Hawaii Jaycees

Edward Nakano Memorial Award

Outstanding Local Chapter Officer

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

Local Chapter: _____

The Edward Nakano award is presented to the top five (5) outstanding local chapter officers of the Hawaii Jaycees. Each local chapter is allowed is submit up to two (2) nominees. Use as many additional sheets of paper (8 1/2 x 11 inches) to adequately respond to this entry form.

This completed entry form, resume and attachments should be sent to: ***Hawaii Jaycees Awards & Competition Program Manager***

ATTENDANCE:

Local Chapter Meetings: General Membership Meetings Number held: _____ Number attended: _____

Board of Directors Meetings Number held: _____ Number attended: _____

STATEWIDE MEETINGS: (Check all those attended)

_____ Annual Convention _____ Mid Year Convention _____ H.O.T.S.

DISTRICT AND REGION MEETINGS:

How many district and region meetings did you attend? DISTRICT _____ REGION _____

ACTIVITIES:

1. How many local chapter activities did you participate in?
2. How many successful affiliations did you participate in?
3. How many members did you personally recruit?
4. How many "M" Nights did you participate in?

COMMUNICATIONS:

Briefly describe the communication tools you used this year (ie. newsletter articles, meetings with fellow members, calls, etc.)

ASSIGNED RESPONSIBILITIES:

List your assigned responsibilities and major accomplishments in each area.

INNOVATIONS:

Briefly describe any programs or procedures you initiated and your evaluations of each.

GOALS AND ACCOMPLISHMENTS:

Summarize the goals and objectives you established at the beginning of the year and which of these goals and objectives were accomplished. In summarizing your accomplishments, analyze your mistakes and make recommendations as to how they could be avoided by your successors.

RECOMMENDATIONS:

List your recommendations in the programming area you served in. Emphasize how the Hawaii Jaycees could further benefit in these areas. Also, include any general recommendations you may have.

LETTER OF RECOMMENDATION:

Local chapter president must attach a letter of recommendation.

I hereby certify that the above information and attached material is true and correct.

Local Chapter Officer: _____ Date: _____

I have read the above entry form and resume and to the best of my knowledge, hereby certify them as true and correct statements of the performance of this nominee.

Local Chapter President: _____ Date: _____