

California State Council Guidelines

INTRODUCTION

This Guideline Manual has been prepared for the Members of the California State Council (CSC) of Epsilon Sigma Alpha International. This guideline is intended to assist members in the methods of CSC. It does not pertain to Executive or General Board procedures.

This manual consists of five sections:

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| Section A | Absentee Ballot |
| Section B | Awards |
| Section C | Care Connection |
| Section D | Community Service |
| Section E..... | Membership |

The manual will be updated as the guidelines of the organization change. All members may forward suggestions to the CSC President for review and consideration by the Executive Board.

Section A

Absentee Ballot Guidelines

1. The Convention Chairman will obtain from the CSC Treasurer the Chapter Status Report by March 31st.
2. Prepare Official Absentee Ballots prior to May 1st. In years when convention is early May, check with President for adjusting dates as necessary.
3. Absentee ballots must be requested by Chapters in good financial standing from the Convention Chairman prior to May 1st.
4. Upon request of a Chapter for an absentee ballot, the Convention Chairman will check for eligibility of the Chapter and determine the number of qualified votes from the report from the CSC Treasurer. She will mark her records showing a ballot(s) were sent to the Chapter.
5. Mail the ballot(s) to the Chapter along with an envelope marked "Official Ballot" plus a self-addressed stamped envelope with the Chapter's name in the left hand corner. The "Official Ballot" envelope will remain sealed and be turned over to the Head Teller at State Convention. Upon receipt of the voting ballots(s) the Convention Chairman will mark her records showing the Chapter has returned the ballot(s). (Send one ballot for each vote.)
6. Absentee ballot(s) MUST be returned to the Convention Chairman postmarked no later than one week prior to opening of Convention.
7. Keep a record of returned absentee ballots in the official CSC Credentials Registration/Ballot Record book and report the number of absentee ballots returned to you in your credentials report during convention.
8. The absentee ballots are to be a different color than the regular ballots used at Convention.
9. Absentee ballots are allowed for voting on the State Philanthropic Project and are to be handled following the same procedure as other ballots.

Section B

Awards Program

The awards will be presented at the California State Convention in May. If your Chapter plans to participate in the awards program, please complete the forms and forward them to the noted designated person, postmarked no later than the dates designated on the forms. **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** Note the rulings on the individual forms. You are encouraged to participate and be recognized for your accomplishments.

TIPS ON COMPLETING AWARD FORMS

1. Be sure the writing on the entries is legible—either printed clearly or typed. This can make a difference in the judges opinions, especially if the material cannot be easily read.
2. Be sure to affix the proper amount of postage for the weight of your package. Please do not send your entries by registered mail as no one may be available for signature. If you want a receipt, send a stamped, self-addressed envelope or postcard.
3. We do not make any distinction between jewel pin members and pledges. On all questions asking number of members in your Chapter, please include pledges in your count.

GENERAL RULES

1. Any Chapter wishing to participate in any category of the Awards Program must be a Chapter in good standing by paying State dues in full by March 31st. This will be checked with the State Treasurer.
2. Judging will be carried out and winners determined by the official point system of each category's award form or guideline. The judges' decision will be final. Award forms may be picked up immediately following the Awards Luncheon, generally at the back of the room. Any forms not picked up will be recycled.
3. Many of the categories have special rules which must be followed or the entry will be **disqualified**. Only those rules which are noted as such will disqualify the entry. Other shortages or discrepancies in the entries will merely lose points.
4. The deadline for all Award Forms is listed on each form. Reporting dates are from April 1st through March 31st.
5. No other documents or appendages are to be submitted except for those the individual form asks be attached. Other information appearing as an appendage will be excluded and will not be considered by the judges.

Double check the date at the bottom of each award form for deadlines. If you have any questions, please contact the Awards Chairman for assistance.

Section C

Care Connection Guidelines

WHAT IS THE PROGRAM?

What is the best thing about being an ESA member? It is the people who share the organization. The *Care Connection* program creates a forum for our members to volunteer and bridges the gap between the growing needs and current resources for assistance that exist within our communities.

HOW DID IT BEGIN?

