



Award Guidelines

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Award Categories & Introduction

Award Year June 1 - May 31

Recommendations

Each chapter should consider having an Awards Committee to review the awards to be won at the chapter, district, and national levels. **The National Awards Committee recommends this committee include the immediate past president.** It is he or she who knows most intimately the achievements during their year as president. They could give valuable advice and assistance to the current president and committee chairs and can advise them on how the chapter can continue to qualify for and win awards.

Award categories

Awards to chapters are divided into two categories — **Merit** and **Achievement**.

Merit Awards

Merit awards recognize chapters which attain excellence in performance as defined by the National AMBUCS Board of Directors. Chapters do not submit entries for these awards. These awards are automatically calculated based upon AMBUCS® Resource Center records for the awards year June 1 - May 31. Award banner patches are given at National Conference.

Awards in the Merit category are:

Scorecards:

1. National President's Citation based on Chapter Scorecards
 - a. Merit, Honor, Superior Chapter
2. National President's Citation based on District Scorecards
 - b. Merit, Honor, Superior Governor

New Chapter Building:

1. New Chapter Building Award
2. Sparkplug Award

National Program Giving:

1. 100% Amtryke Giving Award
2. 100% Scholars Giving Award
3. 100% Cornerstone Giving Award
4. Ultimate 100% Giving Award (100% in all three programs)
5. National Program Giving Per Member Award
6. National Program Giving Plateau Award

- 7. Big Heart Award
- 8. William L White
- 9. Amtryke Ambassador
- 10. Cornerstone Chapter Advocate

Membership Activity:

- 1. Blue Chip Chapter & District Awards
- 2. Branding Time Awards
- 3. Spring Round-Up Awards
- 4. Double Up Award

Amtryke:

- 1. Amtryke 5 or More Award
- 2. Amtryke Award

Achievement Awards

Unlike Merit Awards, Achievement awards recognize chapters and individuals in competition with others. To compete for any of the Achievement Awards at the National level, an award nomination form must be submitted by the chapter awards chairperson to the Region Director by **July 1**.

Many chapters choose to give a chapter AMBUC of the Year Award and a chapter Project Manager of the Year Award. If you do, please be sure your recipients meet the eligibility requirements for nominees on the regional and national level...so your nominees have the potential to go all the way! Be sure you contact your District Governor (if you have one) to see if there are district level awards too. You can get creative with your other awards; give as many or few and as zany or traditional as you would like.

Every chapter may submit one nomination for each of the awards below to their Region Director by July 1. If your chapter is not in a region you may submit it to your National President-Elect by July 1.

The Region Awards Committee appointed by the Region Director will then choose the official nominees to represent the Region on the National level and will submit them to the ARC by August 15. See further direction about number of regional nominees per award below.

Awards in the Achievement category are:

<u>AWARDED to INDIVIDUAL</u>	<u>AWARDED to CHAPTER</u>
AMBUC Of the Year	Community Service
Project Manager	Local Charities
	Newsletter
	Visibility

Also awarded to individuals on the National level: Therapist of the Year and District Governor Newsletter.

All narratives for Achievement Awards must be typed and submitted on standard 8 1/2" x 11" paper, stapled in the upper left-hand corner, and the identifying entry form attached as a cover. See special requirements for awards on the entry forms. Submit each award separately as each award has individual judges. Please email to both your Region Director and National (membership@ambucs.org).

To be eligible to receive a national award, a chapter must:

Be "in good standing" (all national, regional and district dues and Amtryke invoices paid).

*Each region may send up to a set number of entries for each award based upon the number of chapters in the region in relationship to the overall national chapter count. This numbers used in the calculation must be based on the year-end May 31 Blue Chip.

Example: Southern Region ends the year with 29 chapters. National chapter count ends the year with 144. That means that the Southern Region contains 20% of all AMBUCS chapters. You'd take 32 (our old number of districts) x .2 (for 20%) = 6.4% (rounds to) = 6 entries. Every region may submit at least one entry per category regardless of this calculation. Please contact membership@ambucs.org if you have questions.

MERIT AWARDS:

SCORECARD AWARDS

Chapter Scorecards

The National President's Citations for Merit, Honor, and Superior Chapters are based upon chapter performance in all areas of operation. This award is for all chapters, including those chartered prior to December 31 of the award year.

This award provides chapters with a tool for planning chapter operations. Chapters which score high typically reflect all-around excellence in many activities.

