ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

COUNTY OF THE YEAR APPLICATION

January 1 through December 31, _____

(CIRCLE ONE)

COUNTY: _____ DISTRICT: _____ CATEGORY: 54 or Less members
55 or More Members

COUNTY CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: _____ E-MAIL: _____

CRITERIA TO BE COMPLETED WITH DOCUMENTATION FOR EACH!

(*means refer to page 52 County Guidebook for completing this form. Use additional paper if needed.)

1._____20 points *	Per event the county uses the current IAHCE theme. Type or write in current year theme. List: _____ _____
2._____100 points *	For **every** major educational lesson presented in the county. List Major Lessons that were presented with handouts and provide the date presented. Attach a copy **only** of the title page and sign-in sheet. **Maximum of 1,000 points.**
3._____25 points *	For **every** minor educational lesson presented in the county in person or in a newsletter. List Minor Lessons and date presented. Minor lesson must be at least a page in length. **Maximum of 300 points.**
4._____100 points (max)	Joined with another county or counties in planning and presenting a lesson or event. List name and date of lesson/event and counties involved. Please provide a flyer and/or article.
5._____20 points	For **each** non-member who attended county lessons. Provide copy of sign-up sheet with non-member identified.
6._____100 points(max)*	Held a **special** membership drive. Provide proof of event with sign-in sheet identifying members/non-members. List number of new members signed up.
7._____200 points *	For **each new to HCE** member from January 1 to December 31. IAHCE President will verify with your District Director on the Year-end Membership Report.
8._____100 points	Year-end Membership Report postmarked to District Director by January 5th. IAHCE President will verify with your District Director.
9._____50 points	If IAHCE President, District Director **or** other IAHCE officer officially visited your county this year, list officer(s) _____. **75 points max,** if IAHCE President and District Director both visited your county.
10._____100 points	State dues were collected and postmarked to Treasurer by due date of January 5th. IAHCE President will verify with State Treasurer.
11._____50 points (max)	For a presenter who spoke on an IAHCE Country of Study: _____.
12._____100 points	Collected Friendship Projects Fund. Postmarked to State Treasurer by November 20th. IAHCE President will verify with State Treasurer.

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

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13._____100 points	For **each** educational scholarship given to one attending a college, university or technical school.
14._____50 points *	For **each** county Cultural Enrichment activity. (See page 26 IAHCE County Guidelines)
15._____10 points	For **each** county member who submitted a CVH form. IAHCE President will verify with CVH Director.
16._____100 points *	For **each time worked** with 4-H members on a special project or activity. List all with dates.
17._____50 points *	For **each time worked** with another community club or organization on a project. List 4-H on #16 only. List organization, project & date: _____
18._____50 points*	For **each** service project your county participates in i.e. financial donations to not-for-profit groups, knitting articles of clothing (not requested by the club or organization),donations to food pantries, cards to Veterans, etc. **Provide completed Report of Project mailed to President by requested due date.**
19._____50 points	For **each** article printed in the IAHCE Newsletter. IAHCE President will verify with Editor.
20._____20 points	For **each new** IAHCE Newsletter subscription in your county. IAHCE President will verify with Editor.
21._____100 points	For **each** method of communications used to promote HCE in your county. (e-mail, newspaper, County HCE Facebook, County HCE Webpage, Twitter, Instagram, Pinterest, etc. List each method used _____ _____. **600 points max.**
22._____100 points	For **each** member who attended an IAHCE District Workshop. List names: _____
23._____100 points	For **each** member who attended the IAHCE Annual Conference. List names: _____
24._____20 points	For **each** county member who attended the NVON, CWC, or ACWW conferences. List names: _____
25._____100 points *	For every educational and membership application submitted. List category: _____ **600 points max**. IAHCE President will verify with each director and 2nd VP.

_____ TOTAL POINTS SUBMITTED

County President: _____

County 1st Vice President: _____

County 2nd Vice President: _____

GUIDELINES FOR COUNTY OF THE YEAR APPLICATION

The "County of the Year" award application provides counties with the opportunity to be recognized for overall achievement in promoting the mission and goals of IAHCE on a county-wide basis through the various programs, lessons, and events offered to HCE members and guests.

Information will be verified. **Please submit proof with application to the current IAHCE President (check page 1 of the current County Guidebook or the iahce.org for the name and address of current president). Must be postmarked by January 5th to current IAHCE President.** It is suggested application and documentation be sent by certified receipt mail or signature confirmation.

