



# LaSertoma International Manual

## Awards

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## OVERVIEW OF DUE DATES FOR AWARDS

Sept. 15	Distinguished Club of the Year	International Award – Framed certificate to club presented at Fall Conference or other appropriate time.
At the discretion of the Director	LaSertoma of the Year	Regional Level Award
At the discretion of the Director	Distinguished/Honor President	Notice to Director
June 1	LaSertoma of the Year	International Award – Special Pin
	Waitman	International Award – Banner Medallion
June 1	MAGIC	Award by Second Vice President – from LSI Form C1
June 1	Distinguished/Honor President	International Award – Certificate
June 20 to International	Silver Cup	International Award – Silver Traveling Trophy
No Deadline	Plus One	Club Award – Pin to member for sponsoring in a new member
No Deadline	Club Builder	Yellow Rose of Friendship Award – Pin to member
First Year Member	JEWEL	Club Award – Certificate presented by Club President
Fiscal Year	SILVER JEWEL	Club Award – Certificate presented by Club President
Fiscal Year	REBOC	International Award – Banner Medallion

**NOTE:** All forms must be postmarked/date stamped by due date as listed above. International awards are presented at the International Convention unless otherwise noted.

- To calculate per capita figures, use your Club’s monthly progress report forms (LSI C1)
- Use the service hours number and divide it by the ending membership number that month
- Use the dollar amount donated figure and divide by the ending membership number that month
- Use the dollar amount raised figure and divide by the ending membership number that month
- After calculating each month, take all 12 numbers and add them together to determine the annual per capita number to use for awards and sponsorships.
- This method should be used by everyone consistency
- This would be used for the Distinguished Club of the Year form (C16), Travelling Silver Cup Award (C17), Youth Volunteer Club of the Year form (Y2) and the Youth Volunteer Club Member of the Year form (Y3).

## INDIVIDUAL AWARDS

### JEWEL AWARD (Jovial Enthusiastic Worthy Energetic LaSertoma)

AWARD: Certificate presented to individual member

PURPOSE: To encourage new club member participation and to promote understanding of club activities

FURNISHED and AWARDED BY: Club

TIME PERIOD: Member has one year from date of induction to complete requirements for the award

REQUIREMENTS: First year LaSertoma members only are eligible:

- Be formally inducted at a club meeting
- Be a member of a committee and attend its meetings
- Work on a fundraising or sponsorship at least fifteen (15) hours
- Bring a guest to a club meeting

PROCEDURE: At the time of induction, new members are presented with a wallet-sized card containing the above requirements. Requirements are checked off as they are completed by the new club member. Once all requirements are met, (must be within one year of induction), the club member presents her/his card to the Club President for verification.

### SILVER JEWEL AWARD

AWARD: Certificate presented to individual member

PURPOSE: To promote member enthusiasm and continued participation in current club activities. All returning club members are eligible for the award annually

FURNISHED and AWARDED BY: Club

TIME PERIOD: LaSertoma fiscal year

REQUIREMENTS:

- Be a member of a committee and attend its meetings.
- Sponsor at least one (1) new member
- Work on fundraising or sponsorship project(s) at least 25 hours
- Attend another LaSertoma club meeting or conference
- Attend the Regional Convention, International Convention or Kuehne Training Session

PROCEDURE: Like the JEWEL Award for new members, the Silver Jewel is designed for all returning club members. At the first meeting of the new calendar year for the club, all returning members are presented with a wallet-sized card containing the above requirements. Requirements are checked off as they are completed by members. Once all requirements are met (must be within the club's calendar year), the member presents her/his card to the club president for verification.

## **INDIVIDUAL SERVICE HOURS ACHIEVEMENT AWARD**

**AWARD:** A small pin depicting the numeral 100, 500, and 1,000 (to be worn in conjunction with the LaSertoma pin) and a certificate for each 100 hours of service between pins

**ELIGIBILITY:** Any LaSertoma member who has worked on a club-sponsored project

**AWARDED TO:** An individual club member

**AWARDED BY:** Club

**TIME PERIOD:** Cumulative, commencing with the start of the 1987-88 fiscal year

Club secretaries should keep individual records for each member and should keep running totals for that member, as long as the person is a member of LaSertoma. If a member moves, and/or joins a new LaSertoma club, the HOURS OF SERVICE record should be passed on to the new club.

