

KFBPW EXCELLENCE AWARDS 2017-2018

The following awards will be presented at the 2018 State Conference in Bowling Green, Kentucky. Applications for the awards should be sent to the appropriate committee chair by May 5, 2018, unless the committee chair specifies another date.

PRESIDENT'S AWARD

The President's Award of Excellence, presented by the KFBPW President, will be awarded to the local organization judged to have best achieved excellence during the current BPW year. Areas to be considered are noted. However, creativity and new initiatives will be given serious consideration as well.

- Implementation of programming as it relates to Issues/Legislative Focus Areas
- Effective use of public relations to enhance community visibility and to promote BPW's goals and mission statement,
- Membership retention and growth (90% retention)
- Aspiring Professional and Professional Development programs
- Assistance with the chartering of a new local
- Support of *The Kentucky Cardinal* through ads and articles
- Support of the KFBPW Foundation
- Kentucky Professional Business Women's Week activities
- Participation of local members in regional and state meetings, programs, and activities
- Included the president and other executive officers on the local's mailing list to receive newsletters and other information

A points system has been developed to submit the report. **Documentation should be given in description column of the worksheet. You are asked to be as thorough as possible. SCRAPBOOKS WILL NOT BE CONSIDERED A VALID ENTRY.**

Submission deadline: **May 5, 2018**

Submit to: Diane Croney-Turner
Email: croney0803@gmail.com

See Point System Worksheet page 4

KENTUCKY FOUNDATION AWARD

The Kentucky Foundation will give special recognition at the State Conference to the local organization who made the largest contribution per member to the Kentucky Foundation during the current federation year. All contributions need to be submitted to the Foundation Treasurer by April 30.

Submission Deadline: Donations to Kentucky Foundation Treasurer Donna Howard by April 30, 2018 and report of contributions to Wanda Crowe, Kentucky Foundation Chair, by May 5.

GAYNELLE STUM AWARD

Hopkins County BPW presents the Gaynelle Stum Award to the local organization that sponsors the first new local in the current BPW year.

MEMBERSHIP AWARDS

The Overall Membership Award will be given to the local organization that best demonstrates an overall membership campaign by carrying out the 6 Keys to Unlocking Powerful Locals Membership Plan during the year and has the most total Key points by April 30, 2018. The local organization achieving Second Place (second in total points) will receive a certificate of achievement and all local organizations will receive a recognition certificate if it fulfills at least ONE task in all six of the KEYS. The local president or chair of the local Membership Committee is responsible for reporting this information to the KFBPW Membership Co-Chair Janis Turner.

Criteria and score sheets for individual club awards have been developed to assist in submitting reports.

The Membership Percentage Increase Award will be presented to the local organization that demonstrates the highest percentage increase from the 2016-2017 year, keeping in mind that the cutoff date will be April 30, 2018.

Super Recruiter Awards will be presented to any members who have recruited five or more new members during the year. The local president or local Membership chair is responsible for reporting this information to the KFBPW Membership Committee. Forms are provided on the KFBPW Website on the Downloads page under the Forms section.

Certificates will be presented to the local organizations that have --

- 1) Increased membership by 25% as of **April 30.**
- 2) Retained 90% of membership from previous year as of **April 30.**

Submit to: Janis Turner, Co-Membership Chair

Submission deadline: **May 5, 2018**

ISSUES MANAGEMENT /LEGISLATIVE

The Issues/Legislative Award will focus on implementation of programming that reflects the combined priorities of the local organization and KFBPW.

An award will be presented to the local organization that most effectively implemented programs covering the focus areas:

- Political Action
- Economic Issues
- Women's Health Issues
- Community Involvement
- Training and Development

Please attach supporting documentation in a Word document format giving descriptions of events, dates, and other details by category heading or document information in comment section by the line item on the score sheet. Point system is on page 7.