No limit on number of pages needed. Use additional paper if not enough space on the application to answer questions. Winner will be announced at the Tuesday Night Awards Banquet during Conference. Please make every effort to attend the conference if you are applying for "County of the Year" award. **Can only win the County of the Year two years in a row.**

County of the Year applications will be awarded in two categories according to total membership at the beginning of the calendar year.

a. 54 members or less
b. 55 members or more

*Number 1	Use of current theme i.e. cover of program booklets, event programs, theme for meetings or events. Not just mentioning in an article somewhere.
*Number 2	To be considered a **Major Lesson** must be presented by U of I Extension or developed by another University Extension or person(s) of authority with handout materials, reference material list, and possibly a leader's guide. Please provide the front page of the lesson, sign-in sheet, and date presented to county HCE organization.
*Number 3	To be considered a **Minor Lesson** must be 1 typewritten page in length, informational in nature, and presented or made available to the members of the county HCE organization. Please provide proof of lesson if possible include a sign-in sheet, and date.
*Number 6	A Special Membership Drive means that a specific membership event was planned and given to the public for the specific purpose of soliciting membership. Proof of the event required. Please provide a sign-in sheet identifying guests/members. Please record number of new members as a direct result of the event.
*Number 7	New member means **"new to HCE"** only. Transfers to another county HCE or returning members to a county HCE is not considered new.
*Number 14	Cultural Enrichment Activity for the membership and their guests may include the following: Luncheon/contest, presentation in one of the areas on page 26 of the County Guidebook, crafting day, county-wide invitation to a play, musical, museum, concert etc.
*Number 16	The 4-H and HCE **physically worked side by side** on a project. i.e. food stands at the fair, judging 4-H projects or serving as superintendent at 4-H shows. Unacceptable is financial donations to 4-H shall be included in service projects #18.
*Number 17	The other club or organization **actually worked along-side** the HCE on a project. For example: Red Cross on blood drives; if you asked another organization or club to make something to benefit that club or organization, it is acceptable. Not acceptable is if your county chooses to make and donate to a club or organization such as knitting hats for preemies. Those type of activities are considered service projects included in #18. **Please record all 4-H activities/projects on #16.**
*Number 18	Must provide a copy of the **"Report of Projects"** which is also mailed to the current IAHCE President. May include donations to 4-H (such as for awards).
*Number 25	For every Education and Membership report/application submitted, points will be given for a **maximum of 600 points**. Reporting county activities to the State officer in the various areas shows overall participation by the counties. To be eligible for The County of the Year you must submit one or more applications in the following areas: Cultural Enrichment, Family & Community Issues, International, Public Relations, CVH, and Membership.

IAHCE EDUCATION AWARD GUIDELINES

PURPOSE: To give recognition to County HCE educational programs which best represent the goals of the IAHCE organization.

To encourage County Education Committees to set goals and objectives and to follow up programs with proper evaluations.

To encourage networking with other educational organizations, agencies, and non-members.

AWARDS

"Each IAHCE Education Director will present a Grand Award from the Educational Program Category (Example: Cultural Enrichment, Family & Community Issues, etc.) to the county with the most outstanding report submitted. Education Certificates will be awarded to counties from the following categories: Grand Award, 2nd Place and 3rd Place in the "54 and under county members" category and in the "55 and over county members" category. Awards will be chosen from statewide IAHCE Report Forms completed on programs from the previous year. These forms must be submitted/postmarked by January 5th. **Can only win the Grand Award in each Educational Program Category two years in a row.**"

PROGRAM CATEGORIES:

Cultural Enrichment
1. Visual and Performing Arts
2. Printed and Applied Arts

Family & Community Issues
1. Family Living
2. Health, Food and Nutrition
3. Citizenship

Membership
1. Activities

International
1. Country of Study

Public Relations
1. HCE Month - October
2. Public Relations

Certified Volunteer Hours
1. County w/Highest # HCE Hours Reported
2. Member w/Highest # HCE Hours Reported
3. County w/Highest # Other Hours Reported
4. Member w/Highest # Other Hours Reported

AWARD PRESENTATIONS: Award winners will be recognized at Annual Conference as follows: **Grand Award, 2nd Place and 3rd Place in the "54 and under county members" category and in the "55 and over county members" category.**

SUPPLEMENTAL MATERIALS:

Submit supplementary materials, such as program booklets, original published articles and/or advertisements and pictures which will help to tell the story. The printed names and dates (from the publication) of the articles are required. DO NOT WRITE OR UNDERLINE ON ANY PORTION OF THE ARTICLE. You must also include the publication figures and photographs, for instance – one of the speakers, one of the displays, and one showing the audience.

IAHCE EDUCATION AWARD GUIDELINES

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ELIGIBILITY AND APPLICATION: Only countywide activities completed before the January 5th postmark deadline will be considered. To be eligible, a program must be planned and carried out by the County HCE organization.