Care Connection was created solely to facilitate the exchange of person-to-person philanthropic services. Members share their personal talents to provide support to others. Simply put, it provides an opportunity for members to offer their help to others, as well as to receive assistance during their own times of need. Members utilize the knowledge, expertise, and volunteer spirit of ESA members to share support and service to others in times of personal crisis.

HOW DOES IT WORK?

The program is organized at the IC level to provide caring services to others. Members automatically belong and can participate at any time. There are several divisions within the program:

- ❖ *Personal Support* – An on the ground support system to provide support and encouragement to individuals and Chapters experiencing transitions or personal crises. Members send personal cards and messages to those in need.
- ❖ *Exchange of Personal Needs / Opportunities* – Using the ESA members-only message board sharing business opportunities, relocation needs, and request for personal assistance to support relatives and family members at a distance.

WHAT ARE THE IC ASSISTANCE PROGRAMS?

There are several programs to assist Chapters in developing resources for those in need through goods and support for extraordinary circumstances.

- ❖ *Hope for Heroes*- provide boxes of goods and resources to support military service personnel and their families.
- ❖ *Hats for Hope* – provides hats and other warm clothing for homeless individuals or those who have been displaced by a natural disaster.
- ❖ *Warm Welcome* – provides baby blankets, support and information for new mothers and their babies in times when these materials may not be readily available in the home.
- ❖ *Disaster Support* – provides assistance for members who have experienced a catastrophic loss and would benefit from financial relief. A disaster fund is available in the form of a grant to provide immediate emergency relief.
- ❖ *Relocation Services* – ESA offers assistance to members relocating anywhere in the world. This includes finding a new job, finding housing and even finding new friends through the ESA members-only message board.

For more information and to obtain an enrollment form, contact your CSC Chaplain.

Section D

Community Service Award Guidelines

HELPFUL HINTS

A project which wins at the State level may not enter the same project again for three years, as stated at top of form. This is difficult to determine so be careful and recall any articles you have read in the *Blue 'N Gold*.

Using a sliding scale as each entry will be graded on each section. With the 30 point sections, start with 30 points for top and go down by one point increments for lack of information, etc. Same way with the 20 point sections, start with 20 and go down by one point increments for lack of information, etc.

Project - Project must be a service to the Community, recognition of ESA, or a combination of both. Community is not just the location of the event but would also include the web. Description must include information on number of people assisted, touched, reached, etc. by the project. How wide spread was the project or how will it continue to grow (NOTE: need not be specific as many times it is difficult to determine how many lives will be affected, Chapter may estimate the outreach-judge on common sense).

Participation - How many chapter members participated and in what way. At least 50% of the chapter members must have participated. Points given for how members assisted or the way they served.

Hours - Must list total number and how earned.

Money - Must list total number and what the use was for. Add the monetary donations together and divide the figure by the total number in the Chapter.

Section E

Membership Award Judging Guidelines

Judges should be looking for increase in membership, if a chapter remains the same, give seven (7) points for maintaining membership. Give eight (8) points for increase.

SECTION I 55 possible points

Membership Growth—40 possible points

Self-explanatory

Number of members in good standing for year – 15 possible points

Loss – give 0 points

Maintain – give 7 points

Increase – give 10 points

Model meeting held

No—0 points

Yes—4 points

Date show—1 point

SECTION II 25 possible points

Date, Type of Activity & Theme

All three types of functions for a proper Rush should be shown (at least a SOCIAL, MODEL MEETING AND PLEDGE CEREMONY). One prospective new member is adequate per event. Parties should sound like fun and the pinning should be elegant. (Both the parties and pinning should show thought and planning)

If chapter planned and followed through with a Rush program and either no one came or no success was had (pinning or getting new members through transferees, reactivation, etc.).

If a rush was unsuccessful or less than three events, use this area to break a tie.

Section III 20 possible points

Held Orientation Meeting – 8 possible points

Yes—4 points

No—0 points

How many Meetings?

If only one – 1 point

More than one – 4 points

Charter Sister Chapter – 12 possible points

Yes-gets full 12 points

No - 0 points