



Appointed Board Duties & Guidelines



Kentucky State Council

Written & compiled by Vicky Jones

Awards Chairman

General

- Your main job is to oversee the awards presentation that is presented at State Convention.
- You will also secure information for the IC Philanthropic Awards
- You will also secure information for the Southeastern Regional Council (SERC) Awards.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Become familiar with each of the Awards that are presented at State Convention.

1. Outstanding Youth Award: THIS AWARD HAS NOT BEEN GIVEN IN MANY YEARS.

- **The forms from this award are on the ESA website under “International Council Forms”.** Check the application portion of the forms you have, with the updated ones on the website. Make sure there have not been any changes.
- Keep in mind that we **ONLY** give an award to the Senior High winner.
- The dates for the Kentucky State Awards Chair to receive these forms is different from the IC deadline. State deadline is February 1st, IC deadline is March 1st. The reason is because the winner for the State Outstanding Youth is automatically sent to IC. If the State deadline was March 1st, then you would have no time to judge and receive a state winner and then pass it on to IC.
- Any chapter can submit to IC, but the State winner is automatically sent by the State Award’s Chair.
- It is recommended that you secure outside judges for this Award. You might consider asking the IC & SERC Reps that have been assigned to our state. If you’re not sure who they are, check with the State President for their names and contact information.
- There is only one (1) winner for this award.

2. Distinguished Achievement Award: THIS AWARD HAS NOT BEEN GIVEN IN MANY YEARS.

- This award was formally the DIANA Award. The name was changed because ESA started receiving men in the organization.
- **The forms from this award are on the ESA website under “International Council Forms”.** Check the application portion of the forms you have, with the updated ones on the website. Make sure there have not been any changes.
- The dates for the Kentucky State Awards Chair to receive this form is different from the IC deadline. State deadline is February 1st, IC deadline is March 1st. The reason is because the winner for the State Distinguished Achievement Award is automatically sent to IC. If the State deadline was March 1st, then you would have no time to judge and receive a state winner and then pass it on to IC.
- It is recommended that you secure outside judges for this Award. You might consider asking the IC & SERC Reps that have been assigned to our state. If you’re not sure who they are, check with the State President for their names and contact information.
- There is only one (1) winner for this award.

3. Eugenia Smith Individual Member Award:

- This award says it must be postmarked by March 1st. **Because the deadline for award computations is 2/28, it is unlikely this will be submitted by March 1. Late submissions through March are common and accepted.**
- A Chapter Award's Chair, Chapter President, or Chapter Membership Chair is to submit the application.
- This award is presented to the member who has pledged or reinstated the most members in ESA from March 1 – February 28/29.
- Judging is based on 10 points for each pledge and 8 points for each reinstatement.
- A First, Second, and Third Place is awarded.

4. Outstanding Chapter Award:

- This award says it must be postmarked by March 1st. **Because the deadline for award computations is 2/28, it is unlikely this will be submitted by March 1. Late submissions through March are common and accepted.**
- See Page 14 for instructions on how to judge the entries.
- A First, Second, and Third Place is awarded.

5. Philanthropic Award:

- This award says it must be postmarked by March 1st. **Because the deadline for award computations is 2/28, it is unlikely this will be submitted by March 1. Late submissions through March are common and accepted.**
- Contact the Vice President for the Member Count per Chapter on 2/28.
- These awards are computed based on the amount/hours **PER MEMBER**, NOT the amount/hour totals!!!
- Your tabulation is for the following:
 - ❖ Monies - A First, Second, and Third Place is awarded.
 - ❖ Hours– A First, Second, and Third Place is awarded.

May

- **DEADLINE to send in your IC Registration (before the price increases is May 1st).**
- Read the June section. You might want to start the IC Philanthropic Report in late May.

June

- Use the Chapter Philanthropic Forms submitted in March to complete the IC Philanthropic Form (found on the ESA Website). The form says the year is from June 1 – May 31. You will NEVER get the Chapters to give you this information in this time frame. Work with what you have. Contact the Chapters that did not submit a Philanthropic Form in March to see if you can get them to provide at least some monetary information. They know who they donated money to...they had to write a check....

July

- Start gathering information for the SERC Awards Form. It is due September 1. Get the current Award form from the SERC website. These awards are for June 1 of previous year to May 1 of this year. You will need to contact the Chapters and several Appointed and Elected Officers on the Kentucky State Council Board in order to fill out the form. **See Page 7 for details on how to compile and complete this form.**
- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is July 15th.

August

- Make sure you mail in the SERC Awards Report Form to the SERC Awards Chair. It is due September 1.
- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Begin preparing packets with Awards information and forms to be given to each Chapter President at the Fall Board meeting. Sample letters, award information and forms are included in these guidelines. Most deadlines for Awards are February 1st and March 1st. The Awards you have direct supervision over are:
 - Eugenia Smith Individual Member Award
 - Outstanding Chapter Awards
 - Philanthropic Monies
 - Philanthropic Hours
 - Distinguished Achievement Award – *not given in many years*
 - Outstanding Youth Awards (Junior & Senior) – *not given in many years*
- Contact the State President informing her/him that you would like time on the agenda to discuss awards and hand out packets at the Fall Board meeting.