Winners will be selected from the IAHCE Report Forms only, submitted on forms provided by IAHCE and mailed to the Education Committee Director of IAHCE responsible for that category. See the inside front cover of the current State Newsletter for the names and addresses of the Education Directors. A copy of the IAHCE Report Form is on page 57 of this Guidebook.

*****NOTE: There are no awards given to County Presidents or First Vice Presidents--- only to Education Directors and to the Second Vice President. Program categories listed on page 53.**
*****NOTE: Your report must be limited to ten (10) pages which can be double sided.**

JUDGING:

Education Awards will be judged under the direction of the appropriate
IAHCE Education Committee Director
on the basis of:

1. The importance of the **OBJECTIVES** to the county/state program ……. 25 points
2. The **QUALITY** of the project plans and their execution …….……..... 35 points
3. The **ACCOMPLISHMENTS AND EVALUATION** …… 10 points
4. The **COMPLETENESS AND NEATNESS** ……..……..……. 20 points
5. The **SUPPLEMENTARY MATERIALS** ……..……. **1**0 points

REMEMBER - - THE DEADLINE FOR MAILING THESE REPORTS IS: JANUARY 5th!

GOOD LUCK!

IAHCE EDUCATION AWARDS SCORE SHEET

District_____ County_____ Date_____

Program Category _____ (See page 53)

1. The importance of the OBJECTIVES to the county/state program…….**25 points**
   Hosted an activity pertaining to category – 15 points
   Did your event increase awareness of HCE – 10 points

2. The QUALITY of the project plans and their execution…….3**5 points**
   Was your event interesting to the public – 10 points
   Did it showcase HCE members or HCE – 10 points
   Were educational handouts given to participants – 5 points
   Did you follow up with prospective members – 10 points
   (email addresses, phone calls, mailing thank you cards, etc.)

3. The ACCOMPLISHMENTS AND EVALUATION……**10 points**
   Did you sign up new members at event/activities – 10 points

4. The COMPLETENESS AND NEATNESS…….....**20 points**
   10 double sides pages or less – 5 points
   Included supportive educational materials – 5 points
   Neat and well-organized report attractively presented – 5 points
   report received by the deadline – 5 points

5. The SUPPLEMENTARY MATERIALS…….1**0 points**
   Did you network with other organizations or businesses
   and/or provide evidence of materials such as photos,
   newspaper articles, etc.) – 10 points

Total Points _____

COMMENTS:

_____

_____

_____

_____

_____

SUGGESTIONS FOR FILLING OUT REPORT FORMS

1. PROGRAM CATEGORY:
   Select the category that best fits your program/project. If the Education Director feels your entry should be in another category, she (he) will consider the entry there also, but you need not submit duplicate materials for more than one category.

2. When answering items, A, B, C and D you may use additional paper (other than the Report Form) to explain your program, **but do not forget to send in the Report Form**. Please attach photos, articles, etc. to a standard size paper. **PLEASE LIMIT THE NUMBER OF PAGES IN YOUR REPORT – INCLUDING PHOTOS – TO ONLY TEN DOUBLE-SIDED PAGES OR LESS. (Page 57 does not count in these pages.)**

3. Combine the Report Form and supplemental materials in a folder or lightweight notebook and send them to the **EDUCATION DIRECTOR** of the category selected; membership category should be sent to the IAHCE Second Vice President.

4. Reports are to be sent in by **JANUARY 5th**, but you may complete and send in the Report Form after your program/project is completed while the information is fresh in your mind.

5. Programs considered for awards may only be reported for current year.

6. Use your imagination! Have fun working on this!

IAHCE REPORT FORM
FOR EDUCATION AWARDS

PROGRAM CATEGORY_____ (See page 59)

IAHCE DISTRICT #____ COUNTY _____

REPORT PREPARED BY_____TITLE_____

ADDRESS_____CITY_____ZIP CODE_____

PHONE_____ E-MAIL_____

TOTAL HCE MEMBERSHIP_____

A. **WHAT WAS THE PROJECT:** Briefly describe your most successful program/project for this calendar year in the IAHCE Education Program category stated above. (Example - - International – Country of Study, Family & Community Issues – Citizenship, etc.)

B. **WHY DID YOU DO THIS:** List specific objectives.

WHAT DID YOU DO: How did you accomplish your objectives? Did you network with another organization? Who? Why?

D. **EVALUATION:** What were the end results? (Evaluate the accomplishments.) Briefly explain how each objective was met and describe changes in people/community as a result of the program. How many people did you reach?

E. **SUPPLEMENTAL MATERIAL:** Materials showing accomplishments, (pictures, articles, brochures, etc.).