

## Entry for Project Manager Award

This award is given to the member who served best in the capacity as manager of a chapter project within the year. This project may or may not include fund raising. Fill in all eligibility requirements and information requested.

Nominee's Name \_\_\_\_\_

Chapter \_\_\_\_\_ District \_\_\_\_\_

Attendance at meetings \_\_\_\_\_ %

100% Living Endowment Contributor \$ \_\_\_\_\_

*The undersigned certifies that all the information written herein is true and correct to the best of my knowledge.*

Name of narrative writer \_\_\_\_\_

Signature of narrative writer \_\_\_\_\_

*The undersigned certifies that all the information written herein has been carefully read and believed to be true and correct to the best of my knowledge.*

Name of chapter president \_\_\_\_\_

Signature of chapter president \_\_\_\_\_

### Eligibility requirements

#### District

1. The nominee for this award must have been primarily responsible for the operation of a project in their chapter during the year. This project may or may not include fund raising.

2. The nominee must have had 75% attendance at chapter meetings in the previous year.

3. The nominee must be a 100% contributor to Living Endowment.

4. No dual or co-nominees are allowed.

5. The nominee must be present at the Fall Regional Conference to win the district award. Illness or other unforeseeable circumstances could mitigate this requirement, if, in the opinion of the judges, it is justified. The judges' decision is final. The judges for excused absence (illness or other unforeseen circumstance as defined within the award guideline) will be the district governors for the region. The request for mitigation from attendance must be presented to the region executive committee meeting at the fall region conference. The vote shall be by secret ballot, with the region director casting a vote in the event of a tie.

#### National

1.- 5 same as above.

6. The nominee must be selected as District Project Manager with the award presented at the Regional Fall Conference immediately preceding the National Conference.

7. The nominee must be present at the National Conference to win the national award.

### Procedures

#### District/National

1. A typed narrative of approximately 500 words is prepared by the chapter awards chairman with the qualifications of the nominee. The narration should include their organization of the project, how it was promoted, implementation of the project, and the benefits derived. As a cover sheet attach this entry form making sure all information is filled out and signed. **Give the award entry to the District Governor at the August District Board Meeting.**

2. The narrative is entered in district competition and a District Project Manager is selected at the Regional Fall Conference. The judges may not declare ties. The judges must select a single winner from the entries in their district. It is the responsibility of the Region Director to send the winning entry to the AMBUCS™ Resource Center at the conclusion of the Fall Regional Conference.

3. District winners are judged at the National Conference, and the National Project Manager is selected. No entry will be considered for the National Project Manager Award unless that same entry has been judged a district winner at a Regional Fall Conference immediately preceding the National Conference.

## Judging and awards

The judges may not declare ties. The judges must select a single winner from the entries in their district. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- a. Brief summary of the project.
- b. How the nominee promoted the project.
- c. How the nominee implemented the project.
- d. The benefits derived.

### **Chapter level**

Judges: special committee appointed by chapter president. Award: plaque, 6"x 8".

### **District level**

Judges: past district governors or independent judges appointed by district governor. Award: plaque, 8" x 10", plus district banner medallion.

### **National level**

Judges: independent judges or past national presidents as approved by the National Awards Committee. Award: 1st, 2nd, & 3rd place framed certificates; 1st, 2nd & 3rd place banner medallions.