ILLINOIS JAYCEES POLICY – Appendix C
PARADE OF CHAPTERS ADMINISTRATIVE GUIDE

This document is intended as a guide to explain the Illinois Jaycees Parade of Chapters. Questions should be directed to your assigned District Director, Region Director, or the State Service Center.

Included in this document are:

1. General Administrative Guide;
2. Illinois Civic Leadership Certification Requirements (if varying from USJC requirements); and
3. Detailed explanation of all Parade of Chapter items.

GENERAL ADMINISTRATIVE GUIDE

The Parade of Chapter year runs during the established membership year. All deadlines are subject to electronic time stamp.

Attendance to all meetings is verified by the signature of certified delegates on attendance sheets. Any State Planning Board members (except LPAC representatives in attendance) in compliance with their job descriptions as stated in the State Policy Manual will not be counted for any attendance items on the State level.

All items requiring a CPG for verification must be submitted as a completed CPG within sixty (60) days of the completion date of the project to the State Service Center.

ANY CHAPTER FALSIFYING PARADE OF CHAPTERS SUBMISSIONS WILL LOSE THE POC POINTS GAINED THROUGH THAT SUBMISSION.

ADMINISTRATIVE GUIDE FOR THE PARADE OF CHAPTERS

1. **BUSINESS MANAGEMENT**

   a. ***Civic Leadership Certification Material Submitted to the State Service Center:*** A copy of the Civic Leadership Certification Form and all requirements for the first Civic Leadership Certification submission must be sent to the JCI USA Service Center with an electronic time stamp by the initial deadline established. (Civic Leadership Certification Program information found online at www.iljaycees.org or www.jciusa.com).

   b. ***Civic Leadership Certification Quarterly Evaluations:*** Quarterly Evaluations must be sent to the JCI USA Service Center with an electronic time stamp by the deadline established.

   c. ***Year-End Civic Leadership Certification Material:*** Year-End Civic Leadership Certification Submission must be sent to the JCI USA Service Center with an electronic time stamp by the posted deadline established. Civic Leadership Certification must be achieved to receive POC points.

   d. ***Submit Year-End SPEs and/or Areas of Opportunity:*** Entries must be submitted to the State Service Center with an electronic time stamp by the date established. Entries must be submitted within the categories defined by JCI USA. The Program Development Vice President is responsible for submitting a list of entrants to the State Service Center before POC points can be awarded.

   e. ***Green Chip Material:*** Green Chip is for New Chapters only. A copy of the Green Chip Certification form and all requirements must be sent to the State Service Center with an electronic time stamp as the program dictates. (Green Chip Program information found online at www.iljaycees.org or www.usjaycees.org.)

   f. ***Red Chip Material:*** Red Chip is for Rebuilt Chapters only. A copy of the Red Chip Certification form and all requirements must be sent to the State Service Center with an electronic time stamp as the program dictates. (Red Chip Program information found online at www.iljaycees.org or www.usjaycees.org.)

2. **MEMBER MANAGEMENT**

   a. ***Local President Attends Local Officers Training Seminar (LOTS):*** Attendance at State LOTS by the local chapter president as verified by training session sign-in sheets.

   b. ***Conduct an Effective Meeting Training or Other Board of Directors Orientation:*** Any training or orientation is verified by a completed PMG to the State Service Center with an electronic time stamp within sixty (60) days of project date.

   c. ***Officers Attend Local Officers Training Seminar (LOTS):*** Attendance at State LOTS by any chapter officers as verified by training session sign-in sheets. Verification of attendance for any other sanctioned training is by the coordinating State Officer.

   d. ***Passport to Civic Leadership:*** Submit participation in the Passport to Civic Leadership Program by August 15 to receive maximum points. Participation by December 1 will receive minimum points. Verified by State Service Center.

   e. ***Visitations:*** Visitations will be verified by submission of a signed visitation form postmarked or scanned with an electronic time stamp within sixty (60) days of the visitation date. Visitations can be to chapter meetings or projects ONLY; State Officers do not count as members of the visitation team; no maximum on number of visits to any chapter.

   f. ***Attend State Meetings:*** Attendance at state meetings will be verified by voter certification of delegates at the meeting.

   g. ***GA Competitions:*** Competitor verification will be by the appropriate State Vice President.

3. **COMMUNICATIONS**

   a.   ***News Articles/Broadcast PSAs/Electronic Listings in Non-Jaycee Publications***: Verified by an electronic or scanned newspaper page with Jaycee reference highlighted indicating date of publication to the State Service Center. (Two (2) articles per month maximum.)

   b.   ***Chapter Newsletter or Electronic Blast***: Submit copy of your chapter newsletter to the State Service Center or include the State Service Center on the electronic mail list monthly. Note: Postcards, minutes, or calendar of events sent out alone DO NOT constitute a newsletter.

4. **PROJECT REPORTS REQUIRING SPEs –** In order to receive POC points, PMGs must be submitted to the State Service Center with an electronic time stamp within 60 days of the project date. The "Primary Purpose" determines the appropriate project category.

   a.   ***Business Area of Opportunity.*** Program awards up to eight (8) projects each period, of which two (2) can be Public Relations and four (4) can be Chapter Ways and Means.

   b.   ***Community Area of Opportunity.***   Program awards up to six (6) projects each period.

   c.   ***Individual Area of Opportunity.*** Program awards up to sixteen (16) projects each period, of which twelve (12) project opportunities are specifically membership related – Retention/Activation, M-Nights/Recruitment Drives, and New Member Orientations. An additional three (3) project opportunities at any time include PMG/Chairman Training sessions and Parliamentary Procedure training.

   d.   ***International Area of Opportunity.*** Program awards up to four (4) projects each period.

