

ILLINOIS ASSOCIATION FOR HOME AND COMMUNITY EDUCATION

COUNTY OF THE YEAR APPLICATION

January 1 through December 31, _____

COUNTY: _____ DISTRICT: _____

COUNTY CONTACT PERSON: _____

ADDRESS: _____ CITY _____ ZIP _____

PHONE: _____ E-MAIL _____

CRITERIA TO BE COMPLETED WITH DOCUMENTATION FOR EACH!**(* means refer to page 62 guidelines for completing this form.)**

1. _____ 20 points * Per event the county uses the current IAHCE theme. (Type or write in current year theme) _____
2. _____ 100 points For **every** educational lesson (major/minor) presented in the county. (Minor lesson must be at least a page in length.) (Attach a copy **only** of the title page.)
3. _____ 50 points For **each** article submitted to the IAHCE Newsletter. (Verified by Editor.)
4. _____ 20 points For **each new** IAHCE Newsletter subscription in your county. (Verified by Editor.)
5. _____ 100 points (max) Joined with another county or counties in planning and presenting a lesson or event.
6. _____ 200 points For **each new** member from January 1—December 31. (Verified on membership form sent to your District Director.)
7. _____ 100 points Year-end membership report postmarked to District Director by January 5th. (Verified)
8. _____ 50 points (max) If IAHCE President, District Director **or** other IAHCE officer officially visited your county this year, list officer _____
9. _____ 20 points For **each** non-member who attended county lessons. (Provide copy of sign-up sheet.)
10. _____ 100 points (max) Community, state **or** school project or activity that helped promote IAHCE.
11. _____ 50 points * For **each time worked** with another community club **or** organization on a project. List organization & project. _____
12. _____ 50 points (max) For a presenter who spoke on an IAHCE Country of Study.

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- 13. _____ 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.

- 14. _____ 100 points * For **each** time worked with 4-H members on a special project or activity. List all _____

- 15. _____ 100 points State dues were collected and postmarked to treasurer by due date of January 5th. (Verified by State Treasurer.)

- 16. _____ 100 points (max) Held a special membership drive. (Provide proof of event.)

- 17. _____ 20 points For **each** member who attended an IAHCE District Workshop.

- 18. _____ 20 points For **each** member who attended the IAHCE Annual Conference.

- 19. _____ 100 points Collected Friendship Projects Fund. (Postmarked to State Treasurer by Nov. 20th.)

- 20. _____ 100 points For **each** educational scholarship given to one attending a college, university or technical school.

- 21. _____ 100 points For **each** county member who attended NVON, CWC or ACWW. List names:

- 22. _____ 50 points For **each** county cultural enrichment activity. (See page 26 IAHCE Guidebook)

- 23. _____ 20 points For **each** county member who submitted a CVH form. (Verified by IAHCE CVH Director.)

- 24. _____ 100 points For **each** method of communications used. (e-mail, newsletter, Facebook, Twitter, Instagram, Pinterest or webpage) (list each used) (Max of 600 points.)

_____ **Total points submitted.**

County President: _____

County 1st Vice President _____

County 2nd Vice President _____

GUIDELINES FOR COUNTY OF THE YEAR APPLICATION

Information will be verified. Submit necessary proof if contacted by IAHCE President after receipt of completed application.

Must be postmarked by January 31st to current IAHCE President. See page 1 of Guidebook for address.

No limit on number of pages needed.

When answering #11, #13, #20 and #23, if additional space is needed you may use additional paper.

It is suggested it be sent by certified return receipt mail or signature confirmation.

Winner will be announced at the Tuesday Night Awards during Conference.

Starting with 2017 and each year thereafter the County of the Year Application submissions will be awarded based on two divisions according to total membership at the beginning of the calendar year.

- a. One division will be 76 members or more.
- b. Second division will be 75 members or less.

Can only win the County of the Year two years in a row.

* 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 11 - The other club or organization **actually worked** along-side the HCE. i.e. 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 a club or organization such as knitting hats for preemies. Those type of activities are service projects included in #13.

* Number 14 - 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, include in service projects, #13.

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 each District for each sub-category (Example: Family Living, Safety, Health Food & Nutrition, Special Activity). Each county may be eligible to earn recognition in one or more sub-categories within each Education Program area. These awards will be given only if the quality of the entries merit recognition. Awards will be chosen from statewide IAHCE Report Forms completed on programs from the previous year. These forms must be submitted/postmarked by January 31st.”

PROGRAM CATEGORIES:

Cultural Enrichment

1. Textiles
2. Heritage Skills
3. Special Activity

Family & Community Issues

1. Family Living, Safety
2. Health, Food & Nutrition
3. Citizenship, Environment
4. Special Activity

International

1. Country of Study
2. Other International Country Study
3. Special International Event

Public Relations

1. HCE Week
2. Public Relations
3. Special Activity

Membership

1. Activities
2. Special Activity

Certified Volunteer Hours

1. County w/Highest # Hours Reported
2. County w/Highest # of Members Participating
3. County w/Highest Percent of Members Participating
4. Individuals with 1000 hours in current year will be listed in the State Newsletter.

AWARD PRESENTATIONS: Award winners will be recognized at Annual Conference.

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 31st 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 66 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 62.**

*****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 10 points
- 2. The **QUALITY** of the project plans and their execution 25 points
- 3. The **ACCOMPLISHMENTS AND EVALUATION** 25 points
- 4. The **COMPLETENESS AND NEATNESS** 20 points
- 5. The **SUPPLEMENTARY MATERIALS** 20 points

REMEMBER - - THE DEADLINE FOR MAILING THESE REPORTS IS:
JANUARY 31!

GOOD LUCK!

IAHCE EDUCATION AWARDS SCORE SHEET

District _____ County _____ Date _____

Program Category _____ (See page 62)

- 1. The importance of the OBJECTIVES to the county/state program.....**10 points**
 increase awareness – 5 points
 increase & retain members – 5 points

- 2. The QUALITY of the project plans and their execution.....**25 points**
 interesting to the public – 5 points
 showcases HCE/HCE members – 5 points
 displayed sign, brochures, wore HCE name tag/shirt – 5 points
 handouts for participants – 5 points
 follow up plan for prospective members – 5 points

- 3. The ACCOMPLISHMENTS AND EVALUATION.....**25 points**
 held a special activity/event pertaining to your activity – 12 points
 at least 20% of participation was a prospective member/guest – 8 points
 signed up new members at event/activities – 5 points

- 4. The COMPLETENESS AND NEATNESS.....**20 points**
 10 pages or less (both sides can be used) – 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.....**20 points**
 increase awareness – 5 points
 networked with other organizations – 5 points
 provide evidence of materials (photos, articles, explanations, 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 (10) PAGES WHICH CAN BE DOUBLESIDED.** (Page 66 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 31st**, 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 62)

IAHCE DISTRICT # ____ COUNTY _____

REPORT PREPARED BY _____ TITLE _____

ADDRESS _____ CITY _____ ZIP CODE _____

PHONE _____ E-MAIL _____

TOTAL HCE MEMBERSHIP _____ POPULATION OF COUNTY _____

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, Community Outreach – Safety, 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.).