

Awards Committee Guidelines and Responsibilities

The Awards Committee shall be composed of an equal number of members from each region. Each Region President may ask for volunteers from their respective regions to sit on the awards committee or may select appointments as needed. The TJCSGA President has final appointment approval.

As members of the Awards Committee you are charged with examining each submitted entry. These submissions represent countless hours of work and thought. Your consideration of these entries is of high importance. The first order of business will be the committee's selection of chair. This shall take place at the Committee Orientation Meeting on Thursday night. The advisor of the chair selected shall serve as a non-voting ex-officio advisor. In addition the President of TJCSGA serves as an ex-officio member of this and the other committees excluding the Nominations Committee.

It is your responsibility to thoughtfully consider the merits of each submission and not to rush through them. Also, remember that each submission has been completed to the best of the ability of the member colleges with only those resources available to them. If disqualifications occur after the submission process, it is the responsibility of the committee to come to a consensus in these cases and to provide justification for disqualification on the scorecards for the submission.

Thank you very much for your service. The members of the TJCSGA Executive Board are extremely grateful to you for your service in this most demanding of committees.

Competition Requirements and Judging Criteria

The purpose of these competitions is to allow the opportunity for students to reflect on the role of their SGA within their school and community, with an eye toward preparing future SGA members to continue their work. Successful entries will demonstrate the importance of the interaction of various student groups of their college towards common goals.

Each submission must be made to the TJCSGA Host School at the registration table before 10:00 a.m., the Friday March 30, 2012. The name of the college and the type of entry shall be indicated on each item, and a completed Competition Submission form will be submitted with each entry. Students must create all competition entries. No professional work will be permitted. It is imperative that all submission fall within the guidelines of each category, as failure to do so may result in disqualification for that entry. ALL ENTRIES OTHER THAN SCRAPBOOK MUST BE SUBMITTED ON OR ACCOMPANIED BY A DIGITAL FORMAT.

Each member of the Awards Committee shall be provided with a packet of scorecards to rate each entry. If the committee requires more, the committee chair may request these from the TJCSGA President. The committee will judge each entry solely on the merits prescribed in these guidelines. Deviation from these standards is not allowed.

The following awards will be presented for each category:

1 st place-	Plaque
2 nd place-	Certificate
3 rd place-	Certificate
Honorable Mention-	Certificate

The first place Video and Song will be played for the General Assembly if equipment is available.

Student of the Year Guidelines

The TJCSGA Student of the Year will be selected at the State Convention by the TJCSGA Awards Committee from nominees put forth by each Regional Association. One Student of the Year shall be selected. **Each member college may nominate one student, and each Region will consider the nominations and select one student from that Region to be considered for TJCSGA Student of the Year.**

Nominees for this award should exemplify the best attributes of a college student, including academic excellence and involvement at his or her college and at a regional and state level. Only information pertaining to the last academic year will be considered for this award; therefore, it is necessary that each region select a nominee who will be attending the State Convention.

Nominations must supply one original and six copies of a maximum of fifteen (15) pages (including one-page resume, cover page and letters of support). Completed nominations are due to the Awards Committee no later than 10:00 a.m. by Friday, March 30, 2012. Each entry must have the signature of a member of the nominee's Region Executive Board and of the nominee.

Nominees may be requested by the Awards Committee to submit to an interview as the committee designates.

The following requirements have been stipulated for this competition. Failure to abide by these rules may result in disqualification:

1. Entries must be no longer than 15 pages in length.
2. Entries must be typed, double-spaced, on 8.5"x 11" paper.
3. Six (6) copies will be submitted to the Awards Committee, in addition to the original for a total of seven (7). The advisor of the Awards Committee will be responsible for the original. After the Awards Committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
4. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
5. Judging criteria will be as follows:
 - *Student's involvement during the past year in local community service projects.*
 - *Student's academic honors or awards given within the last academic year.*
 - *Student's membership in honor programs or internships held within the past academic year.*
 - *Student's involvement in local, regional, and state SGA events.*
 - *Student's life outside of college.*

Disqualifications include:

1. **Submittal of fraudulent information**
2. **Entry packet exceeds 15 pages.**
3. **Violations of the TJCSGA Judicial Policy while at convention**
4. **Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Student of the Year Scorecard