Submit to: **Sherita Jones**, Issues/Legislative Co-Chair at sheritabjones@aol.com

Submission deadline: **May 5, 2018**

PUBLIC RELATIONS AWARD

This award is presented to the local organization which best uses effective public relations activities to promote the goals of their organization and KFBPW. Documentation should show how effective use of public relations was used to promote membership and to present programming that enhanced the image of BPW. A point system has been set up to aid in both submitting the report and judging. (See page 8)

Submit to: **Donna Slaton**, Public Relations Chair

Submission deadline: **May 5, 2018**

Please provide supporting documentation in column beside line item in Scorecard or attach supporting documentation in a Word document format giving descriptions of events, dates, and other details by category heading.

THE KENTUCKY CARDINAL AWARD

The Kentucky Cardinal Award is presented to the local organization with the highest monetary support for *The Kentucky Cardinal* based on advertising or contribution dollars. A certificate will be presented to each local that contributes at least \$150 in advertising.

For further information, contact **Patti Fallin**, Editor

Submission deadline: **May 5, 2018**

KENTUCKY PROFESSIONAL WOMEN'S WEEK (KPWW) /MONTH (KPWM)

Three (3) individual award presentations will be highlighted at the Annual State Conference Awards Luncheon, June 23, 2018, at the Hilton Garden Inn, Bowling Green.

Woman of Achievement: Entries postmarked no later than **May 5, 2018** to the KPWW Chair

Businesses Promoting Women: Entries postmarked no later than **May 5, 2018** to the KPWW Chair

Woman of the Year: Entries postmarked no later than **May 5, 2018** to the KPWW Chair

Three (3) overall awards for KPWW will be presented at State Conference to the local organizations that best combine programming, community awareness activities and member participation during KPWW over the week of October 15 – 21 or seven (7) day events in October. Awards shall be presented upon local organization size as of April 30, 2018:

Small Club – 20 or less members

Medium Club – 21-44 members

Large Club - 45 plus members

A point system to aid in both submitting the report and judging can be found on page 9. KPWW entries must include a summary of the events/activities (week or 7 day), as well as the point system spreadsheet including clear comments documenting the results (newspaper articles, pamphlets, programs, community awareness activities, awards presented and the level of member participation etc.).

Submit to: Sarah Burns, Kentucky Professional Women's Week Chair
sarahwhiteburns@gmail.com

Submission deadline: **May 5, 2018**

PRESIDENT'S AWARD

AWARDS YEAR MAY 1 - APRIL 30

<i>Please give supporting documentation in column provided beside the item by giving descriptions of events, dates, and other details</i>	POINTS POSSIBLE	NO. OF ACTIVITIES	LOCAL ORG POINTS	CALCULATIONS/DESCRIPTION OF EVENTS
ASPIRING PROFESSIONAL				
Having an AP candidate-current yr	10		0	
Candidate competes at Region-current yr	30		0	
Candidate competes at State-prior yr	25		0	
PROFESSIONAL DEVELOPMENT PROGRAM				
Conducting a PD program-current yr	10		0	
Candidate competes at Region-current yr	30		0	
Candidate competes at State-prior yr	25		0	
KFBPW FOUNDATION				
LO Contribution of \$100 or more or (verified by Foundation Chair)	25		0	
LO Contribution of \$75-\$99 or (verified by Foundation Chair)	15		0	
LO Contribution less than \$74 (verified by Foundation Chair)	10		0	
Local Program on KFBPW Foundation	5		0	
Date:				Presenter:
ISSUES /LEGISLATIVE				
Presenting issues or legislative monthly program-per month (describe) <i>(Can be from 5 listed on issues award page or president's special program)</i>	10		0	
Political Action-each activity (voter regis., calls, etc)	20		0	
Equal Pay Day Activity	25		0	
Equal Rights Amendment (ERA) Activity	20		0	
Attend KFBPW Lobby Day-local organization	25		0	
MEMBERSHIP (see 6 keys for individual award)				
Equalization	20		0	
Retaining 90% of prev. yr membership	30		0	
Holding a Membership Drive	10		0	