Current quarter scorecards are available on the AMBUCS website, www.ambucs.org. Each report should be completed at the last board meeting of the quarter, or at a specially called Chapter Executive Committee meeting, so that it can be mailed, faxed or emailed to arrive at the AMBUCS Resource Center by the 10th of the month following the quarter. Reports sent late are assessed penalty points.

Each chapter scoring 475 points for the year earns Merit Chapter status; 600 points earns Honor Chapter status; and 750 points earns Superior Chapter status. A chapter can earn the additional title *with Distinction* if the chapter also charters a new chapter during the year.

Awards

- **Merit Chapter: 475 points**
Banner medallion.
- **Honor Chapter: 600 points**
Banner medallion.
- **Superior Chapter: 750 points**
Banner medallion and a Superior Chapter watch to the chapter president.
- **With Distinction**
A Chapter can earn the additional title *with distinction* if the chapter also charters a new chapter during the year. Certificate to the chapter president.

Late Reporting Policy Statement

The purpose of this policy statement is to clarify the rules with regards to submitting and the grading of Scorecards submitted by the Chapter President and District Governors.

Scorecards are due in the AMBUCS Resource Center by the 10th of the month following the end of each quarter:

- First quarter due Sept. 10
- Second quarter due Dec. 10
- Third quarter due March 10
- Fourth quarter due June 10

Revisions and corrections will be accepted until the close of the following quarter. For example, corrections and revisions of the first quarter scorecard will be accepted until Dec. 10. After these deadlines no corrections will be accepted. This is to allow results to be published, and to prevent the continued recalculation of District Governor Scorecards, which are dependent on Chapter Scorecard results. However, please contact us as soon as possible with any scorecard points concerns.

The final deadline for revisions, corrections, or late submissions is June 10. Because of the tight time frame for closing the year; alterations to scorecards after June 10 are not permissible.

District Governor Scorecards

The National President's Citation for Merit, Honor, and Superior Governors is based upon chapter performance in the district, plus specific minimum requirements for governors. The basis for scoring is the quarterly *Governor's Scoring System* which is completed by the AMBUCS Resource Center. If a new chapter is chartered within a governor's district, the award adds the "*with Distinction*" title to their names.

Awards

- **Merit Governor: 300 points**

Award: paperweight

- **Honor Governor: 400 points**

Award: paperweight

- **Superior Governor: 500 points**

Award: clock

- ***With Distinction***

A Governor can earn the additional title *with distinction* if the district also charters a new chapter during the awards year. Certificate to the District Governor.

NEW CHAPTER BUILDING AWARDS

These awards are given to encourage chapters to engage in New Chapter Building by chartering chapters in their community or other communities.

New Chapter Building

Eligibility

Each chapter primarily responsible for the chartering of a new chapter between June 1 and May 31 qualifies for an award.

Award

Banner medallion with name of the new chapter to each qualifying chapter.

Sparkplug

Eligibility

Each new chapter may name a 'Sparkplug' in their founding documents. A Sparkplug is the one AMBUCS member of a different chapter who went out of their way to answer questions, mentor and give advice through the chapter building process. Not every new chapter will have one. Each Sparkplug named in founding documents during the award year will receive the following recognition at National Conference:

Awards

- Sparkplug Award Plaque recognizing the Sparkplug's contribution to the new chapter building effort, with the new chapter designated on the award.
- Green jacket (awarded to Sparkplugs whose efforts chartered a chapter with twenty or more members).

NATIONAL PROGRAM GIVING AWARDS

These awards are given to encourage and recognize participation in the support of National Programs. These programs include: the Amtryke Program, Scholarships for Therapists and Cornerstone.

Procedures

1. AMBUCS Resource Center totals all monies sent for National Programs. Chapter donations and individual member contributions are included. This data is based upon June 1 - May 31 AMBUCS Resource Center (ARC) records. The ARC compiles and releases the official results at the end of June based on funds received.
2. These donations and contributions include: General giving, Program giving (Amtryke, Scholarships for Therapists, Cornerstone), Big Hat giving, as well as William L White, Amtryke Ambassador and Cornerstone Chapter Advocate memberships. In the case of a donor belonging to more than one chapter, only one chapter may be designated to receive National Program giving credit.
3. The February 28th Blue Chip Report chapter membership total is the basis for the average per member contribution.

