Congratulations on your election as District President for 2020-21. As District President, you will be the leader, mentor, educator, arbitrator and the representative of all your Auxiliaries and members in your District. The District is the teaching tool of the organization and the glue that holds us all together. The following will be what is expected of you throughout the year in order for your Auxiliary to be Healthly AND to help Department President Carrie to achieve her Circle of Excellence.

Everyone will be on an even playing field and scoring will be based on points. There is a possible 475 points and the winners will be based on achieving **350 points**, at a minimum. The criteria outlined is some of the same as what is required in the Department Circle of Excellence.

You will be working closely with the Department Secretary and Treasurer to achieve the deadlines required and you will receive periodic updates.

Department will be hosting various road-show and conference trainings. With the training and the Department and National websites, you will have access to all the tools necessary to be successful (you need to attend the trainings) and I am confident that every District will be in the Circle of Excellence!

**DISTRICT ACHIEVEMENT GOALS/Criteria**

**Comply with National Bylaws/Administrative Follow Through**
(all must be achieved for a total of 100 points)

- District Report of Installation **must** be received at National Headquarters by 7/31.
- Reports of Installation from all your Auxiliaries **must** be received at National Headquarters by 7/31, with a copy to the Department office, or a request for a suspension by the Department President will be submitted to National.
- District **must** be bonded by 8/31.
- All District Auxiliaries **must** be bonded by 8/31.
- District and Auxiliary Officers (Presidents, Secretaries, and Treasurers) dues **must** be paid by 12/31 or a letter will be sent to National to relieve any non-paid officers.
- District 990 **must** be filed by November 15. Copy **must** be sent to Department Office.

**Growth in Membership**

- 100% Plus by May 1, 2021, based on the June 30, 2020 membership statistics. **(100 points)**

  OR

- 95% Plus by May 1, 2021, based on the June 30, 2020 membership statistics. **(50 points)**
For 25 points each:
____ District must have their Audits submitted to Department within 30 days of District Meeting.
____ Every Auxiliary reported in every program at least once from June 1, 2020 to April 20, 2021.

Training (25 points each)
____ District must hold one membership training session by March 31, 2021.
____ District must conduct training at every District Meeting (except District Convention). This may include the “Department School of Instruction”, how to do an audit, using/distributing tools from National or Department, etc.

Leadership (25 points each)
____ Must attend all C of A meetings. That is a total of 4 and equals 25 points. (June 2020, Oct 2020, January 2021, June 2021)
____ All Auxiliary Inspections must be completed by December 31, 2020, unless otherwise approved by the Department President.
____ District Historian must submit a flashdrive of photos and information of the Department President’s Official visit at your District Meeting. Flashdrive must be received by the Department Historian with 10 days of the visit. Refer to the Department Historian/Social Media Guide Sheet for required criteria.
____ All required paperwork submitted to Department on time. This includes: District Meeting notices, vouchers, and year-end report.

____ Total Points

BONUS POINTS:
____ 50 points for District Auxiliaries that have all audits submitted by each quarterly deadline.
____ 25 points for submitting at least two articles for the Michigan Overseas Veteran (MOV) newspaper

____ Final Total of Points

DEPARTMENT AWARDS
1. Superior Circle of Excellence Award for achieving all 475 points. (includes all Bonus Points) $100 to the District and a special gift to the District President.
2. Circle of Excellence Award for achieving 400-450 points. $50 to the District and a special gift to the District President.
3. Circle of Recognition Award for achieving 350-375 points. $25 to the District and a special gift to the District President.
4. Certificate of Service Award for achieving under 350 points.

Please keep this Guide Sheet handy so that you can monitor and check off your criteria as it is
accomplished.

I wish all you the best and look forward to working with all of you to achieve the Superior Circle of Excellence Award!

Linda Olsen, Chairman
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