PUBLIC RELATIONS			
Each nonpaid news event (paper, radio, tv) per media, per event	5		0
Each PAID news event (paper, radio, tv) per media, per event	10		0
Each event submitted to KFBPW Facebook	10		0
Having a local newsletter placed on KFBPW website	10		0
Community BPW Visibility Project-each event (explained)	10		0
KENTUCKY CARDINAL ADVERTISING			
\$150 or more in advertising	35		0
Each local club news submission to Cardinal	10		0
KENTUCKY PROFESSIONAL WOMEN'S WEEK (KPWW Week or max 7 events/days throughout the month of October)			
Each day a program or event is presented	10		0
WOMAN OF THE YEAR			
Submitting nomination to state	10		0
Organization submitting state winner	10		0
BUSINESSES PROMOTING WOMEN (formerly Business Equity)			
Submitting nomination to state	10		0
Organization submitting state winner	10		0
WOMAN OF ACHIEVEMENT			
Submitting nomination to state	10		0
Organization submitting state winner	10		0
EXPANSION TASKFORCE			
Sponsoring a new local organization	50		0
MENTORING			
Having a mentor program in local organization	25		0
Mentor another BPW local organization	25		0
BONUS POINTS			
Each member attending a regional meeting	5		0
Each member attending a state sponsored function (Interim Board, State Conference Pr Year, Leadership Training)	10		0
Each organization having a current state officer or committee chair	25		0
Provide at least one local scholarship annually	10		0
Provide more than one local scholarship annually	10		0
TOTAL			0

AWARDS YEAR: MAY 1- APRIL 30

MEMBERSHIP

SIX KEYS TO UNLOCKING POWERFUL LOCALS

Please give supporting documentation in column provided beside the item by giving description of events, dates, and other details

NUMBER POSSIBLE

NO. OF ACTIVITIES

TOTAL KEYS

CALCULATIONS/DESCRIPTON OF EVENTS

KEY 1 - DEVELOPMENT OF KEYS

Master mailing list	10		0	
Newsletter	10		0	
Invitations (per event)	10		0	
Members have and distribute:				
Brochures (per member)	10		0	
Membership Application (per member)	10		0	
LO Business Cards (per member)	10		0	
Flyers/Posters-members distrib (per event)	10		0	
Exhibits/Displays displayed at events (per event)	10		0	

KEY 2 - MENTORING

Develop and maintain Mentoring Program (Mentor Training)	50		0	
Develop Mentoring Training Packets	25		0	
Spotlight Mentor in LO Newsletter (monthly)per mentor	10		0	

KEY 3 - POTENTIAL MEMBER RECRUITMENT

Greeter/buddy at meetings (per prospect)	2		0	
Prospect literature (programs, etc.) (per prospect)	2		0	
Follow-up letters/emails/phone calls (per prospect)	2		0	

KEY 4 - NEW MEMBERS

Develop & Distribute Welcome Packet (member booklet, membership info, meetings and programs, other activities)	50		0	
Assign mentor for 6 months (per new member)	5		0	
Induction within 2 months (per new member)	5		0	
New Member Certificate and/or pin (per new member)	2		0	
Orientation Session (per session)	10		0	
Local committee assignment (per new member)	5		0	

KEY 5 - CURRENT MEMBERS

Members share news at meeting or in local newsletter	10		0	
Recognize members on special days	10		0	
Follow-up if member misses (per member contact)	5		0	
Involvement in committees (one line only)				
< 50% members	5		0	
50-75% members	10		0	
> 75% members	20		0	
Follow-up with renewing members (per member contact)	5		0	

KEY 6 - LAPSED MEMBERS

Obtain/review lapsed member list OR have no lapsed members	20			
Send reminder letter, card, email (per lapsed member)	5		0	
Follow-up after reminder letter (per lapsed member)	5		0	
Members reclaimed after reminder (per lapsed member)	10		0	
Determine why member won't renew (per lapsed member)	5		0	
TOTAL KEYS			0	