100% National Program Giving

These awards are given to encourage 100% participation of all members in any or all National Programs. These programs include:

1. Amtryke Big Heart Fund

funded by Amtryke donations, Amtryke Sales credit, Wish List Club participation, honorariums/ memorials, Amtryke Ambassador membership, Named Amtryke Endowments and Big Hat giving

2. Scholarships for Therapists Permanent Fund

funded by Scholars donations, honorariums/ memorials, William L White membership, Named Scholarships, Big Hat giving

3. Cornerstone Program Fund

funded by Cornerstone donations, honorariums/ memorials, Cornerstone Chapter Advocate membership, Cornerstone Named Chapter Founding Gifts and Big Hat giving

Giving is automatically calculated by the AMBUCS Resource Center. Monies received June 1- May 31 (Deadline May 31).

To qualify for the award, a chapter must have: (1) all members participating through a personal pledge, chapter pledge, or chapter donation; (2) a total amount paid which averages a minimum of \$40 per member. Membership figures are based upon the February 28 Blue Chip Report.

Award

Banner medallion to each chapter with 100% participation in a National Program. Banner Medallion to each chapter that achieves Ultimate 100% Giving in all three national programs.

National Program Giving Per Member

This award is given to the chapter contributing the most money per member to National Programs between June 1 and May 31 (Deadline May 3). Consideration in earning this award is the total amount of money collected and sent to National Programs. To qualify, the average per member contribution must meet or exceed \$40.

Awards

Banner medallions to the 1st, 2nd, & 3rd place winners.

National Program Giving Plateaus

To recognize grand total chapter National Program Giving, these awards are provided at specific levels of achievement:

\$10,000 — \$25,00 — \$50,000 — \$75,000 — \$100,000 — \$125,000 — \$150,000 etc.

The award is a specific grand total level banner medallion which is presented to the chapter during the Foundation Program at National Conference.

Qualification for these awards is based upon official AMBUCS Resource Center records.

Award

Banner Medallion.

Big Heart

This award is given to the top ten chapters contributing the largest dollar amount to National Programs between June 1 and May 31 (Deadline May 31). This award is automatically calculated by the AMBUCS Resource Center.

Award

Red Big Heart Banner Medallion to the top ten winners.

William L White Membership

This donor recognition is achieved by a member or chapter who has donated \$1,000 or more (in increments of \$1,000) to the Scholarships for Therapist Permanent Fund.

Award

William L White certificate presented to the donor during the National Conference Foundation Program.

Named Scholarship

This donor recognition is achieved by a member or chapter who has donated at least \$10,000 to the Scholarships for Therapist Permanent Fund.

Amtryke Ambassador Membership

This donor recognition is achieved by a member or chapter who has donated \$1,000 or more (in increments of \$1,000) to the Amtryke Big Heart Fund.

Award

Amtryke Ambassador certificate presented to the donor during the National Conference Foundation Program.

Named Amtryke Endowment

This donor recognition is achieved by a member or chapter who has donated at least \$10,000 to the Amtryke Big Heart Fund.

Cornerstone Chapter Advocate Membership

This donor recognition is achieved by a member or chapter who has donated \$1,000 or more (in increments of \$1,000) to the Cornerstone Fund.

Award

Chapter Advocate certificate presented to the donor during the National Conference Foundation Program.

Named Chapter Founding Gift

This donor recognition is achieved by a member or chapter who has donated at least \$10,000 to the Cornerstone Fund.

MEMBERSHIP ACTIVITY AWARDS

These awards are to recognize chapter's membership activity throughout the full awards year, June 1-May 31.

Procedures

Membership activity is based on the membership data submitted to the AMBUCS Resource Center. The results are published quarterly in the Blue Chip Membership Report. The Blue Chip Membership Report tracks each chapter's membership quarterly adds and drops since the beginning of the awards year, June 1.

Blue Chip

The national Blue Chip award program encourages chapters to maintain a sustained level of growth in their community throughout the full award year.

Blue Chip goals

Blue Chip goals for existing chapters are assigned, based upon the following schedule, approved by the National Board of Directors.

