

ELEMENTS OF A POC SUBMITTAL

THE COVER SHEET

POC Submittal Cover Sheet

The first sheet of any submittal is the submittal cover sheet. This is a sheet summarizing the items being submitted for points. If an item is being submitted, check the corresponding check box on the cover sheet. And if more than one item is being submitted for a particular POC area, write in the number of items being submitted to the left of the POC area points on the cover sheet. For example:

<input checked="" type="checkbox"/>	ID1a	Leadership Development	50	2
	ID1b	Life Improvement	50	

On the back of the cover sheet, there is a section at the bottom labeled "for HIJC use only." In this section, the total points submitted and total points awarded will be tallied and verified by the POC Program Manager as well as the HIJC President. This sheet will be photo copied and returned to the chapters along with the monthly POC reconciliations.

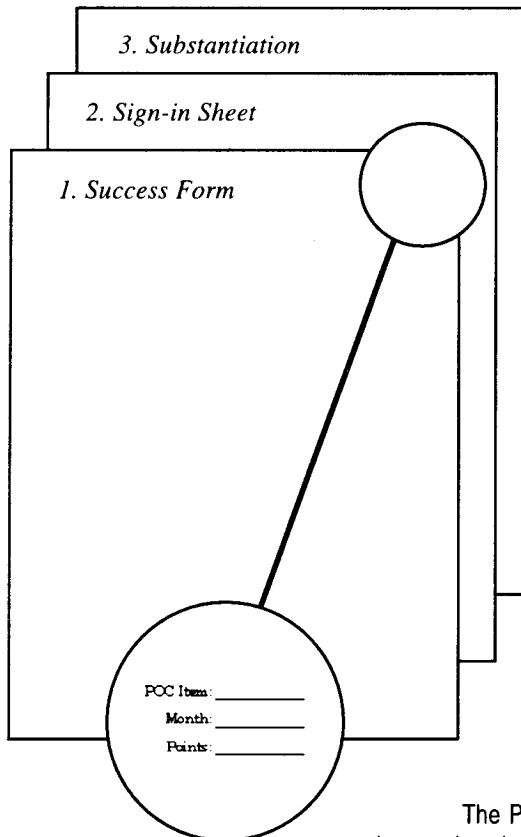
For HIJC use only

Total Points submitted: _____
 Total Points Received: _____

Verified by:

HIJC Parade of Chapters Program Manager _____ Date: _____
 Hawaii Jaycees State President _____ Date: _____

THE SUBMITTAL ITEMS



The components of a submittal for a respective area in the POC will generally comprise of three parts (unless otherwise stated in the POC area description). These components will generally be for projects such as MD40a, MD40b, MD40c, MD41, MD44, ID1a, ID1b, ID5, ID6A, CD2, CD3, CD4, CD5A, CD5B, CD11, IN5, IN6, IN8, IN9, IN10, IN12B, IN13, BD3B, BD4, BD6, BD7B, BD9, M2, M3, M4, M5, M6, M8, and ACA1. For other areas such as attendance type projects, submit a list of names or some form of reminder to notify the POC Program Manager of the number of attendees, the completed evaluation forms, the article written, the project hosted, etc. (It should be noted that all District/Region projects and attendance will be verified by the District/Region Director).

The first sheet is the success form. The success form helps to evaluate a project and its success toward fulfilling one of the thirteen (13) pinnacle areas in the Jaycees. It easily helps to break down the project into its area, primary purpose, and goals achieved. Each success form has in the upper right hand corner three (3) fields that must be filled out (POC Item, Month, and Points). These fields should be copied onto each sheet in that POC item submittal and the forms in that group should be stapled together. If not and if more than one project is being submitted into a POC Item (i.e. two Life Improvement projects), try to label the associated forms in a logical manner. All success forms should be signed by an HIJC Executive Committee member.

The second form is the sign-in sheet (photocopied forms are acceptable) and the third form is some form of substantiation (photocopied forms are acceptable). The substantiation can be a flyer, a newsletter article, an agenda, or a program, unless otherwise stated in the POC item description.

The Parade of Chapters submittals is very straight forward. Common sense applies that making it clear and understandable for the Parade Of Chapters Program Manager will help facilitate the efficiency of awarding points and the monthly reconciliations.