



Cosmopolitan International Awards Program

Club Awards

1. Best Web Site Design Award
2. Top Yearbook
3. Top Bulletin
4. Club Community Service
5. Rebuilding Friendships
6. 50th & 75th Anniversary
7. Club Sponsorship
8. Big "C"
9. Medal of Merit

Individual Awards

1. 25th & 50th Anniversary
2. Friendship Builder
3. Membership Builder Ring
4. Club Builder
5. Club President of the Year
6. Governor of the Year
7. Cosmo of the Year
8. Member Community Service
9. Patrick J. Hodgins Distinguished Member

CLUB AWARDS

1. BEST WEB SITE DESIGN AWARD

Awarded to the club that is judged to have the "best" website based on the following five criteria (each weighted equally):

1. *Functionality*: overall page size and complexity, download times, navigation functionality and clarity, link integrity, and awareness and adherence to copyright laws.
2. *Design*: core design concepts, font styles, artistry, ease of use, clarity and simplicity, visual appeal, overall appearance, color harmonies, and general layout and use of space.
3. *Content*: pursuit of specific mission or website goals, usefulness and quality of content, reason to return, inclusion of email lists, newsletters, membership information, and other goal-oriented services, clarity of grammar, correct spelling and punctuation, absence of duplication and repetition, absence of mistakes and/or inaccuracies, absence of dead ends and outdated pages.
4. *Originality*: uniqueness, originality of components, style variation from the norm, effective use of advanced components such as audio and video broadcast, streaming media, database integration and functionality, and overall distinctiveness.
5. *Professionalism & Effectiveness*: ease of contact and responsiveness, absence of unrequested intrusions, active server and dynamically generated pages, professionalism in achieving website goals, overall site effectiveness.

Only websites accessible through the Cosmopolitan International website are eligible for this award and all such websites will be judged without regard for whether or not that website was recognized as a federation award recipient. Each club that is linked to the Cosmopolitan International website will be visited on multiple occasions over a six (6) week period commencing June 1. A committee of three non-Cosmopolitans appointed by the International Judge Advocate shall judge this award. A bannerette and plaque will be awarded at the International Convention Awards Ceremony.

2. YEARBOOK AWARD *(Entry Form Required)*

For the club having the most interesting and varied Cosmopolitan activities as demonstrated by their yearbook. Creativity in design and physical aspect is encouraged and is an important part of the judging process, however content will be foremost in the judge's minds. Judging will be conducted by the Convention Awards Committee. The yearbook should include evidence of club activities such as photos, dated clippings, press coverage, mementos, etc.

Activities included in the yearbook should include the following:

- Club Board Meetings
- Club Officer Installation
- Community Service projects
- Educational meetings
- Federation activities
- Fundraising
- Interaction with other clubs
- International activities
- Membership events
- New Member Induction
- Recognition dinners
- Social events
- Speakers at club meetings

Each club is responsible for transportation and care of its yearbook at both Federation and International conventions. Yearbooks must be delivered to Convention Headquarters at the International Convention prior to the start of the scheduled awards judging, along with an entry form certified by the Federation, in order to be considered for judging.

Federation winners will be recognized at the awards ceremony prior to awarding the first place bannerette. A plaque will be presented to the Chairman of the winning yearbook.

3. TOP BULLETIN AWARD *(Entry Form Required)*

For the club that has published what is considered to be the best club bulletin, as judged by the Convention Awards Committee.

Creativity is encouraged and is an important part of the judging process, however content will be foremost in the judge's minds, along with neatness, printing quality and English composition.

The top bulletin should include the following:

- Bulletin name
- Editor's name
- Name of club
- Club city
- Club address
- E-mail address
- Officer list
- Up-to-date club roster
- Meeting place and time
- Attendance figures
- Past and future programs
- Current projects
- Member information
- New member recognition
- New member promotion
- Federation activities
- International activities
- Humor
- Club and/or International's web address

The bulletin shall be published at least once monthly. All above items do not need to be included in each issue, but do need to be included between the combined issues submitted for judging.

If club roster is not included in every bulletin, a separate club roster which has been sent with one bulletin may be submitted, with roster updates included in following bulletins.

