



HOW TO SUBMIT A LIFETIME AWARD NOMINATION

Effective January 2023

For questions, please submit an email to the 2023 Awards Committee at Awards@philnyjaycees.org

JCI Philippine New York – Awards Committee
Guidelines to Lifetime Awards Criteria
Version as of – January 2023

General Guidelines

1. Lifetime awards are to be prepared without the knowledge of the awardee. It must be kept a **secret** until such time that it is presented. Self-nominations are not allowed.
2. Any member who receives all three lifetime awards is considered a “Triple A” or “Triple Crown” winner.
3. These awards are to be presented at an appropriate event to give due honor for the recipient.
4. The New York State Governors and JCI New York State Senators have annual dues that should be paid by any awardee upon receipt of an invoice from the respective group.
5. It is strongly encouraged that a lifetime awardee continues to support the chapter in whatever way possible in the years to come.
6. The chapter is responsible to pay for the awards from chapter fundraising efforts. Occasionally, the JCI Philippine-New York Senate group offers to sponsor a specific award category or recipient.
7. The recipient does not need to be a past president of the chapter to receive a lifetime award.
8. The recipient does not need to be a past officer to be awarded a lifetime award. However, their contributions to the chapter should be evident in their participation in committees. They must have demonstrated leadership either by being assigned to a project or by personally taking the initiative to step up to help.
9. Any nomination that did not reach the required aggregate average score needed for approval can be resubmitted the following year under the next Award Committee term for reconsideration.

Responsibilities of the Awards Committee

The Awards Committee has the option to do the following with the nomination:

- 1) accept and review
- 2) decline to review
- 3) recommend to defer or
- 4) recommend to downgrade the award level

The Awards Committee will do its best to review all nominations fairly. Should there be any issues not mentioned in a nomination but may have a direct impact to the Committee’s decision, it must be brought up during deliberations.

The Awards Committee Chairperson will coordinate committee meetings and nomination deliberation process.

Each member of the Awards Committee will score nominations based on percentages given for each criterion. Nominee must receive an aggregate average score of at least 80% for JCI New York State Governorship, 85% for JCI United States Ambassadorship, and 90% for Junior Chamber International Senatorship. If these scores are not reached, nomination will not be approved.

Responsibilities of the Board of Directors

The Board must make time to review the nominations objectively and within a reasonable time frame to ensure that the nominations are sent to their final awards body in time for the presentation date.

Per the Board resolutions, the chapter board has final approval of the nomination.

Approval requires two-thirds majority of the existing board members to sign off. Any member who does not wish to sign off can signify by putting an “X” in their space or indicate “DISAPPROVE”. This will just denote that the nomination was reviewed and the vote registered.

If the nomination does not garner two-thirds majority, the nomination fails and will not be submitted at this time.

Steps to Submit a Nomination

PARTIES TO THE SUBMISSION OF A NOMINATION:

1. The Nominator
2. The Awards Committee
3. The Chapter Board of Directors

Note: All nominations must be prepared by an active member of the chapter. Should the nomination be prepared by a peer of that member, there must be a current member to sign off as a second nomination for the candidate.

1. Secure the appropriate form to correspond to the lifetime award to be given. (Governorship, Ambassadorship, Senatorship).
2. Secure as much of all the biographical information needed. The date when the member first became a Jaycee member is a critical starting point.
3. The Nominator must secure supporting documentation to include in the submission.
4. The nominations can be completed in a DOC file but is recommended to be converted to a PDF file to ensure that the formatting and supporting documentation are preserved in the manner prepared while being distributed to the various committee.
5. Submit completed nominations to Awards@philnyjaycees.org and cc: the chapter President. For Senatorship nomination, also cc the chapter’s Senate President.
6. Chapter President advises the rest of the board members of this submission.
7. The Chapter President must send an acknowledgement email to the Awards Committee confirming receipt of the submission within three (3) days of receiving. This will allow the Awards Committee to begin their review.