September

- Attend the Board meeting. During the meeting explain the contents of the Awards packet.
- **Make sure the State Philanthropic Award Form on the Kentucky website has the correct date range (3/1 – 2/28) and current year IRS mileage rate. Contact the Webmaster with updates.**
- **(Not given in many years)** Keep in mind that the State Youth Awards and Outstanding Individual Achievement Award deadline is February 1st, but the IC deadline is March 1st. Make sure the members understand that you have to have time to receive the entries and have them judged before the March 1st deadline. Kentucky State Youth Award winner is automatically submitted to the IC Youth Award Chair, and the Distinguished Individual Award winner is submitted to the IC Distinguished Individual Award Chair.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Remind members about the Awards and Philanthropic deadlines.

December

- **Make sure the State Philanthropic Award Form on the Kentucky website has the correct date range (3/1 – 2/28) and current year IRS mileage rate. Contact the Webmaster with updates.**

January

- You should start receiving Youth Award entries and Distinguished Individual Award entries. **(not given in many years)**
- Check your awards box to see if you need to order or print award certificates. Be sure to review the budget to make sure money has been budgeted for that expense.

February

- February 1st is the deadline for some of your entries **(not given in many years)**
- It's recommended that you secure either out of state ESA Members or in-state nonmembers who do not know the Youth Award & Distinguished Individual Award entries to be judges. Consider asking the IC and SERC Reps to be the judges.
- Forward the forms for the winner of the Youth Awards (Jr & Sr) to the IC Youth Chair.
- Forward the forms for the winner of the Distinguished Individual Award to the IC Distinguished Individual Award Chair.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- March 1st is the deadline for some of your entries.
- Contact the follow for Awards information:
 - State Vice President to get the report of Member Count per Chapter as of 2/28. This is used for the Philanthropic Hours and Monies Award **per-member computation** and the Disaster Fund Award **per-member computation**.
 - State Educational Director for the Gold Link Award winners (chapters submitting at least 6 Educational reports).
 - State ESA Counselor for chapter with the largest contribution to the ESA Foundation.
 - State ESA for St. Jude Chair for chapter with largest contribution to St. Jude.
 - Jr. Past President for Disaster Fund giving. You will then calculate the chapter that gave the largest contribution **per member** to the Disaster Fund.
- Determine the winners of all contests and prepare the certificates.
- Prepare a list of winners for each contest to be given to the Recording Secretary for inclusion in the minutes at the Kentucky State Convention. **The report should include the amount/hours for each winning Chapter.**
- Check deadline for Kentucky State Convention registration.
- Work on your Awards Presentation. Consider putting a fun “twist” on the presentation. You might consider contacting the IC and SERC Reps and ask them to help hand out the certificates during the presentation.
- Make sure your permanent file to be given to your successor is ready for state convention.



April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention.
- The Awards Presentation is usually on Saturday following the luncheon.
- Give your permanent files to your successor.

SERC Awards

- Download the current SERC Awards form from the SERC website. Notice the reporting date is 6/1 - 5/31. <http://www.esa-serc.com/>
- Ask the State VP for the Member Count Report as of 5/31/xx.
- Some information will come from the Coordinators.
- Some information will come from the Chapters (except Zeta Chi). A sample email is on page 8. The Chapters are very good about responding to the email. You might have to resend it a couple times, but they have **always** responded eventually.
- **Number of Chapters as of May 31**– (from VP Report) active chapter count. Includes Zeta Chi. In 2022, will be 9 due to loss of Beta Chi.
- **Number of Members as of May 31** – (from VP Report) active member count. Includes Zeta Chi and MALs.
- In the lower section of the form you will see **TOTAL MEMBERSHIP** on some of the Awards. THIS IS COMPUTED DIFFERENTLY. It is:
Member Count on VP Report minus MAL Count minus Zeta Chi count.
Since MALs and Zeta Chi do not contribute to the Award totals, they are not counted.

Information from the Chapters

- **Jean Freeman's Happiness Is** – from the Chapter email
- **Joan Mason St. Jude Award** – from the Chapter email
- **SERC Educational Award** – from the Chapter email
- **Jan Lee Easter Seals** - from the Chapter email
- **Ennis Karns Hope for Heroes Award** - from the Chapter email

Information from the Coordinators

- **Adelaide Smith Disaster Fund Award** – get total from the State Jr. Past President. Provide the 5/31 – 6/1 date range.
- **Barbara Riley Circle of Life Award** – get total from the State ESA for St. Jude Coordinator. Provide the 5/31 – 6/1 date range.
- **Thelma Waggoner ESA Foundation Award** - get total from the State ESA Counselor. Provide the 5/31 – 6/1 date range.

Joyce Robyn Rushing Award – SERC gets this from ESA HQ. No action required from you.