TOP BULLETIN AWARD *(continued)*

An entry form, certified by the Federation, must be submitted to International Headquarters by July 1st, together with a maximum of six (6) issues of the bulletin. If more than six (6) issues are submitted, the awards committee will select six (6) issues at random.

Federation winners will be recognized at the International Awards ceremony prior to awarding the first place bannerette. The winning bulletin editor receives a plaque.

4. CLUB COMMUNITY SERVICE AWARD *(Entry Form Required)*

Awarded to one club for exceptional and outstanding service to the community. The award is based on (a) benefit to the community, (b) membership participation and (c) Cosmopolitan identity.

An entry form, certified by the federation, must be submitted to International Headquarters by July 1, and must include purpose, value to community, committee organization, duration, summary of action taken, budget, benefits to club and International, recommendations for future similar projects, and general comments.

Judging shall be conducted by the International Convention Awards Committee.

Federation winners will be recognized at the International Awards ceremony prior to awarding the first place bannerette.

5. REBUILDING FRIENDSHIPS AWARD

For clubs which demonstrate commitment to the "Rebuilding Friendships" program by retaining at least ninety-five percent (95%) of their members during the award year. Eligible clubs must have been at charter strength (20) at the beginning of the award year and loss of members due to death is exempted. Bannerette to be awarded to each qualifying club.

The federation with the highest retention percentage will also receive a Bannerette.

6. 50th and 75th ANNIVERSARY CLUB AWARD

This inspirational award underscores the value of Cosmopolitanism in terms of individual and group civic responsibility, service to mankind and true fellowship. A special gold banner is presented to each club upon reaching the fiftieth (50th) year. A white banner is presented to each club upon reaching the seventy-fifth (75th) year.

7. CLUB SPONSORSHIP AWARD

In recognition of exceptional meritorious service to Cosmopolitan by helping to assure the future of our organization – sponsoring a new club. A special Club Sponsorship Award bannerette will be awarded to each club that sponsors a new club during the award year.

8. BIG "C" AWARD *(Entry Form Required)*

The highest award to those clubs that meet the stringent requirements in the areas of commitment, competence, and cultivation.

COMMITMENT

1. Cosmopolitan of the Year Award, Patrick J. Hodgins Distinguished Member Award, or Distinguished Service Award presented at club level.
2. Community Service Project(s), Cosmopolitan sponsored and publicized.
3. Conduct a fundraiser for diabetes or make a contribution to a diabetes project.
4. Club President or Vice President/President-Elect attend immediate past Federation Convention or be registered prior to judging of awards for the current year Federation Convention.
5. Club President or Vice President/President-Elect attend immediate past International Convention or be registered prior to judging of awards for the current year International Convention.
6. CosmoTopics article submitted, with photo if available.

COMPETENCE

1. Current in all accounts.
2. Club bulletin published at least once monthly, with Headquarters on mailing list.
3. Club Annual Plan submitted to Headquarters.

CULTIVATION

1. Building of new club or a net increase in membership.

A Big "C" entry form will be mailed to all club presidents each year. The deadline for Headquarters to receive the entry is a postmark not later than July 1.

Bannerettes to be awarded to the winners.

9. MEDAL OF MERIT AWARD

The Medal of Merit Award is the highest award that a club can receive. The winner of this award must meet all the requirements and receive the Big "C" Award. In addition, they must be at charter strength (20 members) at the end of the award year and must have the highest net membership percentage increase of all clubs of charter strength (20 members) during the award year.

Net membership increase shall include the number of members at the end of the year in club chartered/sponsored during the year.

A bannerette will be awarded to this "top club" in Cosmopolitan International.

INDIVIDUAL AWARDS

1. 25th and 50th ANNIVERSARY MEMBER AWARD

A special silver certificate recognizes those members who have served Cosmopolitan for twenty-five (25) years. Members who have served Cosmopolitan for fifty (50) years will receive a gold certificate.

Certificates will be sent to Federation Governors for presentation at the federation convention or at the club level.