<u>No. members</u>	<u>Goal</u>
Under 15	15
15 - 20	net gain of 2
21 - 25	net gain of 3
26 - 40	net gain of 4
41 - 60	net gain of 5

61 - 100	net gain of 6
101 - 150	net gain of 7
151 - 224	net gain of 8
Over 224	net gain of 9

A chapter that reaches 100% of its assigned goal by May 31 receives a Blue Chip banner medallion at the National Conference in recognition of its achievement. Reaching Blue Chip rating each year is a sign of healthy, sustained growth. Having a net gain of two to five members each year requires concentrated effort and planning. For example, a 50-member chapter can expect a normal loss of five to eight members during the year...from move-aways, dropouts, and deaths. Losing the maximum of eight members and obtaining a net gain of five, means that 13 new members must be recruited, or an average of just over one per month. Thus, a chapter reaching 100% of its assigned quota by May 31 may consider itself a Blue Chip Chapter.

Awards

- **Top ten Blue Chip chapters**
The ten chapters which achieve the highest gain over 100% of goal, receive a TOP TEN BANNER MEDALLION at the National Conference.
- **Double Chip chapters**
The chapters that achieve Blue Chip status for two consecutive chapter years receive a banner medallion.
- **Triple Chip and above chapters**
The chapters that achieve Blue Chip status for three consecutive years receive a banner medallion.
- **District and region Blue Chip awards**
A banner medallion is presented to each district and region achieving Blue Chip status. It is given to each district and region whose total membership on May 31 equals or exceeds 100% of its Blue Chip goal.

Blue Chip for new chapters

New chapters chartered between June 1 and May 31 of the award year receive a Blue Chip goal. This quota is added to the district and region totals and counts toward their quota for Blue Chip status.

Goals for new chapters are assigned according to the schedule below, approved by the National Board of Directors.

Chapters dropped during the award year are deducted from the district and region quotas.

All Blue Chip awards are presented at the National Conference. Qualification is based on AMBUCS Resource Center records.

Blue Chip Goal when chartered in the following quarters:

No. charter members	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
15 or under	total of 15	total of 15	total of 15	total of 15
20	net of 2	net of 1	maintain*	maintain*
21-25	net of 3	net of 2	maintain*	maintain*
26-40	net of 4	net of 3	net of 2	maintain*
41-60	net of 5	net of 4	net of 3	maintain*
61 or more	net of 6	net of 5	net of 4	maintain*

* Maintain level of original charter membership.

Branding Time: October and November

In the fall months, chapters begin to accelerate their program and social activity. It is an excellent time to bring in new members, easily tying them in with these activities. September is the time to be looking and planning...October and November are the months to put on the AMBUCS brand up in lights.

Every chapter with a net gain of five members between October 1 and November 30 is designated a **Top Spread chapter**. Transfer,* dual membership,* and reinstated members count for Top Spread. The president of each Top Spread chapter is designated a Trail Boss and receives a certificate.

Each AMBUCS member who recruits, or 'brands,' a new member during this period receives a spur pin...two brandings, two spurs...three brandings, two spurs and a branding iron pin. For more than three brandings, each member would continue to receive an additional spur, and for every third branding a branding iron instead of a spur. For example: a member who brands six new members receives four spurs and two branding irons. New members branded during Branding Time also count for Big Hat credit. In addition to spurs and branding irons, Big Hatters receive a star pin for each new member.

In order to receive chapter credit toward Top Spread recognition, *Member Application Form 126*, reporting new members branded October thru November, must be received by the AMBUCS Resource Center by December 10th.

*Transfers and dual memberships do not count as credit toward spurs, branding irons, or Big Hat credit.

Spring Round-Up: March and April

Every chapter president with a net gain of five members between March 1 and April 30, is designated a **#1 Cowpoke**, and will receive a certificate. Transfer,* dual membership,* and reinstated members count for #1 Cowpoke.

Each AMBUCS member who recruits, or 'rounds up' a new member during this period receives a boot pin...two round-ups, two boots...three round-ups, two boots and a lasso pin. For more than three round-ups, each member would continue to receive an additional boot, and for every third round up, a lasso instead of a boot. For example: a member who rounds up six new members receives four boots and two lassos. New members rounded up during Spring Round-Up also count for Big Hat credit. In addition to boots and lassos, Big Hatters receive a star pin for each new member.

In order to receive #1 Cowpoke recognition, *Member Application Form 126* reporting new members rounded up during March and April must be received by the AMBUCS Resource Center by May 10.

*Transfers and dual memberships do not count as credit toward boots, lassos, or Big Hat credit.