8. The Awards Committee is tasked to review the submission objectively and score nominations received based on percentages given for each criterion. Nominee must receive an aggregate average score of at least 80% for Governorship, 85% for Ambassadorship, and 90% for Senatorship. If these scores are not reached, nomination will not be approved.
9. The Awards Committee will be given ample time to review and deliberate each nomination. It is expected that this process can take as much as two (2) weeks but can be less depending on how many nominations are being reviewed.
10. For approved nominations, the **"Awards Committee Resolution"** form is signed and sent to the Chapter President. The Nominator is also included in the email.
11. If the nomination is approved by the Board of Directors, they will then complete the **"Board Resolution"** form and send back to the Nominator cc the Awards Committee and the Nominator.
12. The Nominator must now forward the nomination packet to the appropriate lifetime awards group to review and approval as listed on the form as well as the appropriate payment as per instruction.
13. Once approved by the appropriate lifetime awards group, the Nominator (or designee) will receive the certificate and pin in the mail.

Preparing for the Presentation of the Award

1. The nominator (or designee) should be responsible for putting the certificate in an appropriate frame for the presentation.
2. Once the materials are received, identify who shall prepare the presentation speeches – max up to 3-4 minutes only.
3. During the presentation, the identity of the nominee should be kept secret until the Gov #, Amb # or Senator # is announced.
4. During the presentation, please invite the lifetimers of that category to rise and welcome the newest member to be inducted into that group of individuals.
5. For those presenting the awards, keep in mind, this is a special moment for the awardee and the speech that is prepared should be well thought out. With prepared planning, the moment will prove surprising for the awardee. This is an important moment and should not be taken lightly.

<p>Requirements on JCI New York State Governorship Nomination Form</p>	<p>Additional Requirements from the JCI Philippine- New York Awards Committee. Nominee must receive an aggregate average of at least 80%. Please address the following criteria in order and provide supporting statements.</p>
<p style="text-align: center;"><u>JCI NEW YORK STATE Governorship</u></p> <p><u>GENERAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. Display a record of outstanding service and involvement, 2. Be a three-year member in good standing, 3. Have served one year on his/her local Jaycee Board of Directors or 4. Have served one year on the New York State Jaycees Executive Committee. <p>The official application must be submitted to explain the extent of the nominee’s Jaycee involvement, as well as his/her community involvement outside the Jaycees organization.</p> <p>The completed application must be signed by the local president. (If the Governor nominee happens to be the current Jaycee president, the next senior officer may sign the application.)</p> <p>Cost \$50 processing fee to NYS Governors + cost of frame and flowers (\$25-50) = \$75-100</p> <p>Timeline to submission: 30 days prior to presentation of the award.</p> <p>Note: JCI PNY Chapter President signs the application only when the nomination has been approved and signed resolutions have been received from both the lifetime awards committee and the board of directors.</p>	<p><u>JCI New York State Criteria (50%)</u></p> <p><u>Personal Recruit (20%)</u> 2 minimum recruits (cumulative). JCI is a membership driven organization and as such, no. of recruits is an important criteria. Please provide the names of the recruits to aid in the committee's evaluation.</p> <p><u>Leadership (15%)</u></p> <ol style="list-style-type: none"> A. Chaired one project (preferably supported by a fully completed PMG or evidence of project management with committee support). This project should be organized and supported/led by the JCI Philippine-New York chapter. Collaborative projects will be given less consideration. B. Served in a leadership position in the chapter (either in an elective or appointed position). C. Shared his/her leadership skills or knowledge within the chapter to contribute towards member development. <p><u>Awards (5%)</u></p> <ol style="list-style-type: none"> A. Garnered Jaycee of the Year Award or Most Outstanding VP or any other individual member of the year award B. State and/or National ranking or recognition of any individual or project level award <p><u>State Involvement (5%)</u> Attendance in State convention (minimum of 1)</p> <p><u>Other Special Considerations (5%)</u></p>

