**CFWC PALOMAR DISTRICT**

**PROGRAM CHAIR’S GUIDE FOR THE JUDGING PROCESS**

**CLUB AWARD CONTEST**

**To: DISTRICT PROGRAM CHAIRMEN**

**Deadline For Judges’ Results to District Dean: MARCH 20, 2020**

Thank you for helping Palomar District and the GFWC California Federation to recognize our members for outstanding commitment to community and club service. All Club Award Contest Entries (aka “Narratives”) must be in essay format – i.e., **no bullet points; 3 pages maximum (2-1/2 pages of text and 1/2 page header), single-spaced, at least 11-point font, and must include statistics for each project listed.** If they do not conform to these constraints, they will not be judged. Clubs may enter as many projects as they wish but each must include an essay and discuss Who, What, Why, When, Outcome.

**GENERAL BACKGROUND**

Clubs will submit narratives in a possible 14 different program areas:

***Advocates for Children*; *Art; Communications and Public Relations; Conservation; Domestic Violence Awareness and Prevention*; *Education; Fundraising; Home Life; International Outreach; Leadership; Legislation/Public Policy; Membership;* *Public Issues*; *Women’s History Resource Center***

Judges will be assigned narratives from one of these program areas to read and score. Clubs will only compete with other clubs in their size group.

**CLUB AWARD CONTEST**

1. Each District Program Chair will receive one copy of each Club Award Contest Entry (“narrative”) submitted by district clubs for her specific program area. Narratives per se are not mandatory nor are clubs that participate required to enter a narrative for every project they complete, only for those they wish to have judged in friendly competition with other clubs in their size range.

**2.** Each District Program Chair will receive a **“Judging Packet”** for her judges’ use and her own**.** The packet includes the **Program Chair’s Guide for The Judging Process (this document)** with instructions for the Chair to oversee the judging process**; the Judge’s Letter; a Judging Form with Scorecard** for judges’ use; **the FINAL Scorecard** for the Program Chair to record the total scores compiled from the judges’ scorecards and **to return** **to the District Dean by March 20,** and a sample **Judge’s Thank You letter**. The scorecards use a point system to tally judging results; no tie scores will be accepted. Each Judging Form provides the criteria for rating projects in a specific program.

3. Each District Chair will recruit volunteer judges:

* **Set a goal** to recruit a minimum of THREE volunteer judges **who are not members** **of a Federation club** to read and score the narratives in one of the 14 program areas
* **Recruit** judges who are knowledgeable in their assigned program area
* **Provide** each judge with a letter that includes 1) the Chair’s contact info; 2) judging criteria for their assigned program area; and 3) timeline to return the scored narratives to the District Chair to meet the District Dean’s deadline
* **Assemble** Judge’s Packet: This may require the Chair to make hard copies of all narratives, judging criteria, and scorecard for each judge.
* **Advise** judges to award the most points to the club that made the MOST IMPACT IN THE COMMUNITY in each program area. The winning entry will be the project that carries the most weight -- the need for that project ; effective small projects are as important as large ones.
* **Remind** judges that all entries deserve points so none should be given a zero score, and no tie scores will be accepted.
* **Special Note for Judges in Membership, Leadership, Communications/Public Relations & Fundraising:** These narratives describe the impact of projects on the **club** itself rather than on the community.

**4.** Each District Chair will set a deadline for completed scorecards to be returned to her. Contact judges a few days before this deadline as a “little reminder”, just in case.

5. Each District Chair will collect the scorecards from the judges and compile the results. Calculate total points (using the AVERAGE) for each club per program area.

6. Each District Chair will complete one FINAL Scorecard with the results for ALL Club Contest Entries (narratives) judged. Forward the Final Scorecard to the District Dean no later than March 20, 2020. You may send it as an email attachment or as a hard copy via USPS mail.

7. **FOLLOW-UP #1: A THANK YOU LETTER TO THE JUDGES IS A MUST, A NO-BRAINER, A BASIC COURTESY.** A sample thank you letter is included in your packet or write your own.

8. **FOLLOW-UP #2:** Share the projects described in the narratives with other district and club members – it’s a great opportunity to share great projects!

Dear Judge:

Thank you for agreeing to evaluate these narratives, submitted by Palomar District clubs to describe their most important 2019 projects. Your winners will be those you feel best exemplify the District’s mission statement to “be large in thought, in word, in deed.” They’ll be recognized with a special certificate at our District Convention. We appreciate your help and hope you find this task fascinating!

We have a few suggestions to help you select the best of the best:

* Clubs are grouped by **size** and only compete with other clubs in their own group -- small, medium, intermediate or large. The Score Card at the bottom of the Judging Form indicates the clubs in each size group to help you assign scores.
* You may have entries from clubs in all 4 sizes, but you will only judge entries in **one** **program area** , which the state federation uses to measure club growth and productivity. As a District Program Chair, I’ll explain the program area you will judge. You may explain your scores if you wish but it’s not required.
* ”Criteria” and “category” are the same, denoting the elements to be awarded points.
* Enter points in each category and the total score in the last box. Please don’t assign any zero scores, and no tie scores; there will be one 1st place winner per size group – if only one entry, it’s the winner. You may not have entries in all 4 size groups. These elements were also used by the clubs as a guide when they wrote their narratives.
* Don’t judge entries by grammar, punctuation or spelling; judge only on merit.

**This is what we’d like you to look for, as you read the entries:**

* **Did the project succeed?** If not, consider it with other aspects here before scoring
* **Were other organizations or clubs involved?**
* **Was there a definite need for this project? Who benefited from it?**
* **Did the project differ from others? Was it new? Unique? Creative?**
* **Consider the donations it entailed: Dollars, In-Kind, Hours spent**
* **What were the goals? Were they met? If not, why not?**
* **What obstacles were encountered? Were they overcome? If not, why?**
* **How many members worked on the project? Less than 10? More than 10?**
* **How long did the project take? A few hours? Months?**

After you enter the scores on the *Judging Form*, please return the form to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that I can meet my District deadline. You may return the hard copies to me if you wish or shred them. If you have any questions, please call or email me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you!

 PROGRAM CHAIRMAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 CFWC PROGRAM AREA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

Dear Judge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for serving as a judge in Palomar District’s recent narratives competition under the auspices of the California Federation of Women’s Clubs, in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program area for which I am the District’s Program Chair, and for taking the time to make considered decisions in choosing the winning entries. Our federation rules require that we invite only non-Federation members to assist us by judging the narratives; when asked, you promptly stepped up and agreed to help. You did a fine job of reading and evaluating the narratives fairly and assigning each entry the number of points it merited, and we appreciate it very much!

We hope you enjoyed your role and found it interesting to learn of the amazing number of diverse projects our clubs participate in as they pursue their mission to serve their community and those in need around them. At the same time, you have made it possible for the best entries to be recognized with a commemorative certificate at our Palomar District Convention April 24, 2020 – public recognition that our clubs and their members highly prize.

Thank you very much!

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District Chair, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Palomar District Federation

 California Federation of Women’s Clubs

 GFWC California Federation of Women’s Clubs