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Local Involvement In SGA	35	
Regional Involvement in SGA	25	
State Involvement in SGA	5	
Honors and Internships	10	
Other Clubs and Organizations	10	
Other duties while in college (Jobs, Family, etc.)	10	
Presentation	5	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

- 1. Submittal of fraudulent information**
- 2. Entry packet exceeds 15 pages in length**
- 3. Violations of the TJCSGA Judicial Policy while at convention.**
- 4. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Chapter of the Year Award:

Each Region may nominate one member college to be considered for TJCSGA Chapter of the Year. Nominations should describe in detail the particular contributions of the nominated chapter, with an emphasis on how that chapter has impacted their individual members, their school, their community, and their state in the past year.

Nominations should be submitted by the chapter desiring recognition along with a letter of support from the Region Executive Board. Nominations must supply one original and six copies of a maximum of twenty pages (including cover page and letters of support). Completed nominations are due to the Awards Committee no later than 10 a.m. on the Friday of convention. Each entry must have Region President, Region President School, and the Representative signatures on the nomination sheet.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. Entries must be no longer than 20 pages in length including the cover sheet and letter of support.
2. Entries must be typed, double-spaced, on 8.5"x 11" paper.
3. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
4. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
5. Judging criteria will be as follows:
 - *College involvement in other local college activities.*
 - *College involvement in the past year in local community service projects.*
 - *College involvement in their regional organizations.*
 - *College involvement with TJCSGA activities.*

Disqualifications include:

- 1. Submittal of fraudulent information.**
- 2. Entry packet exceeds 20 pages in length including the cover sheet and letter of support**
- 3. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Chapter of the Year Award Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
SGA College Activities	25	
SGA Local Community Service	25	
SGA Regional Activities	25	
SGA State Activities	25	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

- 1. Submittal of fraudulent information**
- 2. Entry packet exceeds 20 pages in length**
- 3. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

The Joel Franke Memorial Advisor of the Year Award:

This award is named in memoriam for Joel Franke, who served as an advisor to TJCSGA from Blinn College-Brenham from 1986 to 1995. During his tenure, Mr. Franke worked tirelessly to promote student issues at the state, region, college and local levels.

Each Region may nominate one college SGA advisor to be considered for TJCSGA Advisor of the Year. Nominations should describe in detail the particular contributions of the nominated advisor, with an emphasis on how that advisor has impacted *his or her* individual members, *his or her* school, *his or her* community, and *his or her* state. *Of all the awards, this one is the only one to require the entire history of the advisor with TJCSGA, not just the last academic year.*

Nominations should be submitted by the college nominating the advisor along with a letter of support from the Region Executive Board. Nominations must supply one original and six copies of a maximum of ten pages (including cover page and letters of support). Completed nominations are due to the Awards Committee no later than 10 a.m. on the Friday of convention. Each entry must have Region President, Region President School, and the Representative signatures on the nomination sheet.

The following requirements have been stipulated for this competition. Failure to abide by these rules may result in disqualification.

1. Entries must no longer than 10 pages in length.
2. Entries must be typed, double-spaced, on 8.5"x 11" paper.
3. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
4. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
5. Judging criteria will be as follows:
 - *Advisor's role in his or her local SGA.*
 - *Advisor's role in his or her regional SGA groups.*
 - *Advisor's role in Texas Junior College Student Government Association.*
 - *Advisor's role in community events not associated with SGA.*

Disqualifications for this award include:

- 1. Submittal of fraudulent information.**
- 2. Entry packet exceeds 10 pages in length.**
- 3. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

The Joel Franke Memorial Advisor of the Year Award Scorecard:

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Advisor's Role in local SGA	50	
Advisor's Role in community	25	
Advisor's Role in Regional SGAs	15	
Advisor's Role in TJCSGA	10	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

- 1. Submittal of fraudulent information**
- 2. Entry packet exceeds 10 pages in length**
- 3. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Video Award

The video should show how your local SGA embraced the TJCSGA theme for this year.