Gennie Haralson Mileage Award and Page 2 of the Award Form

Send the list of known people attending SERC to the State President and a blank copy of Page 2 (or where to find it online) to the State President. It is their responsibility to finalize Page 2 and deliver it to the SERC Conference.

Sample email to the Chapters for SERC Award information

I have been tasked with completing the State Awards Form for SERC and require the information below from each Chapter. I am sending this email to the Officers listed in the State convention book hoping this will increase the likelihood that the request finds its way into the right hands.

Please provide the information from 6/1/xx – 5/31/xx.

PLEASE SEND ME THIS INFORMATION BY **XX/XX/XXXX**. IT IS IMPORTANT ALL STATE CHAPTERS ARE INCLUDED IN THE SERC AWARDS.

- 1) Total number of philanthropic hours (If you don't have this information from 6/1/xx – 5/31/xx, it is acceptable to send me the information using the State award year (3/1/xx - 2/28/xx).
- 2) Did you participate in a St. Jude project? Yes/No
- 3) Did you submit at least 6 educational programs to the State Educational Chairman? Yes/No
- 4) Amount of money to Easter Seals
- 5) Amount of money to military interests/Hope for Heroes hours (If you don't have this information from 6/1/xx – 5/31/xx, it is acceptable to send me the information using the State award year (3/1/xx - 2/28/xx).
- 6) Please list the known people in your Chapter who will be attending SERC this year.

#6 is a new question. The 2022 form has a Page 2 that is new.



Sample Letter to Give to Chapter Presidents at Fall Board

TO: Chapter Presidents of the Kentucky State Council
FROM: Kentucky State Awards Chair, (Insert your name)
DATE: (Fall Board Date)
RE: Kentucky State Council Award Information

Enclosed in your packet is an overview of the Awards, deadline dates, and person to submit each Award form. Please make sure you distribute these at your next meeting to the appropriate person.

The Award forms enclosed are:

- Outstanding Youth Award (Junior & Senior)
- Distinguished Achievement Award
- Eugenia Smith Individual Members
- Outstanding Chapter
- Philanthropic Award

Please keep in mind that the Outstanding Youth Award and Distinguished Achievement Award are IC Awards. The deadline to for submission to the State is different from the International Council. I must receive these submissions by February 1st so entries can be judged and the winner can be forwarded on to the IC Chairs.

If at any time you have a question concerning any of these awards, please contact me at _____ (insert phone number) or email me at _____ (insert email).

I encourage you to take time and fill out these forms so your chapter can be part of the Awards Presentation at State Convention.

Kentucky State Council Awards

Following Awards Require Submission of Entry

Contest	Name	Deadline	Send to
Other	Distinguished Achievement Award	February 1 st	State Awards Chair
PPA	Eugenia Smith Individual Member	March 1 st	State Awards Chair
PPA	Outstanding Chapter	March 1 st	State Awards Chair
State Council	Philanthropic Awards	March 1 st	State Awards Chair

Following Awards Require No Entry

Contest	Name	Description
PPA	Hattie Page Circle of Life	Presented to chapter with the largest contribution to St Jude Children's Research Hospital. Information taken from ESA for St. Jude Chair's Report.
PPA	Marie Shellman Disaster Fund Memorial	Presented to the chapter with the largest contribution per member to the IC Disaster Fund. Information received from IC Disaster Fund Chair.
PPA	ESA Foundation Award	Presented to the chapter with the highest monies per member going to the ESA Foundation. Information received from ESA Foundation Coordinator.
State Council	Gold Link Award	Presented to the chapter submitting at least six (6) educational program reports by the 10 th of the month following the meeting. Information received from State Educational Chair.



Eugenia Smith Individual Membership Award

Rules

- This award is presented to the member who has pledged or reinstated the most members within the organization year (March 1 – February 28/29).
- Entries must be postmarked no later than March 1st. Mail entries to the current State Awards Chair.

Judging

- 10 points for pledges
- 8 points for reinstatements

Members Name _____ Member's Number _____

Chapter _____ Chapter Number _____

City _____ Yrs. Of Service _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

Pledge Name _____ Pledge Date _____

(if more than 5, please list on the back)

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

Reinstated Name _____ Pledge Date _____

(if more than 5, please list on the back)

Submitted by: _____

(Chapter Award's Chair, Chapter President, or Chapter Membership Chair Signature)

In case of a tie, points will be multiplied by the following formula according to years of service.

0-1 years = 1.2 1-5 years = 1.0 5-10 years = 1.1 10+ years = 1.2



Outstanding Chapter Award

Rules

- Chapter dues must be paid in order to qualify for this award.
- Entries must be postmarked no later than March 1st. Mail entries to the current State Awards Chair.

