

ACHIEVEMENT & AWARDS 2011-2012

INSTRUCTION SHEET

1. **CLUB SERVICES:** Complete Honor Club service requirements. All projects need to be taken on the same monthly report. **Do not claim these again on #14.** This is an all or nothing category. This is all projects like, Essay, Oratorical, CCDHH, YAW, Kids Speak Out, Respect for Law etc. **ONE TIME ONLY!!!**
2. **CLUB REPORTS:** A & A Reports should be submitted by the 10th day of each month. Reports post marked by the 10th will be accepted. Submit all International and District reports by their due date.
3. **MEMBERSHIP:** Claim for Honor Club or Distinguished Club, achieved as of 9/30/2012
4. **ATTENDANCE;** Claim credit for registered officers, members, spouses, and your in attendance at District and International Conferences and Conventions.
5. **FINANCIAL OBLIGATIONS:** O.I. and District dues are paid quarterly (no later than 60 days for both). Look into the ACH program (Automated Clearing House) which allows you to send payment electronically. Go to OI web site under members/administration and then ACH Direct Debit for forms and directions.
6. **COMMUNITY PROJECTS AWARDS:** Claim credit for DPA booklet submitted to District Activities Chair not later than 9/30/2012.
7. **LIFE MEMBERSHIP / OUTSTANDING MEMBER RECOGNITION:** Claim credits when down payment or full payment and application are accepted by the International office. **(You can only claim ONE per year)** Award Certification Document must be sent to the Recognition Department postmarked no later than 9/30/2012.
8. **INTERNATIONAL RELATIONS:** Claim credit only if exchanging bulletins and meet at International Convention. Must enter International Awards program to receive credit for joint project.
9. **NEW CLUB BUILDING:** Claim credit for sponsoring new club with 25 or more members and completing New Club Follow-up within 90 days. Claim early growth credit if chartered prior to 1 January 2012.
10. **CLUB MEETING ATTENDANCE:** Claim credit for 60% average member attendance (including make-up and excused absences). Claim in Sep 2012. **Perfect attendance tabs – you can only claim 10 for the year** at 25 pts. For a maximum of 250 pts.
11. **YOUTH CLUBS:** Claim credit for building a new youth club or maintaining an existing club. Club must be registered with International office.
12. **JUST SAY NO CLUBS:** Claim credit for building a new club or maintaining an existing club.
13. **ZONE MEETING ATTENDANCE:** Claim credit for attendance at each Zone meeting. Club VP may represent the Club President if the Lt. Governor excuses the President.
14. **INTERNATIONAL YOUTH PROGRAMS:** Claim credit for all O.I. recognized youth programs excluding the youth clubs. **DO NOT CLAIM ON LINE #1. DO NOT CLAIM FUND RAISERS!** Credit it received for the program only, not the number of meetings.
15. **O.I. FOUNDATION:** **Take these points in Sep 2012.** Claim 500 pts. credit if you gave \$5.00 per member, 1,000 pts. credit if you gave \$10.00 per member or 2,000 pts. credit if you gave \$20.00 per member in donations to the OI Foundation. **Claim 1,000 pts credit if you have appointed your Club OI representative by 5 Dec 2011,** or 500 pts. credit if appointed by 10 Apr 2012.

16. **OTHER PROJECTS:** Claim credit for SHORT TERM PROJECTS (these are projects you do and they are completed not on going through out the year). (100 pts for each completed project). Credit for LONG TERM PROJECTS (these are projects that are on going such as collecting pull tabs, toner or ink cartridges, toiletries, clothing, even though you may make deliveries of these items more than once a year or projects that take longer than 24 combined club hours (not individual hours) to complete Claim (500 pts. for each project as soon as it is completed or in Sep 2012). **NO FUNDRAISERS! NO MULTIPLE DATES! Maximum of 7,000 points for the year!**
17. **CLUB VISITATIONS:** Claim Small Club credits (clubs with 15 or fewer members) if 3 members or 20% do a visitation. Claim Large Club credits (clubs with 15 or more members) if 4 members do a visitation. You can only claim a visitation to the same Club Once per year. Multiple visits to the same Club are not eligible for pts. Just pat yourself on the back for those visits. **Include the name of the club visited and number of individuals attending.**
18. **DISTRICT OFFICER-ELECT TRAINING:** Claim for officers registered and in attendance at the training sessions at the District Convention in **August 2012.**
19. **NEW MEMBER SPONSORSHIP AWARD:** Claim credit of 100 pts. for each new member inducted into the Club. Claim a bonus of 500 pts. when one member brings in 5 new members in the same year and claim 1000 bonus pts. when one member brings in 8 new members in the same year. You can rack up all the points you want right here. Just Do It!
20. **PGI PROGRAM:** Claim credits for each member who attains the following levels and **WHOS PASSPORT IS TURNED IN TO THE DISTRICT PGI CHAIR:** **Please include the name of the individual achieving the award!** Points will only Be given after verification by PGI Chairman.
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|------------------|--------|---------|-------------------|------|----------|
| Attain Level III | Red | 200 pts | Attain Level VII | Gold | 1000 pts |
| Attain Level IV | Blue | 400 pts | Attain Level VIII | | 1200 pts |
| Attain level V | Black | 600 pts | Attain Level IX | | 1400 pts |
| Attain Level VI | Purple | 800 pts | Attain Level X | | 1600 pts |
- Another area where you can obtain all the points you want – Get after it!
21. **CLUB BULLETINS:** Claim 50 pts. for each bulletin published. Max pts. 2600 if you do one per week.

EMAIL A PDF OR A SCANNED COPY TO (Preferred method):

gsiewert@aol.com

IF YOU NEED TO MAIL YOUR REPORTS SEND THEM TO:

**Gregory Siewert
11429 Lake Tana Dr.
El Paso, TX 79936-3957**

YOU CAN FAX ME YOUR REPORTS (Least preferred).

FAX #915-249-6699 (Please call me first so that I may turn FAX machine on.)

SEND A COPY TO THE GOVERNOR, DISTRICT SEC/TREAS, AND YOUR LT. GOVERNOR AND **KEEP A COPY ON HAND!**

AS MENTIONED PREVIOUSLY ALL A & A REPORTS ARE DUE BY THE 10TH OF EACH MONTH. IF YOU HAVE IT POSTMARKED BY THE 10TH I WILL ACCEPT THEM.