Additional Awards

Double Up

This award is given to any chapter which doubles its membership during the award year. This award is given to any chapter that doubles its net membership within the award year. *Blue Chip* membership records are used. A banner medallion is given to winning chapters at National Conference.

AMTRYKE THERAPEUTIC TRICYCLE AWARDS

These awards recognize chapters participating in the Amtryke Program. It is automatically calculated by the AMBUCS Resource Center.

Procedures

These awards are determined by Amtryke, LLC invoices generated by the chapter during the award year, June 1 - May 31. To qualify for the awards a chapter must be in good standing with all district, region and national dues and Amtryke invoices.

Amtryke 5 or more

This award recognizes the number of Amtrykes purchased by a chapter during the award year. Recognition banner patches awarded for 5, 10, 25, 50, 75, 100 or more.

Amtryke

This award is given to recognize the top 3 chapters participating in the Amtryke Therapeutic Tricycle Program. It is automatically calculated by the AMBUCS Resource Center.

ACHIEVEMENT AWARDS

ACHIEVEMENT AWARDS: Chapter/National

AMBUC of the Year Award

This award is given to the member who, in the opinion of the judges, is the most outstanding AMBUCS member. See entry form for AMBUC of the Year.

Project Manager of the Year Award

This award is given to the member who, in the opinion of the judges, served best in the capacity as manager of a chapter project within the award year. This project may or may not include fundraising. See entry form for Project Manager of the Year.

ACHIEVEMENT AWARDS: National

Community Service Award

This award recognizes the chapter which, in the opinion of the judges, has rendered the greatest service for the betterment of the community in which it is located. See entry form for Community Service.

Local Charities Award

This award recognizes the chapter which gives the largest per member monetary contribution, from funds raised during the award year, to local charitable causes or community service projects in the community, city, or county in which it is located. (Gifts to national programs do not count toward this award). See entry form for Local Charities.

Newsletter Award

This award is given to the chapter publishing newsletters which, in the opinion of the judges, are most effective. See entry form for Newsletter Award.

Visibility Award

This award recognizes the chapter with the most outstanding public relations efforts, in the opinion of the judges, during Visibility season – February thru May. See entry form for Visibility Award.

Therapist of the Year Award

This award is given to a therapist who demonstrates outstanding achievements facilitating mobility and functional independence within (a) delivery of patient/client care (b) service to the community, and (c) commitment to the therapy profession and the AMBUCS organization. See entry form for Therapist of the Year Award. Due **May 31** to the ARC.

District Governor Newsletter Award

This award recognizes the District Governor who published, in the opinion of the judges, the most outstanding newsletters throughout the year. See entry form for District Governor Newsletter Award.

Entry Form for AMBUC of the Year Award

This award is given to the member who, in the opinion of the judges, is the most outstanding AMBUCS member during the award year. Fill in all eligibility requirements and information requested.

Nominee's Name: _____

Chapter: _____ District: _____ Region: _____

Eligibility

Attendance at meetings: _____%

Sponsored New member information:

Name: _____

Date Sponsored: _____

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: _____ Date: _____

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: _____ Date: _____

Eligibility Requirements

Region/National

- The nominee must have had 75% or higher attendance at chapter meetings during the award year.
- The nominee must have sponsored one new member during the award year.
- The nominee must be selected as chapter AMBUC of the Year near the close of the award year, with the award being presented at the annual installation of officers in May or June.
- Chapter Presidents, District Governors and Region Directors serving during the award year are not eligible to receive this award.
- Dual or Co-nominees are not allowed.
- The nominee must be present at the National Conference to win the national award.

Procedures

Region/National

1. A typed narrative of approximately 500 words, is prepared by the chapter Awards Chairperson WITH SPECIAL EMPHASIS ON THE PRECEDING 12 MONTH PERIOD, JUNE 1 THROUGH MAY 31. As a cover sheet,

attach this entry form making sure all the information is filled out and signed. Submit entry to the Region Director by July 1.

Judging and awards

The judges may not declare ties. Each Region will be allowed a percentage of entries based upon the number of chapters in the region. The number of chapters will be based upon the May 31 Blue Chip Report. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- Brief summary of accomplishments since the nominee became an AMBUCS member.
- Chapter meetings during the past 12 months: attendance, guests, new members, enthusiasm.
- Committee activities: attendance, performance, leadership, new ideas.
- Chapter projects: participation, willingness to go above and beyond.
- Outstanding contribution to the chapter during the past award year; including Big Hat, Life Membership, William L. White/Amtryke Ambassador/Cornerstone Advocate Membership.
- Chapter, Region and National participation.