Entry must be submitted on a standard DVD.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. All entries must be submitted on a standard Digital format.
2. Entries must be no longer than 10 minutes in length, including dead time.
3. Judging criteria will be as follows:
 - *Use of Theme*
 - *Creativity*
 - *Content*
 - *Appearance*
 - *Live Action*

Disqualifications for this award include:

1. *Not original work (work must be done by students).*
2. *Entry not on a standard Digital format.*
3. *Longer than 10 minutes in length, including dead time.*
4. *Failure to submit paperwork by 10 a.m. on the Friday of convention.*

Video Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA State Theme	25	
Creativity	20	
Content	20	
Appearance	20	
Live Motion	15	
<i>Total Points</i>	<i>100</i>	

Time on DVD: _____

Disqualifications include: (circle all that apply and explain)

- 1. Not original work (work must be done by students).**
- 2. Entry not on a standard DVD.**
- 3. Longer than 10 minutes in length, including dead time.**
- 4. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Scrapbook

The scrapbook is probably the best way to attract future members of SGA. It is a physical story of your SGA's accomplishments over the past year. The range the content should cover is from the end of the previous convention until submission at convention.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. All entries cannot exceed a sum total of 75 inches including height, length and width unopened.
2. The book CANNOT weigh more than 50lbs.
3. Judging criteria will be as follows:
 - *Use of Theme in scrapbook*
 - *Creativity*
 - *Content*
 - *Organization of scrapbook*
 - *Originality*

Disqualifications include:

1. **Not original work (work must be done by students).**
2. **Weight over 50 lbs.**
3. **Total size larger than a sum of 75 inches including height, width and depth unopened.**
4. **Failure to submit entry by 10 a.m. on the Friday of convention.**

Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA Theme	15	
Creativity of Scrapbook	25	
Organization of Scrapbook	25	
Content of Scrapbook	20	
Originality	15	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

1. **Not original work (work must done by student)**
2. **Weight over 50 lbs.**
3. **Total size larger than a sum of 75 inches including height, width, and depth *unopened***
4. **Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Essay Award:

Entries into this category should incorporate a variety of activities provided by the Student Government Association of your school and should incorporate policy making of your student government (i.e., how your school has benefited from your student government's actions). This competition encompasses the year your SGA has had, and does not examine one particular event.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. Entries must have continuity and be 500-1000 words in length.
2. Entries must be typed, double-spaced, on 8.5"x 11" paper.
3. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
4. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
5. Judging criteria will be as follows:
 - **Use of Theme in essay**
 - **Creativity**
 - **Content**
 - **Structure**

Disqualifications include:

- 1. Not original work (work must be done by students).**
- 2. Entries not submitted with 1 original and 6 copies.**
- 3. Entries not between 500 – 1000 words.**
- 4. Entries not typed, double-spaced on 8.5" X 11" paper**
- 5. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Essay Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of Events Held	10	
Use of TJCSGA Theme	20	
Creativity of Essay	20	
Content of Essay	20	
Mention of Community Service	10	
Structure of Essay	20	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ words

Disqualifications include: (circle all that apply and explain)

- 1. Not original work (work must be done by students).**
- 2. Entries not submitted with 1 original and 6 copies.**
- 3. Entries not between 500 – 1000 words.**
- 4. Entries not typed, double-spaced on 8.5" X 11" paper**
- 5. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Song Award:

The song entry must be an original piece of music written by a student at your college. It must make use of the theme and have no more than 3:45 minutes showing in the time category.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. Entries must be no longer than 3:45 minutes in length, this includes any “dead air” time.
2. Lyrics and music **MUST** be original work.
3. A typed lyric sheet must be turned in with the entry.
4. The music must be original and presented on a high-quality CD. (You may wish to bring an extra copy as a backup.)
5. Judging criteria will be as follows:
 - *Use of Theme*
 - *Creativity*
 - *Content*
 - *Clarity*

Disqualifications include:

1. **Not original work (Lyrics and music must be written by students)**
2. **Typed Lyric Sheet not submitted with 1 high-quality CD.**
3. **Length longer than 3:45 minutes including dead time.**
4. **Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Song Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA Theme	25	
Creativity	20	
Clarity	20	
Contents/Lyrics	20	
Quality of Performance	15	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____

Disqualifications include: (circle all that apply and explain)

1. **Not original work (Lyrics and music must be written by students)**
2. **Typed Lyric Sheet not submitted with 1 high-quality CD.**
3. **Length longer than 3:45 minutes including dead time.**
4. **Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Poetry Award:

The poetry entry must be an original piece or work written by a student at your college. It must make use of the state theme and be no longer than 325 words.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

