



SOUTH CAROLINA FAMILY AND COMMUNITY LEADERS

Affiliated with National Volunteer Outreach Network, Country Women's Council, U.S.A.,
Associated Country Women of the World and in partnership with Clemson University Cooperative
Extension Service

SCFCL website: <http://www.scfcl.com>

Leader Training Guide

SCFCL Award Books and the Seven Forms Used For Judging

Objectives:

1. Participants will learn the importance of the four award books
2. Participants will learn how to print and use the Award Guidelines and Score Sheet forms as a guideline for assembling the award books
3. Participants will learn the procedures and the time table used in judging the award books for County, District, and State Awards using the seven score sheet forms

Lesson Overview/Introduction:

The Education Program Award, Handbook Award, Publicity Award, and Leadership Award books are all vital and important parts of the SCFCL program. Every SCFCL county is encouraged to make these books. Each book shows the clubs goals and how they achieved their goal and their award. The score sheet forms tell how things should be placed in each book. This lesson will tell how to print and use the score sheet forms to assemble the books, when and how to turn these books into the proper person, and how the books are judged. Any book is eligible to receive a District and a State Award if the county is in good standing with the SCFCL State Treasurer by turning in all their membership names by the deadline of January 15 of the current year.

Lesson:

EDUCATION PROGRAM:

The two forms needed for the Education Program are the Education Program Report Form and the Education Program Award Guidelines and Score Sheet. The Education Program Report Form is used to list the total of volunteer hours, time, and travel each member has contributed in the service of SCFCL. Each member gives her report of hours on the Education Program Report Form to her club Education Program chairman. This can be given anytime during the year or at the end of the year. The club chairman compiles this information and gives it to the county Education Program chairman. The county Education Program chairman compiles the information from all the clubs in the county and sends or gives a County Education Report to the District Director at the Spring District meeting. A copy of the County Education Report is also put into the counties Education Program Award book. The District Director compiles all their Counties Education Reports into one report and gives it to the SCFCL President at the April SCFCL Board meeting. The President compiles this information into a State Education Report to be given to the SCFCL adviser at Clemson University and others to show the impact the SCFCL members have in their community.

The second form that is used in the education program is the Education Program Award Guidelines and Score Sheet. Each county can assemble an Education Program Award notebook to be judged for District and State Awards. The material should be placed in a three ring loose-leaf notebook in the order it is listed on the Education Program Guidelines and Score Sheet form. This notebook should also contain a copy of the Education Program Report Form for your county along with pictures of your club doing a lesson based activity, any newspaper printed material or any other related information to show that the current Education Lessons prepared by the SCFCL Education Committee has been carried out and how your club used these lessons to improve your community. The county Education Program Award notebooks are turned into the District Director at the Spring District meeting who has them judged using the Education Program Award Guidelines and Score Sheet. A certificate for first, second, third place and honorable mention will be given at the Fall District meeting in September. The Education Program Award books receiving a score of 90 points or above are listed on the FCL District Score Sheet form and given to the Vice President for Program at the June SCFCL Board meeting to be judged again using the Education Program Award Guidelines and Score Sheet for State Awards given at the State Conference. All District and State Awards are based on the scores received on the Education Program Award Guidelines and Score Sheet.

HANDBOOK AWARD GUIDELINES AND SCORE SHEET:

Each county that has an active SCFCL club should have a County Handbook. This handbook should contain all the information about your county's club meetings, the dates, and any other information needed to have a well-organized club and organization. The Handbook Award Guidelines and Score Sheet is a guide as to what needs to be in the book and the placement of this information. A handbook from each county is turned into their District Director at the Spring District meeting who has them judged using the Handbook Award Guidelines and Score Sheet. A certificate for first, second, third place and honorable mention will be given at the Fall District meeting in September. The handbooks receiving a score of 90 points or above are listed on the FCL District Score Sheet form and given to the Vice President for Public Relations at the June SCFCL Board meeting to be judged again using the Handbook Awards Guidelines and Score Sheets for State Awards given at the State Conference. All District and State Awards are based on the scores received on the Handbook Award Guidelines and Score Sheet.

PUBLICITY AWARD GUIDELINES AND SCORE SHEET:

The Publicity Award book is used to show how your county used local newspapers, newsletters or other published printed material to let the community know about your SCFCL club and the organization. This book is a three ring loose-leaf notebook using the Publicity Award Guidelines and Score Sheet as a guide to placement of the information. The county Publicity Award books are turned into their District Director at the Spring District meeting who has them judged using the Publicity Award Guidelines and Score Sheet. A certificate for first, second, third place and honorable mention will be given at the Fall District meeting in September. The Publicity Award books receiving a score of 90 points or above are listed on the FCL District Score Sheet form and given to the Vice President for Public Relations at the SCFCL June Board meeting to be judged again using the Publicity Award Guidelines and

Score Sheet for the State Award given at the State Conference. All District and the State Awards are based on the scores received on the Publicity Award Guidelines and Score Sheet.