Chapter level

Judges: special committee appointed by chapter president. Suggested award: plaque.

District/Region level

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is July 1. It is the responsibility of the Region Director to recruit an awards committee to choose the region's nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year-end May 31 Blue Chip.

National level

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

Entry Form for Project Manager of the Year Award

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

Nominee's Name: _____

Chapter: _____ District: _____ Region: _____

Eligibility

Attendance at meetings: _____%

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: _____ Date: _____

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: _____ Date: _____

Eligibility requirements

Region/National

- The nominee for this award must have been primarily responsible for the operation of a project in their chapter during the award year. This project may or may not include fundraising.
- The nominee must have had 75% or higher attendance at chapter meetings in the award year.
- No dual or co-nominees are allowed.
- The nominee must be present at the National Conference to win the national award.

Procedures

Region/National

A typed narrative of approximately 500 words is prepared by the chapter awards chairperson with the qualifications of the nominee. The narrative 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. Submit the award entry to the Region Director by July 1.

Judging and awards

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

- Brief summary of the project.
- How the nominee promoted the project.
- How the nominee implemented the project.
- The benefits derived.

Chapter level

Judges: special committee appointed by chapter president. Suggested award: plaque.

District/Region level

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is June 15. It is the responsibility of the Region Director to recruit an awards committee to choose the region's nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31 Blue Chip.

National level

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

Entry Form for Community Service Award

This award recognizes the chapter that has, in the opinion of the judges, rendered the greatest service for the betterment of the community in which it is located.

Chapter: _____ District: ____ Region: _____

Awards Chairperson: _____ Date: _____

Eligibility requirements

Region/National

Be “in good standing” (all national, regional, and district dues and Amtryke invoices paid).

Procedures

Region/National

Submit a typed summary, of approximately 500 words, detailing the chapter’s community service activity or activities for the preceding 12-month period, June 1 - May 31. The narrative should include the benefit(s) resulting from the expenditure of funds raised by the chapter, and from the time and effort expended by the chapter in fulfilling its service responsibilities to its community. As a cover sheet, attach this entry form making sure all the information is filled out. **Submit entry form to the Region Director by July 1.**

Each Region will be allowed a percentage of entries based upon the number of chapters in the region. The number of chapters will be based upon the May 31 Blue Chip Report.

Judging and awards

The judges may not declare ties. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- Detailed chapter community service activities for 12-month period.
- The benefits derived from the expenditure of the funds raised by the chapter.
- The benefits derived from the time and effort expended by the chapter fulfilling its community service.

District/Region level

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is July 1. It is the responsibility of the Region Director to recruit an awards committee to choose the region’s nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31 Blue Chip.

National level

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

Entry Form for Local Charities Award

This award recognizes the chapter which gives the largest per member monetary contributions from funds raised during year to local charitable causes or community service projects in the community, city, or county in which it is located. **Do not include National Program Giving, even if end recipient was local.**

Chapter _____ : _____ District: ____ Region: _____

Awards Chairperson: _____ Date: _____

Eligibility requirements

Only money raised from chapter fundraising projects, regular funds, grants, corporate sponsors and individual donations and then spent on local charitable causes or community service projects are considered.

Region/National

Be “in good standing” (all national, regional, and district dues and Amtryke invoices paid).

Procedures

Region/National

- Submit the entry form the Region Director by July 1.
- Each Region will be allowed a percentage of entries based upon the number of chapters in the region. The number of chapters will be based upon the May 31 Blue Chip Report.
- List each local cause or community service project to which a chapter contributed and amount. Do not include National Program Giving.

Judging and awards

The judges may declare ties if the highest average per member contribution is the same in more than one chapter.

District/Region level

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is July 1. It is the responsibility of the Region Director to recruit an awards committee to choose the region’s nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31 Blue Chip.

National level

Judges: to be selected by the National Awards Committee Chairman. Award: banner medallions to 1st, 2nd, & 3rd place winners.

Procedures

- List each local charitable cause or community service project which the chapter contributed an amount. Do not include National Program Giving, even if end recipient was local.

Local charitable cause or community service project	Amount
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
A. Total given \$ _____	

- Chapter Membership from Blue Chip Reports (award year).