Chapter _____ Chapter Number _____

City _____ Yrs. Of Service _____

Number of Jewel Pin Members as of March 1st _____

Number of Pledges _____

Total Number of Members _____

1. Attendance: (Number Attending)

State Convention _____ Fall Board _____ ESA Leadership Conference _____

SERC Conference _____ IC Convention _____ Other State Meetings _____

2. Membership

Did the Chapter have an event where potential members were the focus? _____

Number of New Pledges Pledged _____ Number of Legacies _____

Number of Members Reinstated _____ Number of DESA's _____

Was a Traditional Community Chapter Organized _____

Indicate Chapter Name, Chapter Number, and Charter Date _____

3. Chapter Activities

Has the chapter had an Executive or Planning Meeting where all officers and chairs were informed of their duties? _____

Did your chapter have socials? _____ How many? _____

Did your chapter have at least six (6) Educational Programs? _____

What % of members presented Educational Programs? _____

Continued on next page

Outstanding Chapter Award (continued)

4. Philanthropic (Hours & Monies)

(Mileage Rate = \$0.58 / mile)

PROJECTS	HOURS	A - CASH MONIES	B - DONATED GOODS	C - TOTAL DONATED MILES
Chapter Projects				
State Projects				
International Projects				
TOTAL HOURS				

TOTALS	AMOUNTS
A - Total Cash Monies	\$
B - Total Donated Goods	\$
C - Total Donated Miles (after figuring the IRS rate*) Total Mileage = # of miles X the IRS Rate of \$0.58	\$
TOTAL OF A, B, C	\$

5. Chapter

Write a short essay or paragraph on “What our chapter does to promote educational, service, and association within our chapter and its members”.

Form Completed by _____

Phone _____ Email _____

Outstanding Chapter Award Judging Sheet

Chapter or Entry # _____

Activity	Chapter Response	Score	Points to Award
State Convention Attendance			1 point per
Fall Board Attendance			1 point per
ESA Leadership Conference			3 points per
SERC Conference			2 points per
IC Convention			3 points per
Other State Meetings			1 point per
Did chapter host event where potential members were the focus?			2 points for yes
Number of new Pledges pledged			3 points per
Number of Legacies pledged			3 points per
Number of Reinstatements pledged			2 points each
Number of DESA's pledged			1 point each
Was a Traditional Chapter Organized?			5 points for yes
Has chapter had meeting where officers were informed of their duties?			1 point for yes
Number of Socials			1 point per
Did chapter have at least 6 Educational programs?			1 point for yes
What % of members presented Educational Programs?			100-80% = 2 points 79-60% = 1 point
Philanthropic Hours			1-250 hours = 1 point 500-251 hours = 2 points 501+ hours = 3 points
Philanthropic Money			\$1-1000 = 1 point \$1000-10,000 hours = 2 points 10,001+ = 3 points

STATE PHILANTHROPIC REPORT

(Mileage Rate = \$0.58 / mile)

DEADLINE: Must be postmarked by March 1st
CHAIR

SEND TO: STATE PHILANTHROPIC

Chapter: _____

Reporting Period: March 1, 20____ - February 28/29, 20____

PROJECTS	HOURS	A - CASH MONIES	B - DONATED GOODS	C - TOTAL DONATED MILES
Chapter Projects				
District / Zone Projects				
State Projects				
International Projects				
TOTAL HOURS				

TOTALS	AMOUNTS
A - Total Cash Monies	\$
B - Total Donated Goods	\$
C - Total Donated Miles (after figuring the IRS rate*) Total Mileage = # of miles X the IRS Rate of \$0.58	\$
TOTAL OF A, B, C	\$

Refer to Philanthropic Service Guidelines for how and what to count.

Submitted by: _____ Date: _____

Chaplain

General

- Your main job is to keep the membership informed on sickness and death of our members or immediate family, as well as any celebratory information of our members.
- You are responsible for all invocations and Thoughts for the Day at all meetings and will provide a Memorial Service at the State Convention. Try to keep your presentations, notes, and messages of interfaith.
- Forward information you receive to the IC Chaplain and to the SERC Chaplain.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).
- You may be asked to send the IC Chaplain updated names and pictures of any member who passed away since the last IC Convention. You will need to secure pictures from the chapters and/or family members of the deceased ESA member.

June

- Continue to keep the IC & SERC Chaplains informed.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members of any sicknesses, death, or celebrations of our members.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Secure the name of the new International Council Chaplain. You will begin sending email correspondence concerning Kentucky members to the new Chaplain as soon as IC Convention is over.

September

- Attend the Fall Board Meeting. Be prepared to give a Thought for the Day, an Ending Thought, and an invocation at lunch.

October

- Attend the SERC Conference if possible

November

- Secure the name of the new Southeastern Regional Council Chaplain. You will begin sending email correspondence concerning Kentucky members to the new Chaplain as soon as SERC Conference is over.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Continue to keep the IC & SERC Chaplains informed.

January

- Continue to keep the IC & SERC Chaplains informed.