## **PLUS ONE AWARD**

**AWARD:** Established by the International Board of Directors in February 1987

**PURPOSE:** To encourage growth in LaSertoma

**AWARDED TO:** Individual member who is personally responsible for causing a new member to join a LaSertoma club

**AWARD:** May be purchased from LaSertoma International subject to availability

## **CLUB BUILDER "Yellow Rose of Friendship" AWARD**

**AWARD:** Pin

**PURPOSE:** Incentive to promote LaSertoma growth and to provide recognition to the LaSertoma member most involved in club building. This will be recognized at International conventions.

**AWARDED TO:** Individual responsible for building a new LaSertoma Club or LaSertoma Youth Volunteer Club, or for completing REBOC with a net gain of nine (9) new members for an existing club.

**REQUIREMENTS:** The LaSertoma who is "most responsible for building" a new LaSertoma Club or LaSertoma Youth Volunteer Club, must attend the new LaSertoma Club's meeting as many times as possible during the year to encourage the growth of the new club and help them during their first year of growth.

**ELIGIBILITY:** The LaSertoma who is "most responsible for the building" of a new club is entitled to wear the yellow rose pin.

**SPONSORING CLUB RECOGNITION:** At the International convention a certificate of recognition will be presented to the club sponsoring a new LaSertoma Club or LaSertoma Youth Volunteer Club by the Second Vice President.

## HONOR CLUB PRESIDENT

Completion of any six of the seven categories:

1. Club sponsors a new LaSertoma Club or a LaSertoma Youth Volunteer Club or REBOC
2. Increase club membership by 10% net gain by May 1<sup>st</sup>
3. Attend International Convention
4. Attend Regional Convention
5. All dues (International and Regional) paid on time and all club progress reports filed on time
6. Club participation in Youth Service Award, International Scholarship and Memorial Fund program, LaSertoma Endowment program, or (for Canadian Clubs only) The Sertoma Foundation of Canada
7. Conduct club leadership and committee conference.

The club must notify the International Director of the Region that the President of that club has qualified for one of these honors. The International Director must receive this notice by the date requested for the region.

The International Director must then provide the names of the club presidents who are eligible for these awards to the International Program Chair using the Club President Award form (LSI Form R34) and must be received by the Chair NO LATER THAN June 1 to allow time for preparation of the certificate.

## DISTINGUISHED CLUB PRESIDENT

Completion of all seven categories as listed above.

## MAGIC AWARD

The MAGIC Award is to encourage GROWTH within our clubs and was initiated by Linda Strawser in 2004. This award honors Club members who bring guests and/or sponsor new members. This award will be under the direction of the International Second Vice President.

MAGIC stands for Members And Guests In Clubs.

Progress report (LSI C1) includes new members at top right hand. On the lower portion of the form, list the names of the new members with sponsoring members (in area where monthly events, sponsorships, etc. are listed.)

List guests brought to a club meeting with sponsoring member's name (in designated area on Form C1).

Upon receipt of C1, the International Director will track this information on the R33 form.

International Director will forward the form to the International Second Vice President by June 1.

The International Second Vice President will present the award at International Convention.

Criteria that must be met:

- The new members must be inducted and pay International dues by June 30<sup>th</sup>
- The guests must be legitimate prospective members for this club year

### **LASERTOMA OF THE YEAR (Progressive Award)**

**AWARDED TO:** Individual member who receives a specially designed pin furnished by LaSertoma International and registration fee for current year International Convention if member attends the entire convention.

**AWARDED BY:** LaSertoma International at the International Convention

**TIME PERIOD:** Previous fiscal year

**JUDGING SYSTEM:** Previous years (30%) with emphasis on immediate past club year August-July (70%). Entry should be typed within spaces provided using LaSertoma International Form C15 and must be in English.

**ELIGIBILITY:** Any active member not holding an International office at the time of club nomination. Previous International recipients are not eligible for this award at International.

**PROCEDURE:** Using LSI Form C15, each club may present to the International Director one candidate application for the Regional Award. This application must be received by the due date established by each International Director. The International Director will appoint a committee of judges to select a regional winner. Each Region will decide on the type of award to be presented and will order it for presentation at the Regional Convention. The cost of the award will be absorbed by the Region.

**INTERNATIONAL AWARD:** For International consideration, the International Director must present the application of the regional winner to the International Chairperson of the LaSertoma of the Year (as listed in the current Directory) by June 1.