June 1st _____ Sept. 1st _____ Dec. 1st _____ March 1st _____ = Total _____
 Total divided by 4 = _____ B. Average membership.

- A. _____ / B. _____ = _____ Total monetary impact per member.

Entry Form for Newsletter Award

This award is given to the chapter publishing a newsletter judged most effective.

Chapter: _____ District: _____ Region: _____

Awards Chairperson: _____ Date: _____

Eligibility requirements

Region/National

- Be “in good standing” (all national, regional, and district dues and Amtryke invoices paid).
- Chapter must have produced newsletters in a regularly scheduled manner between June 1 and May 31 of the award year.

Procedures

Region/National

1. Entry for this award must consist of one newsletter from at least four of the following periods:

June-July Dec-Jan Aug-Sept Feb-March Oct-Nov April-May

Total of at least four newsletter entries.

2. Please complete the following information:

- a. Total current chapter members: _____
- b. Total newsletters currently distributed: _____
- c. Distribution:
 - a. Members _____
 - b. District Chapters _____
 - c. District Officers _____
 - d. National Officers _____
 - e. AMBUCS Resource Cntr _____
 - f. Others _____

3. Attach this entry form as a cover sheet along with the 6 newsletters and submit it to the Region Director by July 1.

Judging and awards

Region/National

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is July 1. It is the responsibility of the Region Director to recruit an awards committee to choose the region’s nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31 Blue Chip.

Judges: to be appointed by the National Awards Committee Chairperson. Award: banner medallion for 1st, 2nd, & 3rd place winners.

FOR USE BY THE JUDGES' ONLY. Using the following five items, evaluate and assign points as shown:

_____ 1. Editorial content (1-100 points)

_____ 4. Appearance & reader interest (1-70 points)

_____ 2. Originality (1-70 points)

_____ 5. References to National Organization & activities (1-100 points)

_____ 3. Distribution (1-25 points)

_____ **Total points**

Entry Form for Visibility Award

This award recognizes the chapter with the most outstanding public relations efforts, in the opinion of the judges, during AMBUCS Visibility season (February – May).

Chapter _____ : _____ District: _____ Region: _____

Public Relations Chairperson: _____ Date: _____

Eligibility requirements

Region/National

Be “in good standing” (all national, regional, and district dues and Amtryke invoices paid).

Procedures

Region/National

Submit a written summary, of approximately 500 words, detailing the public relations efforts anytime during February, March, April, and/or May. The narrative may include the chapter’s name and Chapter Public Relations Chairperson’s name. Supporting materials may be attached, including, but not limited to, newspaper articles, ads, proclamations, audio and video recordings, etc.

Submit this completed entry form along with the supporting materials to the Region Director by July 1.

Each Region will be allowed a percentage of entries based upon the number of chapters in the region. The number of chapters will be based upon the May 31 Blue Chip Report.

National level

Judges: independent judges or past national presidents as approved by National Awards Committee. Award: banner medallions for 1st, 2nd, and 3rd place winners.

Judging and awards

The judges may not declare ties. Judges will base their selection on the following accomplishments, narrated in approximately 500 words:

- Detailed chapter Visibility activities for the months of February - May.
- The benefits derived from the public relations effort by the chapter.

Region/National

Judges: special committee appointed by Region Director. Each chapter in the region can submit an awards entry, however only a few can be forwarded to the AMBUCS Resource Center for consideration for the National award. Each district/region may have district/region winners. The deadline for chapter submission to the Region Director is July 1. It is the responsibility of the Region Director to recruit an awards committee to choose the region’s nominees for the national level. The deadline for official region nominees is August 15. Each region may send a set number of entries based upon the number of chapters in the region in relationship to the overall national chapter count. This count is based upon the year end May 31 Blue Chip.

Entry Form for Therapist of the Year Award

This award is given to a therapist who demonstrates outstanding achievements facilitating mobility and functional independence within (a) delivery of patient/client care (b) service to the community, and (c) commitment to the therapy profession and the AMBUCS organization.

The _____ Chapter of National AMBUCS, Inc. hereby recommends

Therapist Name: _____

Therapist Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____

email: _____

for the _____ (year) National Therapist of the Year Award. We certify that our chapter is in good standing with the National organization.