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Communicate with the Kentucky State President on the day and time frame for the Memorial Service at State Convention. Also ask about Thoughts for the Day, Ending Thought and invocations.
- Begin working on your Memorial Service. If no member passed away, then a brief worship service. You might consider contacting the IC and SERC Reps and ask them to assist you if you need the help.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend the State Convention. Some of your responsibilities may include:
 - Giving the Thought for the Day at the beginning of the First General Assembly.
 - Giving an Ending Thought at the end of Convention.
 - Invocation at all meal services (Friday Dinner, Saturday Lunch, and Saturday Banquet).
 - Memorial Service to honor any member that has passed away.
- Give your permanent files to your successor.

Easterseals Chair

General

- Your main job is to encourage chapters to participate in projects that benefit Easter Seals. Keep the chapters updated on the Easter Seals facilities in Kentucky.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members about Easter Seals. Possibly give suggested activities they can participate in.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at Fall Board on Easter Seals. Be prepared to give some suggestions just in case.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at State Convention on Easter Seals. Be prepared to give some suggestions just in case.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Secure the following information from the chapters for Easterseals from March 1st – February 28/29th
 - 1) How much money, hours, and value of goods did they donate to Easterseals
 - 2) Did they do an Easterseals Project (Yes/No). Provide the money to the Awards/Philanthropic Chair and be prepared to give this information at State Convention. The money and the rest of the information is required to complete the IC Easterseals form due May 15. **COMPLETE AND SUBMIT THE IC FORM BEFORE THE CHANGE OF OFFICERS AT THE KENTUCKY STATE CONVENTION.**
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- IC Easterseals form due May 15. Use the information that was collected for State Convention. **COMPLETE AND SUBMIT THE IC FORM BEFORE THE CHANGE OF OFFICERS AT THE KENTUCKY STATE CONVENTION**
- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to give total \$\$ donated to Easter Seals this year.
- Give your permanent files to your successor.

Educational Chair

General

- Your main job is to encourage educational programs among the chapter
- Remind chapters to submit educational forms by the 10th of the month following their chapter meeting to be eligible for the Gold Link Award. A copy of the Educational Form is in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- It is suggested to keep a spread sheet with the chapter names and just place a check mark if you received the chapter’s form by the 10th of the month following their meeting. This will make it easy for you at the end of the year to submit the names of the chapters who submitted at least six (6) Educational Forms on time to the Awards’ Chair. A sample spread sheet is included in these guidelines.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Inform the members about Easter Seals. Possibly give suggested activities they can participate in.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Send the State Awards Chair a list of chapters who submitted at least six (6) Educational Reports by the 10th of the month for issuance of Gold Link Awards.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Give your permanent files to your successor.

Educational Report Form

Chapter Name & Number _____ City: _____

Meeting/Presentation Date: _____

Yearly Theme: _____

Topic of this Program: _____

Method of Presentation (check all that apply)

Member's Oral Report (name: _____)

Guest Speaker (who/title: _____)

Visual Aid Program (kind & type: _____)

Field Trip (where: _____)

Reference Listing (book or magazine name: _____)

Other (explain – internet, pamphlets, etc.: _____)

SUMMARY: (Briefly summarize the program and attach a more complete narrative or outline stating all major points emphasized so the program can be fully understood).

COMMENTS BY THE EDUCATIONAL CHAIR: (Value to chapter/community, general comments about the presentation and chapter discussion).

CHAPTER EDUCATIONAL CHAIR

Name:

Address:

City/State Zip:

SEND TO STATE EDUCATIONAL CHAIR

Name:

Address:

City/State Zip:

ESA for St. Jude's Coordinator

General

- Your main job is to encourage chapters to participate in projects that benefit St. Jude's Children's Research Hospital.
- You will give a presentation of dollars at the State Convention.
- You will have online access (ESA website) to the total amount given per chapter from the state.
- Familiarize yourself with the new tier system for ESA credit for St. Jude Events. A copy is in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the "unspoken" duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- ESA Headquarters and St. Jude have gone through some restructuring in 2016. Due to the exorbitant cost, ESA for St. Jude Coordinators are no longer sent to Memphis for a training seminar. ESA Headquarters and St. Jude are conducting

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible. If you attend, you will participate in the St. Jude presentation of dollars as Kentucky's representative. Check the agenda for rehearsal time.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Encourage the members to host a special event for St. Jude's. Possibly give suggested activities they can participate in. Also, inform members about filling out the Booked Event form and Completed Event form. This can be done online and is necessary for chapters to get credit for any St. Jude Event. Also, inform members of the new tier system for ESA credit for St. Jude Events.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at Fall Board on St. Jude's. Be prepared to give some suggestions just in case.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible. If you attend, you will participate in the St. Jude presentation of dollars as Kentucky's representative. Check the agenda for rehearsal time.