The judging committee at Regional and International levels shall be comprised of non-LaSertoma members. When an application is disqualified, the committee shall notify the International Director for further explanation as to why the application was disqualified.

## JUDGING CRITERIA FOR LASERTOMA OF THE YEAR AWARD

- I. Immediate past year (Maximum 70%): Three outstanding achievements of the immediate past year (List total percentage score by applicant's name.)
- II. Past Achievements (Maximum 30%): (List percentage score by each applicant's name.)
  - a. Club involvement and LaSertoma leadership (10%)
  - b. Fundraising and sponsorship activities (10%)
  - c. Community involvement other than LaSertoma affiliated (10%)

## CLUB AWARDS

### HONOR CLUB PRESIDENT

AWARD: Club receives a certificate

FURNISHED BY: LaSertoma International

AWARDED TO: Individual club

TIME PERIOD: Fiscal Year; the August 1st (first day of the fiscal year) membership count for each club will be based on the last report received from the club (July Report).

REPORTS: All Progress Reports must be submitted in a timely manner in accordance with the regional rules

ELIGIBILITY: Complete the following requirements:

- Raise an average of \$50.00 per member
- Average 25 service hours per member for sponsorship activities and/or fundraising activities
- Club participation in the International Scholarship & Memorial Fund, LaSertoma Endowment Program, the Youth Service Award Program and Youth Campership Program
- Build a new LaSertoma Club with a minimum of nine (9) charter members as of the date of the charter, build a LaSertoma Youth Volunteer Club or REBOC

The Distinguished Club of the Year (LSI Form C16) must be completed by the club applying for this award and approved by the International Director of the Region. The form signed by the club president and International Director must be forwarded to the International President no later than September 15th, in order to allow time for preparation of the certificate. The award will be sent by the International President to the International Director for presentation at the Fall Conference (or other appropriate time) to the winning club(s).

## REBOC (Rebuild Your Own Club)

REQUIREMENTS: Add nine (9) new members to a club's roster during the fiscal year. It is imperative that the Treasurer's Remittance (LSI Form C4) be submitted showing additions and deletions as they occur. A club must show a net gain of nine (9) **new members** over any deletions during the year. A new member is someone who was not on that Club's roster the previous fiscal year. The award is based on the International Secretary/Treasurer's membership records. The Club should notify their International Director using the C1 Form when criteria are met. The Director should submit notice to the Growth Chairman of a club's eligibility.

AWARD: Certificate

FURNISHED BY: LaSertoma International

AWARDED TO: Club - At International Convention (or other appropriate time)

TIME PERIOD: Fiscal year (August 1st - July 31<sup>st</sup>)

## TRAVELING SILVER CUP AWARD

A beautiful silver trophy cup was donated by Past International President, Rosa Villanueva. It is one of the most coveted and prestigious awards given by LaSertoma International. The cup is passed to the club winning this award. (If club does not take the trophy home, it will be stored at Headquarters for the next year.)

To be eligible for the Traveling Silver Cup, a club must build at least one new LaSertoma Club or Youth Volunteer Club or REBOC during the current year.

The Traveling Silver Cup will be awarded to the club that achieves the highest number of points between June 1 - May 31 in all of the following categories:

- Money raised per capita
- Money donated per capita
- Service hours donated per capita
- LaSertoma Clubs chartered
- LaSertoma Youth Volunteer Clubs started

The application form (LSI Form C17) must be submitted by the club no later than June 7 to the International Director for verification. The figures must conform to those sent to the International Director on the Club Progress Report. The International Director must then forward the form to the chairperson of the Travelling Silver Cup award committee, no later than June 20.

The award will be presented at the International Convention. This award will be judged on the following basis:

- 5 points for each \$25.00 raised per capita
- 5 points for each \$25.00 donated per capita
- 1 point for each service hour preformed per capita
- 100 points for each new LaSertoma Club or LaSertoma Youth Volunteer Club built or REBOC



## WAITMAN AWARD

AWARD: Established by Mrs. Jack Waitman, a Past President of LaSertoma International. A certificate is presented at the International Convention to the winning club. Mrs. Waitman paid for this award for many years. It is considered a LaSertoma International Award and is now paid by LaSertoma International.

Winner of the award is determined by the International Secretary/Treasurer, who figures the percentage of increase in paid memberships of the clubs as of May 1st compared with the preceding May 1st membership of the same club. The winner is the club which shows the highest percentage of increase.