Personal interview conducted by: _____
Name Date

Recommendation approved by Board of Directors: _____
Date

Recommendation approved by general membership: _____
Date

Chapter Sponsorship Chairman Signature

Date

Chapter President Signature

Date

Eligibility Requirements

- Applicant must have a degree from an accredited institution. Degree must be in one of our four approved disciplines: **Occupational Therapy, Physical Therapy, Speech Pathology or Hearing Audiology**
- **Permission granted** by nominee to allow her/his name to be submitted to National AMBUCS, Inc.
- Candidate must be willing to **attend next National Conference** if honor is received.

Procedures

1. **Submit the nominee's Resume and/or Curriculum Vitae:** must contain nominee's education, employment, professional memberships, awards/recognition and community service history.
2. **Submit a NARRATIVE:** On a separate sheet of paper, submit a narrative explaining why you think the nominee is deserving of recognition as National AMBUCS Therapist of the Year. Limit to 800 words or less. Please provide specific examples. The three allied therapy professions listed above all give a few common character traits that make a great therapist: **accountability, altruism, compassion and caring, integrity, professional duty, social responsibility and excellence. How does your nominee display these characteristics?** Here are a few questions to consider. You don't need to answer these questions,

they are just listed to start the thinking process...but do be sure to address how your nominee displays the character qualities listed above.

- a. How does this therapist contribute to your AMBUCS chapter as a therapist?
- b. How does this therapist address the chapter's therapy needs that support underserved or underrepresented populations?
- c. How does this therapist empower the chapter's clients and families in terms of functional independence and mobility?
- d. Does this therapist act as a responsible, trustworthy professional for chapter members, clients and families? If so, how?
- e. How does the therapist serve the community through adaptive mobility activities that enhance quality of life and functional independence?
- f. Does this therapist demonstrate a high level of knowledge and skill in all aspects of their profession, with attention to adaptive mobility and functional independence? Please describe.

Return completed nomination with this form attached to the top as a cover sheet, no later than **May 31**, to the AMBUCS Resource Center, PO Box 5127, High Point NC 27262 or membership@ambucs.org or fax 336-852-6830.

Judging and awards

Judges: special committee consisting of therapy professionals and possibly others impacted by the profession such as parents of children with disabilities. Nominations will be judged on the following criteria. Nominee demonstrates outstanding achievements facilitating mobility and functional independence within (a) delivery of patient/client care (b) service to the community, and (c) commitment to the therapy profession and the AMBUCS organization have been demonstrated by:

- Professional representation and skillful promotion of the therapist's role as a part of the AMBUCS chapter team
- Demonstration of core values representative of the therapy profession
- Active member or promoter of an AMBUCS chapter
- Applicant must have a degree from an accredited institution
- Degree must be in one of the four approved disciplines: PT, OT, SLP or AUD

The award is given at the Foundation Program at National Conference. The winner will be asked to give a brief statement about their work, focusing on AMBUCS and impact on the community. Nominating chapter gets a banner patch.

Entry Form for District Governor Newsletter Award

This award is given to the District Governor who has, in the opinion of the judges, published the best regularly broadcast newsletter to their district. Nominations may come from any chapter or individual in the district or from the District Governor themselves.

Nominee's Name: _____

Chapter: _____ District: _____ Region: _____

Eligibility requirements

National

- Be "in good standing" (all national, regional, and district dues and Amtryke invoices paid).
- District Governor must have produced newsletters in a regularly scheduled manner between June 1 and May 31 of the award year.

Procedures

National

1. Entry for this award must consist of at least four newsletters spread out throughout the award year.
2. Please complete the following information:

Total current district members: _____

Total newsletters currently distributed: _____

Distribution:

- | | |
|----------------------------|------------------------------|
| a. Members _____ | h. National Officers _____ |
| b. District Chapters _____ | i. AMBUCS Resource Cntr ____ |
| c. District Officers _____ | j. Others _____ |

3. Attach this entry form as a cover sheet along with the (at least) four newsletters and send to the AMBUCS Resource Center by August 15.

Judging and awards

National

Judges: to be appointed by the National Awards Committee. Award: banner medallion for 1st, 2nd, & 3rd place winners.

FOR USE BY THE JUDGES ONLY. Using the following five items, evaluate and assign points as shown:

- | | |
|---|--|
| _____ 1. Editorial content (1-100 points) | _____ 4. Appearance & reader interest (1-70 points) |
| _____ 2. Originality (1-70 points) | _____ 5. References to National Organization & activities (1-100 points) |
| _____ 3. Distribution (1-25 points) | _____ Total points |