

SPIRIT AWARD COMMITTEE

1. Send notices to the reporter to publish in the newsletter to briefly explain the Spirit Award, to inform them that the guidelines can be found in the handbook, and to encourage all clubs to strive for this award.
2. Make copies of the tally sheets, sign-in sheets, contest forms, etc. Place these copies in labeled folders for easy use. Use the Spirit Award point system to determine what folders are needed.
3. Call the schools who received the Spirit Award plaques last year and remind them to bring the plaques to convention. If they will not be attending convention, it is their responsibility to make sure the plaques will be there.
4. Obtain from the Registration Committee the list of schools registered for convention. Use these school names to complete the sale items sheets, the two page tally sheets, and the convention attendance sheet.
5. Just before the social games begin, give the costume contests sheets to the social games chairman. Ask that these be returned immediately after the event.
6. Check with the Registration Committee to see if any school registered late at convention. If there are any, add these school names to the convention attendance sheet and the sale items sheets.
7. Before the Book and the Sales Promotion sales, give these committee chairmen their sale items sheets. Ask that these be returned immediately after the event.
8. Before the tours begin, give the tours sign-in sheets (one sheet for each tour bus) to the Tours Committee chairman. Ask that these be returned immediately after the event.
9. During the convention executive board meeting, circulate a sign-in sheet. Pick up this sheet after the meeting to mark the tally sheets. Include in your report that the following persons should pick up their Spirit Award folder from you immediately following the executive board meeting and remind them to return the completed forms to you as soon as possible (Nominating Committee chairman, book discussion leaders, and all contests chairmen).
10. Schools having both junior and senior high clubs within the same school must register each club. Points cannot be shared for the Spirit Award for both junior and senior high clubs. (4/5/04)
11. Using the updated program, complete these sheets: present officers serving, committee assignments and program responsibilities.
12. As soon as you have received completed information, begin tallying points on each club's tally sheets.
13. Final points are tallied during the second general session. Keep all results a secret.
14. Announce the junior and senior division winners and award their plaques at the third general session. Inform the winning schools that they are to have the plaques engraved with their school name and submit the bill to the president. (2/18/2000).
15. Publish the names of the five highest scoring schools in the next newsletter following the convention. (10/7/2000)
16. Attend all executive board meetings. Make copies of a written report to be presented: one

- for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your files. (3/5/99)
17. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.
 18. The points for any t-shirts purchased after convention should carry over to the next convention. (4/25/98)

Revised April 16, 2005