2. COSMOPOLITAN FRIENDSHIP BUILDER AWARD

This award recognizes those members who have brought in ten (10) or more new or reinstated members. There is no prescribed time limit to achieve this award. The winner will be presented with a specially designed lapel pin with the number indicated on the award pin. Subsequent Cosmopolitan Friendship Builder Award pins will be presented at intervals of five (5) new or reinstated members.

3. ANNUAL MEMBERSHIP BUILDERS RING

This award recognizes the ultimate in membership building achievement. It is presented to the dedicated Cosmopolitan who enrolls a total of ten (10) or more new or reinstated members during the award year. After a Cosmopolitan has earned an award ring, he/she may qualify for diamond additions to the ring, either in the same award year or any future award years. The second and third time a diamond is placed on the sides, the fourth time in the center of the stone and with the fifth time the stone will be replaced by diamonds. Each addition to the ring represents ten (10) or more new or reinstated members sponsored during an award year.

4. COSMO CLUB BUILDER AWARD

This award recognizes those Cosmopolitans who are truly a pillar of our International organization. These worthy Cosmopolitans have shown their dedication to the future of Cosmopolitan by building a new Cosmopolitan club.

Gold blazers with a special "Club Builder" Medal will be presented to up to two (2) sponsoring club builders, symbolizing their personal dedication to the ideals of Cosmopolitanism.

Those who have built a club in prior years, as records show, will receive a purple blazer with the special "Club Builder" Medal (purple blazers should be worn with a least two (2) "Club Builder" Medals, one for each club they have built).

After the second club, a Cosmopolitan will receive an additional "Club Builder" Medal for each club built. The maximum number of club builders per new club is two (2).

5. CLUB PRESIDENT OF THE YEAR *(Entry Form Required)*

Each award year there will be one Club President who stands out from all the rest. This Club President is a dynamic individual, a true leader, a caring person, and one whose club has enjoyed tremendous success during the award year.

All Club Presidents whose club wins the Big "C" Award qualify for this award. Each Federation Governor shall nominate one Club President from their Federation who meets this requirement to International Headquarters by July 1.

Six (6) copies of the nominee's portfolio must be submitted, each with the same materials which shall include:

1. A photograph of the nominee
2. A typewritten report about the nominee, limited to 1,500 words. This report should reflect a complete "picture" of the candidate and should include:
 - average dollars raised per member
 - creativeness for new member growth or new member activities
 - fundraising creativeness
 - club community service activities
 - membership increase percentage

Dated newspaper clippings, magazine articles, Cosmo bulletin articles, press coverage, mementos, etc. may be submitted with the nomination. This material should be pertinent to the award and sufficient only to serve as information supporting the write-up (clear photocopies of this material are acceptable).

The Selection Committee shall be the Cosmopolitan International Executive Committee, consisting of the President, President-Elect, Vice President for Finance and Marketing, Vice President for Membership and New Clubs and the Judge Advocate. The Committee shall determine a winner no later than ten (10) days prior to the International Convention. The Executive Director will provide administrative support.

The International President shall recognize each Federation nominee prior to presenting the special "Club President of the Year" watch to the winner.

6. GOVERNOR OF THE YEAR

This award recognizes the Governor who is judged to be the best Governor during the award year.

The criteria to become eligible for this award include:

- Net increase in membership during the current award year
- Attend previous International Convention or be registered for the current International Convention by July 1st
- Attend a minimum of three out of the four scheduled International Board Meetings during the year
- Submit an article to CosmoTopics relating to the Federation
- Ensure that the Federation conducts a convention
- Participate in a Spring or Fall Federation meeting

The Selection Committee shall be the Cosmopolitan International Executive Committee, consisting of the President, President-Elect, Vice President for Finance and Marketing, Vice President for Membership and New Clubs and the Judge Advocate. The Committee shall determine a winner no later than ten (10) days prior to the International Convention. The Executive Director will provide administrative support.

While the overall success of the Federation during the award year is important, the Committee will also consider:

- Participation at Board Meetings
- Participation on International Committees
- Timeliness and quality of Governor's reports and Topics articles

The International President shall recognize all Governors who meet the six (6) criteria before presenting the special "Governor of the Year" watch to the winner.