1. Entries must be no longer than 325 words in length.
2. Poetry **MUST** be original work
3. Entries must be typed.
4. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
5. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
6. Judging criteria will be as follows:
 - *Use of State Theme*
 - *Creativity*
 - *Content*
 - *Clarity*

Disqualifications include:

- 1. Not original work (must be written by students).**
- 2. Not submitted with 1 original and 6 copies.**
- 3. Length longer than 325 words.**
- 4. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Poetry Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Use of TJCSGA Theme	25	
Creativity	25	
Content	25	
Clarity	25	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ words

Disqualifications include: (circle all that apply and explain)

- 1. Not original work (must be written by students).
- 2. Not submitted with 1 original and 6 copies.
- 3. Length longer than 325 words.
- 4. Failure to submit paperwork by 10 a.m. on the Friday of convention.

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Event of the Year Award:

Each school may choose one event for the Event of the Year Award.

Submission must supply one original and six copies of a maximum of five pages (including cover page and letters of support). Completed nominations are due to the Awards Committee no later than 10 a.m. on the Friday of convention.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

6. Entries must be no longer than 5 pages in length including the cover sheet and letter of support.
7. Entries must be typed, double-spaced, on 8.5"x 11" paper.
8. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
9. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
10. Judging criteria will be as follows:
 - *College involvement in other local college activities.*
 - *College involvement in the past year in local community service projects.*
 - *College involvement in their regional organizations.*
 - *College involvement with TJCSGA activities.*

Disqualifications include:

- 5. Submittal of fraudulent information.**
- 6. Entry packet exceeds 5 pages in length including the cover sheet and letter of support**
- 7. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Event of the Year Award Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
SGA College Activities	25	
Creativity	25	
Content	25	
Clarity	25	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

- 4. Submittal of fraudulent information**
- 5. Entry packet exceeds 5 pages in length**
- 6. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Community Service Project Award:

Each school may choose one event for the Community Service Project Award.

Submission must supply one original and six copies of a maximum of 5 pages (including cover page and letters of support). Completed nominations are due to the Awards Committee no later than 10 a.m. on the Friday of convention.

The following requirements have been stipulated for this competition. Failure to abide by these rules will result in disqualification.

11. Entries must be no longer than 5 pages in length including the cover sheet and letter of support.
12. Entries must be typed, double-spaced, on 8.5"x 11" paper.
13. Six copies will be given to the chair of the award committee, in addition to the original for a total of seven. The advisor of the Award committee will be responsible for the original. After the Award committee report, members from each school will be able to retrieve their submissions as designated by the TJCSGA Executive Board.
14. All paper entries must be accompanied by a digital format. (*Letters of reference need not be included in the digital copy unless they are available.*)
15. Judging criteria will be as follows:
 - *College involvement in other local college activities.*
 - *College involvement in the past year in local community service projects.*
 - *College involvement in their regional organizations.*
 - *College involvement with TJCSGA activities.*

Disqualifications include:

- 8. Submittal of fraudulent information.**
- 9. Entry packet exceeds 5 pages in length including the cover sheet and letter of support**
- 10. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Community Service Project Score Card

College Name _____

Student Name _____

Region I II III IV V VI

<i>Judging Criteria</i>	<i>Maximum Points</i>	<i>Points Awarded</i>
Quality of Performance	25	
Creativity	25	
Content	25	
Clarity	25	
<i>Total Points</i>	<i>100</i>	

Length of Submission: _____ pages

Disqualifications include: (circle all that apply and explain)

- 7. Submittal of fraudulent information**
- 8. Entry packet exceeds 5 pages in length**
- 9. Failure to submit paperwork by 10 a.m. on the Friday of convention.**

Comments:

Awards Committee Member

School

I II III IV V VI
Region

Other Awards

Most Professional Award:

The most professional college will receive a plaque. This award will be based on interaction at the state conference.

Sweepstakes Award:

Entries in the Media, Song, Event, Essay and Poetry competitions will be eligible for the TJCSGA Sweepstakes Award. Each entry will be awarded a minimum of 1 point for being submitted. The following formula will be used for determining the Sweepstakes winner:

1 point-Submission

2 points-Third Place

3 points-Second Place

4 points-First Place

Thank you and good luck!!!