

## **Directions for the Achievement and Awards Reporting Form**

**Heading:** Please be sure to list your club name, club number and opening enrollment.

### **Quarterly A&A Reports:**

Forms must be postmarked or emailed by midnight on the due date to receive the 25 point credit for each quarter.

### **Membership:**

Line one is self-explanatory.

Net gain in new members is based on opening membership. This is based on the club status per quarter. For example, if your opening membership is 25 and you add 3 new members the first quarter you would receive 45 points. This is not cumulative from quarter to quarter. For instance, if you add 2 new members in the second quarter you would receive 30 points for that quarter-not 75 points. If you fall below the opening membership, new members do not count until they are over the opening membership (net not gross).

Attain membership for honor club. This year you must be plus three (3) at the end of each quarter to claim these points.

You may only claim the bonus points at the end of the year if you qualify for Distinguished Club by building a new Adult Club or adding a net 15 to your club.

NOW Program is self-explanatory.

Enrollment and Progress in the PGI/PDP Program: In order to claim points members must have applied for a new level or have already reached level 10. A member may only be counted once even if he/she applies for more than one level.

### **New Club Building:**

All sections are self-explanatory. However, if OI allows you to charter a club with fewer than 25 members you will receive credit. This year you can charter with 15.

### **Youth Club/Group**

Maintaining a club is defined as sponsoring a club for the year. Therefore you receive credit for each club sponsored only once – **not each quarter**.

**DONATIONS ARE NOT SPONSORSHIPS**-Typically a donation is a strict gift of money and you don't receive anything in return. A sponsorship typically means that you receive something in return for your money (club name on t-shirt, your logo on a website, etc.)

The rest of the lines are self-explanatory.

### **Youth Activities/Community Services**

Self-explanatory

### **Club Housekeeping**

The A&A Chair will add District Winner points for CPA, Bulletin & Scrapbook winners.

Submission of CPA books to the District will receive the points.

Member recognition awards can be anything that the President or Board presents to a member in recognition of his or her contributions. It can be a plaque, certificate, etc. **Please remember that a Member Award Certification form must be submitted to OI to count for completion of the President's Pride Report.**

Perfect Attendance Awards should only be claimed for perfect attendance **for the entire year-not quarterly**. Recognition should be given to these people, but the official pin tabs need not be purchased and presented.

Club Visitations – Self-explanatory

### **Zone/District/International Attendance**

Most are self-explanatory. However, when it mentions an officer elect this could be the same person and you would receive credit for both. For instance, this year's secretary might also be this year's secretary elect. If so, you may claim the points for both officers being present.

Please total your points for each quarter and sign the form. I will contact you if I have any questions about the form. Please feel free to call me at any time for clarification at 937-219-9285 or email at [jeanpummill@gmail.com](mailto:jeanpummill@gmail.com).

### **Banner Patches:**

The club receiving the highest number of points in its class (Class A-over 75 members; Class B-41 to 74 members; Class C-21 to 40 members; and Class D-1 to 20 members) will receive the A&A winner recognition. **All awards are based on October 1 membership.**

Remember, however, that any club can receive an A&A banner patch by participating and attaining certain point levels: 1000 points will earn a gold banner patch. 750 points will earn a silver banner patch. 500 points will earn a bronze banner patch.