<p>Requirements on JCI United States Ambassadorship Nomination Form</p>	<p>Additional Requirements from the JCI Philippine- New York Awards Committee. Nominee must receive an aggregate average of at least 85%. Please address the following criteria in order and provide supporting statements.</p>
<p style="text-align: center;"><u>JCI UNITED STATES Ambassadorship</u></p> <p><u>GENERAL CRITERIA</u></p> <p>For a Junior Chamber member to be considered for the honor, several guidelines have been established as far as a candidate's qualifications.</p> <ol style="list-style-type: none"> 1. The Ambassador honoree must display a record of outstanding service and involvement 2. The Ambassador honoree must have been a three-year member in good standing 3. The Ambassador honoree must have served one year on a local Junior Chamber Board of Directors or have served one year on a State Executive Committee <p>Cost \$150 processing fee to United States Junior Chamber + cost of frame and flowers (\$25-50) = \$175-200</p> <p>Timeline to submission: 45 days prior to presentation of the award since this needs to be signed off by the Chapter President and State President.</p> <p>Note: JCI PNY Chapter President signs the application only when the nomination has been approved and signed resolutions have been received from both the lifetime awards committee and the board of directors.</p>	<p><u>First Time Lifetime Awardee:</u></p> <p><u>Basic criteria as part of Governorship, plus 1 additional recruit (60%). JCI is a membership driven organization and as such, no. of recruits is an important criteria.</u> Please provide the names of the recruits to aid in the committee's evaluation.</p> <p><u>Exceptional contribution to the chapter (40%)</u> in a manner that is above and beyond the expectation for the office, such as overcoming significant challenges during the year or making positive contribution towards change in the management of the chapter.</p> <p><u>Current New York State Governor:</u></p> <p><u>Incremental service rendered or support given to the chapter (60%)</u> within 3 years of receiving the Governorship.</p> <p><u>Personal Recruit (20%)</u> 3 minimum recruits (cumulative). Please provide the names of the recruits to aid in the committee's evaluation.</p> <p><u>Awards (State and National) (5%)</u></p> <p><u>State and National Involvement (10%)</u> Attendance in State convention and minimum of 1 National convention</p> <p><u>Other Special Considerations (5%)</u></p>

<p>Requirements by US JCI Senate and as indicated on the Junior Chamber International Senatorship Nomination Form</p>	<p>Additional Requirements from the JCI Philippine- New York Awards Committee. Nominee must receive an aggregate average of at least 90%. Please address the following criteria in order and provide supporting statements.</p>
<p style="text-align: center;"><u>JUNIOR CHAMBER INTERNATIONAL SENATORSHIP</u></p> <p>The application forms must be completed, approved, and signed by the Local Junior Chamber President, then forwarded to your State Junior Chamber President and United States Junior Chamber President for their signatures, before it can then be submitted to Junior Chamber International, along with full payment of the application fee.</p> <p>Applications are generally submitted via the local State JCI Senate. Before starting the application process, check in with your State JCI Senate to determine its specific process.</p> <p><u>GENERAL CRITERIA</u></p> <ol style="list-style-type: none"> 1. The applicant must have a minimum of (5) five years as a Jaycee (as required by US JCI Senate) 2. A letter should be provided by the local chapter indicating why the applicant is deserving of a Senatorship and include an outline which describes the applicant’s accomplishments. 3. The application should be accompanied by at least two (2) letters of recommendation from JCI Senators from the applicants local (preferred) or district (as required by US JCI Senate) 	<p><i>The committee requires that the Senator nominee is first awarded the Governorship OR the Ambassadorship prior to being considered for the JCI Senatorship.</i></p> <p><i>(NOTE: This requirement is unique to JCI Philippine-New York and thus should not be compared to lifetime awards presented to honorees from other states or chapters.)</i></p> <p><u>Current New York State Governor or United States Ambassador:</u></p> <p><u>Incremental service rendered or support given to the chapter (40%)</u> within 3 years of being a Governor or Ambassador.</p> <p><u>Personal Recruit (20%)</u> 5 minimum recruits (cumulative). <u>JCI is a membership driven organization and as such, no. of recruits is an important criteria.</u> Please provide the names of the recruits to aid in the committee's evaluation.</p> <p><u>Leadership (15%)</u></p> <p><u>State, National and International Involvement (10%)</u> Attendance in State Convention, and minimum of 1 National Convention and 1 JCI Area Conference or World Congress</p> <p><u>National/International Recognition/Awards (10%)</u></p> <p><u>Other Special Considerations (5%)</u></p>

Costs:

- 1. \$300.00 - Payable to: Junior Chamber International**
- 2. \$75.00 - Payable to: U.S. Jaycees**
- 3. Annual dues via check for the appropriate amount to JCI New York Senate.**
- 4. Cost of Frame and flowers if applicable.**

Timeline to submission: 45-60 days prior to presentation of the award since this needs to be signed off by the Chapter President, State President and National President.

Note: JCI PNY Chapter President signs the application only when the nomination has been approved and signed resolutions have been received from both the lifetime awards committee and the board of directors.