5. **GROWTH AND MEMBERSHIP**

   a.   ***Retention:*** Retention will be awarded on the percentage of those billed and retained over 60%, multiplied by 15 POC points and verified by Dues Billings sent to the State Service Center. Retention is figured at the close of each period (excluding roosters). First-year chapters shall be assumed to have 65% retention until their first anniversary dues month.

   b.   ***New Member Adds***: Submit New Member Adds monthly. Verified by the State Service Center.

   c.   ***Monthly Growth***: Verified by the State Service Center from your chapter dues billing submitted for the month. Deadline: Close-out of any given month.

   d.   ***Period Growth:*** Chapter must be at growth (minimum of +1) at the close of the period. Verified by the State Service Center.

   e.   ***Year-End Accumulative In-Chapter as defined by Population Division***: An In-Chapter Extension will be credited if a chapter accumulates the number of NMAs required. POC points are awarded at the end of the year. Verified by the State Service Center.

Pop Division	In-Chapter Extension	Pop Division	In-Chapter Extension
1	7 adds	5	18 adds
2	10 adds	6	20 adds
3	12 adds	7	22 adds
4	15 adds	8	25 adds

   f.   ***Year-End Growth***: Chapter must be at growth (minimum of +1) from their beginning base.   Verified by the State Service Center.

   g.   ***Extensions***: An affiliation kit completed and submitted to the State Service Center. The extending Chapter receives POC points.

6. **INCENTIVES** – The President may, throughout the year, conduct incentive programs for POC points.

    a.   ***State President Incentives:*** No one incentive shall carry a greater value than 1000 points. Points awarded as achieved.

    b.   ***Administrative:*** State Vice President verifies incentives achieved. Points will be awarded at the close of each period.

    c.   ***Program Development:*** State Vice President verifies incentives achieved. Points will be awarded at the close of each period.

    d.   ***Membership***: The State Service Center verifies incentives achieved. Points will be awarded at the close of each period.

PARADE OF CHAPTERS

1. BUSINESS MANAGEMENT:
  a. Submit Civic Leadership Certification Material   2000 Max _____
  b. Submit Civic Leadership Certification Quarterly Evaluations   350 pts/ea 1050 Max _____
  c. Submit Year-End Civic Leadership Certification Submitted   (awarded only if achieved) 2500 Pts _____
  d. Submit Year-End SPEs and/or Areas of Opportunity   100 pts/ea   800 Max _____
  e. New Chapters ... Submit Green Chip Material   (awarded only if achieved) 2500 Pts _____
  f. Rebuilt Chapters ... Submit Red Chip Material   (awarded only if achieved) 2500 Pts _____

2. MEMBER MANAGEMENT:
  a. Local President Attends LOTS   500 Pts _____
  b. Conduct Effective Meeting Training or Board of Directors Orientation (verified by CPG)   200 Pts _____
  c. Local Officers Attend LOTS and/or other sanctioned Officer Training   50 pts/ea; 350 max/area   700 Max _____
  d. Participation in Passport to Leadership ... By 8/15, 300 pts; By 12/01, 200 pts   300 Max _____
  e. Visitations to Other Chapters   20 pts/ea   200 Max _____
  f. Attend State Meetings (verified by voter certification)   100 pts/GA   300 Max _____
  g. Competitions: Armbruster/Brownfield, Speak-Up/Write-Up, Debate & First Timers:
                                        100 pts/per area; 600 max/GA 1800 Max _____

3. COMMUNICATIONS:
  a. Newspaper Articles/Broadcast PSAs/Electronic Listings   25 pts/item; 50 max/month   600 Max _____
  b. Chapter Newsletter/Electronic Blast   50 pts/month   600 Max _____
  c. Submit Articles/Photos for PRIDE publication   50 pts/item; 100 max/issue   400 Max _____

4. PROJECT REPORTS REQUIRING PMGs:
  a. Business Area of Opportunity Projects (Other)   50 pts/ea; 100 max/period   300 Max _____
      Public Relations Projects   50 pts/ea; 100 max/period   300 Max _____
      Chapter Ways & Means Projects   50 pts/ea; 200 max/period   600 Max _____
  b. Community Area of Opportunity Projects (All)   50 pts/ea; 300 max/period   900 Max _____
  c. Individual Area of Opportunity Projects (Other)   50 pts/ea; 200 max/period   600 Max _____
      PMG and/or Chairman Training Session   100 pts/each   200 Max _____
      Parliamentary Procedure Training   200 Pts _____
      Retention/Activation Projects   50 pts/ea; 200 max/period   600 Max _____
      M-Nights and/or Recruitment Drives   50 pts/ea; 200 max/period   600 Max _____
      New Member Orientations   50 pts/ea; 200 max/period   600 Max _____
  d. International Projects (All)   50 pts/ea; 200 max/period   600 Max _____

5. GROWTH & MEMBERSHIP:
  a. Period Retention (Excluding "Roosters")   15 pts/1% over 60%   No Max _____
  b. Submit NMA(s) monthly   100 pts/month   1200 Max _____
  c . Monthly Growth   100 pts/month   1200 Max _____
  d. Period Growth   200 pts/period   600 Max _____
  e. Year-End Accumulative In-Chapter (NMAs defined by Pop Division)   1000 Pts _____
  f. Year-End Growth   1000 Pts _____
  g. Complete Extension   1000 pts/ea   No Max _____

6. INCENTIVES:
  a. State President   (maximum 1000 pts per incentive)   No Max _____
  b. Administrative   500 pts/period   1500 Max _____
  c. Program Development   500 pts/each area/period   4500 Max _____
             Community _____   Individual _____   Management _____
  d. Membership   500 pts/period   1500 Max _____