LEADERSHIP AWARD:

The Leadership Award is given each year to an outstanding SCFCL member who has shown a very active interest and has been a strong supporter of their family, their community, SCFCL, and has been a member of the SCFCL organization for at least two years. The person is nominated for a county award by his or her own SCFCL club. A three ring loose-leaf notebook should be used for the completed South Carolina Family and Community Leaders Leadership Award Application form with information on the nominee. **Be sure to make a copy of this notebook and the pictures.** Using the Leadership Award Guidelines and Score Sheet the books are judged and the county winner must have a point score of 90 or above to be a county winner. The county winners name and notebook is then given to their District Director at the April SCFCL Board meeting who has the notebooks judged using the Leadership Award Guidelines and Score Sheets for the District Award. The person receiving the most points of 90 or above will be their District award winner. The District winner's notebook will be given to the President for Public Relations at the June SCFCL Board Meeting who has them judged again for the State Leadership Award. The Vice President for Public Relations will send a letter to the nominees telling them they have won for their District and what is needed for the power point presentation at the State Conference. **The pictures and information from the notebook will be used for the power point presentation.**

JUDGING THE EDUCATION, HANDBOOK, PUBLICITY, AND LEADERSHIP AWARD BOOKS

All clubs that are in good standing with the SCFCL State Treasurer, by turning in their membership names by January 15th of the current year, are eligible for a District and a State Award. Three unbiased judges, such as past club officers or board members or someone that has a vast knowledge of SCFCL, will be chosen to judge these books. All books submitted by or at the Spring District meeting to their District Director will receive a first, second, third place or honorable mention District Award Certificate, which are given at their District meeting in September. The award is based on the scores given each book on their Guideline and Score Sheet. The books that receive a score of 90 points or above will be listed on the FCL District Score Sheet and given to the Vice President for Program or Vice President for Public Relations at the June SCFCL Board meeting to have them judged again for the State Award. Again three unbiased judges with the same credentials will be asked to judge these books. The Education, Handbook and Publicity book with the highest score receives the State plaque and the others will receive a framed certificate with a seal as second, third or fourth place winner at the State Conference. The first place State Leadership Award winner will receive a State plaque and the other two District winners will receive their District plaque.

The point system is as follows:

- A book scoring 69 points or below receives an Honorable Mention
- A book scoring 70 to 79 points receives a Bronze seal or Third place
- A book scoring 80 to 89 points receives a Silver seal or Second place
- A book scoring 90 or above points receives a Gold seal or First place

Due dates for all Reports and Award books.

1. Education Program Report Form: anytime during the year to county, Spring District meeting to District Director, June SCFCL Board meeting to SCFCL President
2. Education Program Award book; Spring District meeting to District Director, June SCFCL Board meeting to SCFCL Vice President for Program for State Award
3. Handbook and Publicity Award books: Spring District meeting to District Director, June SCFCL Board meeting to SCFCL Vice President for Public Relations for State Award
4. FCL District Score Sheet: list and total points of District books given to SCFCL Vice Presidents at June SCFCL Board meeting along with score sheets from District judging
5. Leadership Award Book: County winner given to District Director at April SCFCL board meeting, District winner given to SCFCL Vice President for Public Relations at the June SCFCL Board meeting for State Award

Lesson Summary:

1. Encourage your club to make and submit these books for judging awards
2. Turn in all reports and books according to the timetables given in this lesson and listed in the SCFCL Handbook.
3. Print and follow all the Guidelines and Score Sheet forms in preparing the books that are placed in competition for District and State Awards.

Suggested Materials:

1. Print these forms from website www.scfcl.com or contact District Director
 1. SCFCL Education Program Report Form
 2. SCFCL Education Program Award Guidelines and Score Sheet:
 3. SCFCL Handbook Award Guidelines and Score Sheet
 4. SCFCL Publicity Award Guidelines and Score Sheet
 5. SCFCL District Score Sheet
 6. SCFCL Leadership Award Application Form
 7. SCFCL Leadership Award Guidelines and Score Sheet
2. SCFCL 2011 Handbook using pages listed below

Lesson Prepared by: Linda Finley, SCFCL Vice President for Public Relations 2006-2012

Lesson Review by: Debbie Calcutt, SCFCL Vice President for Program

Sources/References:

1. South Carolina Family and Community Leaders 2011 Handbook
 - Page 32 Section C #10a
 - Page 32 Section D #11a & 12b
 - Page 35 Section H #16 - #20
 - Page 39 Section VIII & Section IX
 - Page 40 Section X
 - Page 41 Section XIII
2. Seven forms listed above.