AWARDS YEAR: MAY 1 - APRIL 30

ISSUES /LEGISLATIVE AWARD

**An activity can only be included in one category	POINTS POSSIBLE	NO. OF ACTIVITIES	LOCAL ORG POINTS	CALCULATIONS/DESCRIPTION OF EVENTS
Please give supporting documentation in column provided beside the item by giving description of events, dates, and other details				
<u>POLITICAL ACTION</u>				
Club Lobbying efforts on local or state level per issue-List each event	10		0	
Lobby Day attendance per local member	5		0	
Lobby Day attendance per local officer (count only once)	10		0	
Issues/Legislative speaker at local meeting	10		0	
Club Sponsor or cosponsor a Candidate Forum (per event)	20		0	
<u>ECONOMIC ISSUES</u>				
Equal Pay Activity (each activity) Explain/describe	10		0	
Speaker on an Economic Issue	10		0	
Other activity (describe)	10		0	
<u>WOMENS HEALTH</u>				
Speaker at local meeting	10		0	
Participation in local Wellness Event	10		0	
Other Local Club activity (per activity) Example: flu shot campaign	10		0	
<u>COMMUNITY INVOLVEMENT</u>				
Member serves on board or commission (list person & organization)	10		0	
Member serves as elected official (list person & organization)	25		0	
Members volunteering at least 100 hours per year outside BPW/per member (list)	20		0	
Members volunteering at least 50 hours per year within BPW/per member (list)	10		0	
Holding a Voter Registration Drive, per event	30		0	
Holding a Membership Drive	10		0	
<u>TRAINING AND DEVELOPMENT</u>				
Conducting a PD program (local org. or group of locals)	10		0	
Members attend BPW training/workshops, state meetings-per member per event	10		0	
Members attend leadership development training outside BPW (per member) List name and type of training	10		0	
TOTAL POINTS			0	

AWARDS YEAR: MAY 1 - APRIL 30

PUBLIC RELATIONS

Please give supporting documentation in column provided beside the item by giving descriptions of events, dates, and other details	POINTS POSSIBLE	NO. OF ACTIVITIES	LOCAL ORG POINTS	CALCULATIONS/DESCRIPTON OF EVENTS
NEWSPAPER				
Each news release/meeting notice-per event	5		0	
Each letter to the editor	5		0	
Each paid advertising-per event	10		0	
RADIO/TV				
PSA announcements of Event-per event	5		0	
Appearances to promote an event-per event or appearance	10		0	
Paid advertising-per event, per media	10		0	
LOCAL AND STATE NEWSLETTER				
Submitting LO newsletter to PR Chair and Website (per issue)	5		0	
Club article submitted to KY Cardinal (per issue)	10		0	
WEBSITE				
Submitting LO announcements to KFBPW Website (ea)	5		0	
SOCIAL MEDIA				
Sponsoring a Facebook page	10		0	
Contributing LO news events to state Facebook page (ea)	15		0	
PUBLIC RELATIONS EVENTS				
PR events to promote BPW (ea)	10		0	
Other (Posters, flyers, banners, etc.) Describe	10		0	
TOTAL POINTS			0	

AWARDS YEAR: MAY 1 - APRIL 30				
KPWW Scoring Sheet (Updated for May 2018) (Send to KPWW Chair and KFBPW President on or before May 5, 2018)				
Please give supporting documentation in column provided beside the item by giving description of events, dates, & other details.				
Local	POINTS POSSIBLE	LOCAL ORG POINTS	TOTAL POINTS	CALCULATIONS/DESCRIPTION OF EVENTS
Programs / Activities (Example: Woman of the Day, Awards Breakfast, etc.) list each separately				
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
	10		0	
% of members (as of 9-30) participating in at least 1 activity/program (assign points to only one line)				
0 - 10%	2		0	
11 - 25%	5		0	
26 - 50%	10		0	
51 - 75%	25		0	
76 - 100%	50		0	
Woman of the Year				
Honored locally	10		0	
Submitting to state	25		0	
State winner – prior year	50		0	
Woman of Achievement				
Honored locally	10		0	
Submitting to state	25		0	
State winner – prior year	50		0	
Business Promoting Women (Formerly Business Equity)				
Honored locally	10		0	
Submitting to state	25		0	
State winner – prior year	50		0	
TOTAL POINTS			0	
Size (as of April 30 th)				
Mark one: (X)				
	Small - 20 or fewer members			
	Medium - 21-44 members			
	Large - 45+ members			
Submitted by:				
	Local KPWW Chair -			
	Local President -			
Copy President when submitting to KPWW Chair				