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- There is a possibility that the State President or Workshop Coordinator may contact you to give a workshop at State Convention on St. Jude's. Be prepared to give some suggestions just in case.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Run the St. Jude Custom Report from the ESA Website for 3/1 to 2/28. The Headquarters Staff will provide direction/help as needed. Look for the state Dream Homes and any other St. Jude events that you might know of. If an event is missing from the report, contact the chapter and remind them to get it added ASAP.
- Be prepared to have a presentation of total dollars donated to St. Jude from the state of Kentucky at State Convention. Wait until you run your report in April to finalize totals.
 - This is usually presented Saturday night after the banquet.
 - If you choose to do it this way, each chapter has a representative that comes forward to help raise a card/poster.
 - On each poster the dollar sign, each number, comma, & decimal is written. (i.e., if \$250,000.00 was raised, then you would need eleven (11) representatives to help raise the cards.
 - The representatives keep the cards secret until time to reveal, and cards are raised one at a time.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Run the St Jude Custom Report from 3/1 - 2/28 that you will use for the State Convention St Jude presentation. Don't run this until early April as HQ could be still be updating the database in March.
- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to give Presentation of dollars.
- Give your permanent files to your successor

ESA Credit for Field Operations Events

Radio

All ALSAC Radiothon Events with ESA involvement will receive 30% credit of on-air pledges.
ESA Side Events – 100% of net revenue (No event should receive more than \$125,000)

Dream Home

Tier 1 – 50% of net revenue High ESA involvement; meets all needs of program, specific to all ticket office responsibilities, open house staffing, giveaway and sellathon participation, etc.

Tier 2 – 25% of net revenue Medium ESA involvement; meets some needs of program, specific to outlined responsibilities for either the ticket office or open house staffing. Participates in giveaway and sellathons

Tier 3 – 10% of net revenue Low ESA involvement; volunteer during media opportunities (i.e., giveaway, sellathons)

St. Jude WALK/RUN to End Childhood Cancer

Tier 1 – 100% of net revenue ESA member is on the committee; 25 walkers on a team; 5 volunteers for pre-event; 15 volunteers for day-of event

Tier 2 – 50% of net revenue ESA member is on the committee; 10 walkers on a team; 15 volunteers for day-of event

Tier 3 – 100% of revenue raised by ESA team ESA teams will receive credit for the amount they fundraise

Dinners, Galas, & Golf Tournaments

Tier 1 – 10% of net revenue ESA member is on the committee; volunteers help with recruitment, set up, and event execution

Tier 2 – 5% of net revenue Low ESA involvement; volunteer day of event

St. Jude Heroes/Warrior Dash

Tier 1 – 25% of net revenue ESA volunteers help set up, execute, and break down the event

Tier 2 – 100% of revenue raised by ESA team ESA teams will receive credit for the amount they fundraise

All Volunteer Coordinated Programs

100% revenue for ESA coordinated events

If you have any questions, please contact Ashley Ramsdell at ashley.ramsdell@stjude.org



ESA Foundation Counselor

General

- Your main job is to encourage chapters to participate in projects that benefit the ESA Foundation, as well as submit information about scholarships to high schools throughout the state.
- You **MUST** be a paid member of the ESA Foundation. Make sure you have paid your dues.
- The ESA Foundation Counselor is under the ESA Foundation at Headquarters. Specific duties according to the ESA Foundation are found in these guidelines.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- **DEADLINE** to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is July 15th.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. **DEADLINE** is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention.
- Give your permanent files to your successor.

ESA FOUNDATION STATE COUNSELORS

It is recommended that each Counselor have an active email address and knowledge of the ESA Foundation website.

Purpose of the ESA Foundation State Counselors:

1. To educate the ESA membership and the general public on all phases of the ESA Foundation.
2. To encourage and solicit donations from the ESA membership and the general public.
3. To promote and assist with any ESA Foundation sponsored and/or endorsed projects and programs.

Criteria for selection and acceptance:

1. An ESA Foundation State Counselor:
 - a. Must be an **individual**, active member of the ESA Foundation
 - b. Must be willing to commit time toward the fulfillment of the responsibilities of their appointment (i.e., keeping an up-to-date file of their state's membership, payment of dues and contributions, answering all correspondence and telephone calls promptly, and making personal visits when invited to chapter, council, or state meetings.)
 - c. Must be willing to participate in the administration of all ESA Foundation projects, assist and promote all fund-raising projects.
 - d. Must be willing to accept the appointment and its responsibilities for at least full one full year term.
 - e. Need not have held any previous office or appointment with the ESA Foundation.
 - f. Should not hold other concurrent office of the ESA Foundation, State Council, or International Council, **if possible**. The exception is the Overseas Director who may serve in both positions.

Duties of the ESA Foundation State Counselors:

1. Shall have access to the membership reports of their state on the ESA website immediately after their appointment. Each month, the State Counselor should save/print the reports for reference and forward them to his / her successor.
2. Shall encourage members to send all moneys directly to the ESA Foundation Office. Any moneys received by the State Counselor shall be forwarded to the ESA Foundation Office immediately.
3. Shall answer all correspondence immediately, obtaining information by contacting the proper person.
4. Shall receive credential information from the Vice Chairman and be responsible for casting proxy ballots for members within their state as directed by the state caucus.
5. Shall be responsible for the promotion of the ESA Foundation Scholarship Program in their state.
6. Shall complete the **Year-End** Report form and mail/email to the State Counselors' Chairman no later than June 15th.

