

R Alan Crook - Club of Excellence Award – 2007/2008

GUIDELINES FOR COMPLETION OF SUBMISSION

Introduction

- This award is presented to recognise the Club which has demonstrated it has initiated and executed a range of activities and programs for the benefit of its members and the wider Rostrum movement.
- It is expected the Club has completed a **self-assessment of their continuous improvement and excellence** in all elements of Club activities.
- It is intended to encourage Clubs to set and maintain high standards in Club activities.
- All Clubs, metro and country are eligible to enter this award; the winner receives the R Alan Crook trophy.
- Country Clubs are also eligible to compete separately and concurrently for the David Price award.
- The submission forms have been developed and revised to simplify the work required by Clubs.
- Collecting, recording and detailing the activities accurately **can be done on a weekly basis at each Club meeting**.
- The adjudicators look for clear identification of activities and outcomes or results. Normal activities are important, but do not set Clubs apart and do not indicate a Club of Excellence.

SUBMISSIONS FOR THE AWARD

The submission pack includes the form style to be used for your submission for the award.

Clubs can collect the necessary data in any form, but the submission is to be made on these sheets or copies of these sheets.

The pages are identified as:-

- **IDENTIFICATION OF CLUB** (cover sheet)
- **PART ONE. Achievement Statistics** – (one page)
 - Statistical data on Club membership, attendance at Club and Rostrum-organised events to be completed by the Club. Information on member and visitor attendance at normal Club meetings is a quarterly report presented at or before the Dais meeting. This is a continuing requirement, not an additional task.
- **PART TWO. Internal Activities or Innovations** (maximum of four pages)
 - 4 sections identified as guidelines, with the recommendation these be addressed.
 - Format to show clearly the activity and outcomes of any activities.
 - Additional information can be provided on extra sheets.
 - It is accepted clubs may wish to enter the information on a word processor (not spread sheet), but the format must be maintained.
- **PART THREE. External Activities or Innovations** (maximum of four pages)
 - 4 sections identified as guidelines, with the recommendation these be addressed.
 - Format to show clearly the activity and outcomes of any activities.
 - Additional information can be provided on extra sheets.
 - It is accepted clubs may wish to enter the information on a word processor (not spread sheet), but the format must be maintained.

It is not necessary provide a glossy folder, photos, newspaper clips or any other forms of data.

Timetable

The period of data collection is from **1st October 2007 to 30th September 2008**

Close off date for submissions is **Friday 17th October 2008**

Announcement of winners will be at the **Final of Speaker of the Year Function** on Sat 1st November 2008.

Judging

It is customary for Freemans Council to appoint three adjudicators from within their ranks. Judging takes place independently, with a composite score sheet based on ranking of PARTS 1, 2 & 3 to decide the winner.

Right to promote

Rostrum WA may wish to use all or part of the submission to promote this award and other Rostrum programs, initially on the web site. Clubs making a submission accept this condition.

Further information

If you require any further information or explanation, please contact the RIC or any member of Dais Executive.