating material. The objective of this competition is to help one develop skills in the interview process and resume production since these skills should enrich the member's employment marketability. However, since this is a competition for an award, more, rather than less, information will enable easier judging and selection of the Brownfield and Armbruster award winners.

These are suggested substantiating material items. These are not requirements.

A COMPETITOR IS NOT LIMITED TO THESE ITEMS.

The choices and order of these items will depend on the competitor. These are only SUGGESTIONS!

Suggested Substantiating Materials

- Certificates
- Agendas or meeting minutes showing actions taken by the competitor
- Color Photos
- Thank-you notes
- Postcards
- Newspaper clippings and radio or TV coverage listings
- Summaries
- Letters
- Fliers, calling lists, etc.
- Lists, charts, and graphs
- Travel vouchers
- Calendars
- Membership applications
- Financial statements and receipts
- Training vouchers
- A short form of the resume

INTERVIEW TIPS & SUGGESTIONS

Attire – Business Professional

Contestants should wear business attire during the interview (men – dress slacks and dress shirt; women - dress slacks with top; pant suit; skirt and top; or dress). Contestants should not wear shorts, blue jeans or t-shirts. In addition, team members should not have on their person, any distracting items, such as excessive jewelry, loose change, etc.

No chapter or state uniforms, badges, pins or buttons should be worn. Also, no reference to your chapter's name should be made during any level of competition. (This is to ensure fair judging, based on a Contestant's performance and not membership in a specific chapter.)

Use of Notes or Props - Prohibited

Notes are NOT permitted during the interview portion of the portfolio competitions.

Registration – 30 minutes prior to competition

Contestants must report to the front lobby area of the NC Jaycees Headquarters (or another location TBA) and check-in at least thirty minutes prior to their interview time. Failure to check in for the allotted interview time without confirming a change may automatically disqualify the contestant from competition.

Spectators

No spectators will be allowed in the room during the interview process.

JUDGING PROCEDURE

The judges will review the portfolios and conduct an oral interview of each nominee in the competition.

Portfolio 50%
Oral Interview 50%

Most of the oral interview will be based on life-relevant questions, determining the nominee's enthusiasm for the Junior Chamber, and the nominee's understanding of the organization's philosophy, aims, and beliefs. Judges are also looking at the skills the member has obtained and how they have been put to use. It is not the intent of this award to recognize those who have memorized volumes of Junior Chamber history.

The US Jaycees Judging Forms that will be used to judge each segment of competition can be found on the USJC Website in the Digital Library (Awards/Judging Forms).

GOOD LUCK TO ALL OF YOU!

If you have questions, suggestions, or concerns, please contact us:

Laura Crumpler

*2008 North Carolina Jaycees
Competitions Program Manager*

*925 Powell Drive
Garner, NC 27529
(919) 539-1871
competitions@ncjaycees.org*