Activities for the State Counselor:

- a. Promote the ESA Foundation and its programs at every possible opportunity
 - Scholarship
 - Endowments
 - Grants
 - Planned Giving
 - Life Active Membership (LAM)
 - Combined Federal Campaign

- b. Encourage scheduling of ESA Foundation presentations at seminars, workshops, etc.
- c. Attend the Annual meeting and State Counselors' Workshop
- d. Provide articles for the State Counselors' Newsletter sharing ideas and enthusiasm
- e. Promote the Foundation's Awards programs:
 - Robert and Dixie Palmer Recognition
 - Stewardship Recognition
 - Plateaus of Achievement
 - Youth Award
 - Humanitarian Award
- f. Recognize outstanding ESA Foundation members within the state
- g. Read and become familiar with all ESA Foundation information
- h. Share ideas and successes with other State Counselors

ESA FOUNDATION

STATE COUNSELOR DUTIES AND THE SCHOLARSHIP PROGRAM

The ESA State Counselor plays a very important role in the Scholarship Program. Without you, the program would be impossible to administer.

1. You must be a paid-to-date **active** member of the ESA Foundation.
2. Attend the ESA Foundation State Counselors' Workshop at IC Convention or send a representative in your place that will bring all the information back to you.
3. **READ YOUR MANUAL – Learn about your duties and all the Foundation's programs.**

PREPARING FOR THE SCHOLARSHIP SEASON:

1. The current scholarship application will be distributed on the ESA Foundation website.
2. Notify the schools in your state as soon as possible. Remember, we are a public Foundation – the scholarship program is open to everyone. It is also available to any ESA member, their relatives and friends, but the ESA Foundation can show **absolutely no favoritism, not even the appearance of it!**

Secure a list of secondary schools, private schools, and colleges thru the Department of Education in your state's capital. You may also find these lists on the Department of Education's web site in your individual state or www.college.com.

3. Publicize our Web Site: www.epsilonsigmaalpha.org/esaf
SINCE students have access to a computer and the internet, send them directly to our site. Some simple instructions to give them are:

"Go to: www.epsilonsigmaalpha.org/esaf to find the application and list of available scholarships available by state. Complete the application and requirements on-line and submit for judging.

PROCESSING THE SCHOLARSHIP APPLICATIONS:

1. Scholarship applications will be processed on-line. If a student has a question, they will contact you. Please answer all questions promptly. If you have any questions contact the Scholarship Chairman. She is there to help you and see that things go smoothly for you.

The Kentucky Lamplighter Editor

General

- Your main job is to submit a newsletter to the membership three (3) times a year.
- *The Kentucky Lamplighter* **needs to be mailed out on the following dates:**
 - August 1st
 - December 1st
 - April 1st
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- Begin setting up the artwork for the newsletter. Contact the State President to get a copy of her/his logo for the year. You will need to incorporate the logo as part of the newsletter.
- Be sure to include the following things in your newsletter:
 - Executive Board Reports
 - Appointed Board Reports
 - Chapter News
 - Important Dates & Deadlines
 - IC News (check the IC website for info)
 - SERC News (check the SERC website for info)
 - Registration forms (IC Convention, Fall Board, SERC Convention, State Convention)
 - Other fun and creative things.

May

- **DEADLINE** to send in your IC Registration (before the price increases is May 1st).

June

- Email all the Chapter Presidents soliciting subscriptions to *The Kentucky Lamplighter*. The rate shall be recommended by the Editor prior to the annual State Convention with the increase to be voted on by the members at the annual State Convention. If a cost was not discussed, then continue with the same rate as the previous year. Let Chapter Presidents now that you need an updated copy of all names and addresses of members paying for subscriptions. Deadline is August 1st.

July

- Around July 1st, send out a reminder to the Executive Board, Appointed Board, and Chapter Presidents that the **DEADLINE** is July 15th to send articles for *The Kentucky Lamplighter*.
- Write an article that reminds Chapters to enter their St. Jude Event results online on the ESA website.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by August 1st.
- Attend IC Convention if possible.

August

- August 1st mail out *The Kentucky Lamplighter*. Print a copy and place in a three-ring binder. You will mail this binder in May to the IC News Bulletin Chair for judging. Judging guidelines are included in these guidelines.
- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Secure the name of the IC News Bulletin Chair and submit your News Bulletin Survey Form (found in these guidelines).

September

- Attend the Fall Board Meeting.

October

- Attend the SERC Conference if possible

November

- Around November 1st, send out a reminder to the Executive Board, Appointed Board, and Chapter Presidents that the DEADLINE is November 15th to send articles.
- Write an article that reminds Chapters to enter their St. Jude Event results online on the ESA website.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by December 1st.

December

- December 1st mail out *The Kentucky Lamplighter*.
- Print a copy and place in your three-ring binder for judging.