7. COSMO OF THE YEAR AWARD *(Entry Form Required)*

This award is given to an outstanding Cosmopolitan for exemplary Cosmopolitan service over a period of not less than one and one half (1½) and not more than two (2) full continuous calendar years prior to the date of the International Convention at which the award is to be presented.

This award is based 75% on Cosmopolitan service and 25% on community service, family or church activities, or business standing.

Unlike the criteria for the Patrick J. Hodgins award which requires Cosmopolitan service at the federation level and International level, this award is intended to recognize a hard-working Cosmopolitan whose primary contributions have been at the local level.

Cosmo of the Year nominating requirements:

1. Have belonged to a local Cosmopolitan club for at least two years prior to the time the nomination is submitted
2. Be in good standing in the local Cosmopolitan club
3. Have at least 75% attendance at local club meetings
4. Have not have been remunerated for civic service to the club or to any other organization being considered in the candidate's nomination
5. Be approved and endorsed by the Board of Managers of the local club
6. Four (4) copies of the nominee's portfolio must be submitted, each with the same materials which shall include:
 - a photograph of the nominee
 - a typewritten copy of the nominee's qualifications
 - a typewritten report about the nominee limited to 1500 words. This report should reflect a complete "picture" of the candidate.
 - newspaper clippings, magazine articles and Cosmo Bulletin articles may be submitted with the nomination. This material should be pertinent to the award and sufficient only to serve as information supporting the write-up (clear photocopies of this material are acceptable).

Deviations from the requirements for this award that are noted by the Selection Committee will weigh against the candidate.

Applicants must be the current Federation Cosmo of the Year winner. An entry form must be submitted to the Federation Secretary no later than thirty (30) days prior to the Federation Convention. The Federation winner shall be certified by the Governor and submitted to Headquarters no later than June 1st.

The Selection Committee shall be three (3) members of the International Board selected by the International President. The Committee shall determine the winner no later than ten (10) days prior to the International Convention. The Executive Director will provide administrative support.

A recipient of the International Cosmo of the Year Award is not eligible for consideration for the award in subsequent years at the International level.

While not mandatory, it is highly desirable that the International award winner be present at the International Convention to accept the award in person. At the time the federation nominee is determined, the governor should make this information known to the federation nominee. The Executive Director will contact the nominee to remind him/her of this paragraph.

The award will be presented by the International President at the International Convention, who will also give recognition to the Federation winners by announcing their names prior to the award presentation. Past International award winners present will also be recognized.

The International Cosmo of the Year receives a special Cosmo of the Year Plaque.

8. PATRICK J. HODGINS DISTINGUISHED MEMBER AWARD *(Entry Form Required)*

This award is given to an outstanding Cosmopolitan for exemplary Cosmopolitan service over a period of not less than ten (10) full calendar years prior to the date of the International convention at which the award is to be presented.

This award is based on Cosmopolitan service only and not on community service, family or church activities, or business standing. Cosmopolitan service accomplished in support of a community project or activity may be considered. For example, service as a Cosmopolitan Club Bingo Chair to help raise funds for homeless persons could be considered. However, volunteer service as a United Way campaign worker, school board member, or a church deacon would not be considered. These activities are recognized by the Distinguished Community Service Award and the Cosmopolitan Member Community Service Award.

Nominee shall be a Cosmopolitan who has been active at club, Federation and International levels some time during the 10 year period and is still active at some level

Patrick J. Hodgins Distinguished Member nominating requirements:

1. have been a club officer
2. have been a Federation Governor or other Federation officer
3. have been chairperson of a Federation standing committee or chairperson of a Federation convention committee
4. have served at International level as an International officer or chair of a standing or convention committee, or have served as a member of a standing or convention committee
5. have attended at least five (5) International conventions

Four (4) copies of the nominee's portfolio must be submitted, each with the same materials, which shall include:

- a photograph of the nominee
- a typewritten copy of the nominee's qualifications
- a typewritten report about the nominee, limited to 2,500 words that describe what he/she has contributed to Cosmopolitan International.