January

- Enjoy your time

February

- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article that reminds Chapters to enter their St. Jude Event results online on the ESA website.
- Start getting *The Kentucky Lamplighter* printed and ready to be sent out by March 1st - 10th.

March

- Make sure your permanent file to be given to your successor is ready for state convention.

April

- April 1st mail out *The Kentucky Lamplighter*.
- Print a copy and place in your three-ring binder for judging. Make sure you have followed all the judging guidelines (included in these guidelines) and mail to the IC News Bulletin Chair.
- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Give your permanent files to your successor.

Membership Chair

General

- Your main job is to encourage chapters to participate in membership growth.
- Another responsible is to be over the Outstanding Member and Outstanding Pledge/First Year Member presentation at the annual State Convention.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.
- You should have a Membership Team to help you with the tasks ahead. Contact the State President to see who is on this team. The State President may want your input.
- Start forming a Membership “push” that the state can be involved in to increase membership. If our membership doesn’t grow, then ESA will die out. Come up with creative ideas (i.e., challenges, workshops, & etc. on “How to Get New Members”). The sky’s the limit! Be sure to communicate this idea with the State President first before sending it out to so it does not conflict with anything she/he is doing.
- After speaking with the Kentucky State President on your membership idea, begin getting the word out to the chapters. Don’t forget to involve your Membership Team.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Continue to communicate with the membership on pledging new members and forming new chapters.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th. Give recruitment ideas. Check out the ESA website member center under “Recruitment”. There are several suggestions already planned out for you.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.

September

- Attend the Fall Board Meeting.
- Continue to communicate with the membership on pledging new members and forming new chapters.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th. Continue talking up membership recruitment.

December

- Continue to communicate with the membership on pledging new members and forming new chapters.

January

- Continue to communicate with the membership on pledging new members and forming new chapters.

February

- Contact the Vice President after the ESA Leadership Conference in Denver (it's usually the first weekend in February). The VP/President Elect will be presenting a Leadership Workshop at State Convention, and often times it is on membership. See how you can be of assistance.
- Contact the Chapter Presidents and ask them to have their chapter select an Outstanding Member from their chapter and if they have a pledge(s) or first year member(s) also select an Outstanding Pledge/First Year Member. Ask the Chapter President to write a bio on the member(s) selected and send it to you.
- Start preparing your Outstanding Member and Outstanding Pledge/First Year Member presentation at the annual State Convention. See if there is any money budgeted for you. If so, you might consider a little memento, rose or etc. to give out. You might consider asking the IC Rep and SERC Rep to help you during this presentation. BE sure to contact the Reps early and make them aware of this.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. Be prepared to help the Vice President with a Membership Workshop as well as your Outstanding Member & Pledge/First Year Member Presentation.
- Give your permanent files to your successor.

Workshop Coordinator

General

- Your main job is to coordinate workshops as directed by the President at State Convention and/or Fall Board.
- Read over the bylaws and your duties to familiarize yourself with your responsibilities.
- Keep a permanent file to hand over to your successor at the Annual State Convention. Be sure to keep up with all the “unspoken” duties and responsibilities that may be helpful for a successful ESA year.

April

- If attending the International Convention, send in your registration before the end of the month. The price increases after May 1st.

May

- DEADLINE to send in your IC Registration (before the price increases is May 1st).

June

- Enjoy your time.

July

- Attend IC Convention if possible.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is July 15th.
- Communicate with the State President on time-lines and ideas for workshops at the Fall Board meeting. Be ready to submit some ideas of your own. Workshops do not have to be presented by you. Consider other ESA members and outside sources to present. Keep in mind, there is probably no \$\$ budget for workshops.

August

- Check deadline for Fall Board registration. Fall Board is usually in September or October.
- Check deadline for SERC Conference if you plan to attend. SERC is usually the end of October.
- Start lining up people to conduct workshops at Fall Board.

September

- Attend the Fall Board Meeting. You are the Host of all the workshops presented.

October

- Attend the SERC Conference if possible

November

- Write an article for *The Kentucky Lamplighter*. DEADLINE is November 15th.

December

- Enjoy your time.

January

- Enjoy your time

February

- Communicate with the State President on time-lines and ideas for workshops at the State Convention. Be ready to submit some ideas of your own. Workshops do not have to be presented by you. Consider other ESA members and outside sources to present. Keep in mind, there is probably no \$\$ budget for workshops.
- You will need to submit a written annual report of your activities for the year. Send this to the State President to be published in the Program Book or made available to the membership in another way at the State Convention.
- Write an article for *The Kentucky Lamplighter*. DEADLINE is February 15th.

March

- Check deadline for Kentucky State Convention.
- Secure information from chapters on how much money they donated to Easter Seals from March 1st – February 28/29th. Be prepared to give this information at State Convention
- Make sure your permanent file to be given to your successor is ready for state convention.

April

- Be prepared to write a brief board report to be placed in the State Convention Program.
- Attend State Convention. You are the Host of all workshops.
- Give your permanent files to your successor.