Deviations from the requirements for this award that are noted by the Selection Committee will weigh against the candidate.

Applicants must be the club Federation Patrick J. Hodgins Distinguished Member Award winner. An entry form must be submitted to the Federation Secretary no later than thirty (30) days prior to the Federation convention. The Federation winner shall be certified by the Governor and submitted to Headquarters no later than June 1st.

There is no waiting period for a Cosmopolitan who wins at the federation level but not at the International level.

Serving International Officers are not eligible for consideration for this award. However, once an individual has left the International Board, he/she is eligible and years spent on the International Board counts as years of continuous service.

While not mandatory, it is highly desirable that the International Award winner be present at the International Convention to accept the award in person. At the time the federation nominee is determined, the governor should make this information known to the federation nominee. The Executive Director will contact the nominee to remind him/her of this paragraph.

The Selection Committee shall be three (3) members of the International Board selected by the International President. The Committee shall determine the winner no later than ten (10) days prior to the International Convention. The Executive Director will provide administrative support.

The award will be presented by the International President at the International Convention Awards Ceremony. The President will give recognition to the Federation winners and all past International winner present prior to presenting the award.

The International Patrick J. Hodgins Distinguished Member Award winner will receive a special Patrick J. Hodgins Distinguished Member Award Plaque.

9. COSMOPOLITAN MEMBER COMMUNITY SERVICE AWARD *(Entry Form Required)*

This award is given to an outstanding Cosmopolitan for exemplary achievements in family life, church life, business standing in the community, civic service, community affairs and Cosmopolitan club activities over a period of not less than five (5) full continuous calendar years prior to the date of the International Convention at which the award is to be presented.

Nominee shall be a Cosmopolitan who has been active at any level during the five (5) year period and is still active.

Four (4) copies of the nominee's portfolio must be submitted, each with the same materials, which shall include:

- a photograph of the nominee
- a typewritten copy of the nominee's qualifications
- a typewritten report about the nominee, limited to 1,500 words. This report should reflect a complete "picture" of the candidate and include family life (scouting, school activities, PTA, etc.), church life (all church activities [i.e. church boards, committees, etc.]), business standing in the community (detailed information of activities in business trade or professional organizations), civic service and community affairs (Chamber of Commerce, governing boards, diabetes organizations, Red Cross, business associations, United Way, Canadian Legion, etc.) and Cosmopolitan club activities (officer, committees, sports, fundraising and other club, Federation and/or International activities).

Applicants must be the current Federation Cosmopolitan Member Community Service Award winner. An entry form must be submitted to the Federation Secretary no later than thirty (30) days prior to the Federation Convention. The Federation winner shall be certified by the Governor and submitted to Headquarters no later than June 1st.

Deviations from the requirements for this award that are noted by the Selection Committee will weigh against the candidate.

There is no waiting period for a Cosmopolitan who wins at the federation level but not at the International level.

The Selection Committee shall be three (3) members of the International Board, selected by the International President. The Committee shall determine the winner no later than ten (10) days prior to the International Convention. The Executive Director will provide administrative support.

The award will be presented by the International President at the International Convention Awards Ceremony. Prior to presenting this award, the International President will give recognition to the Federation winners as well as all past International winners present.

This special Cosmopolitan receives a Cosmopolitan Member Community Service Award Plaque.

DISTINGUISHED SERVICE AWARD

The purpose of this award is for individual clubs to recognize distinguished members of their community and is not awarded at International level. To be given to an outstanding citizen for exceptional service in the community. This award should be for non-Cosmopolitan related service activities.

SELECTION OF RECIPIENT - Methods used to determine the person to be honored are almost as numerous as the clubs that participate in this activity.

It is essential that the eventual choice be a popular one, not necessarily with the club membership, but with the community as a whole. Remember, you are doing honor to the recipient, not to your club. The procedure should be established before the judging committee is appointed.

PRESENTATION OF THE AWARD- The Distinguished Service Award (DSA) plaque and/or medal should be awarded at a banquet affair. Details are worked out, of course, to fit the local situation. Clubs often make this the outstanding event of their annual program.