GETTING INTO THE NITTY-GRITTY STUFF

. . .



THE STRUCTURE OF A BID BOOK

- Basic info part has no word count limit
- For each of the Section 1 to N:
  - directly refer to the scoring criteria
  - usually 2 questions to answer
  - word count limit: 100 to 300
  - 4 figures

Basic Information (Objective, Overview, Results, etc.)

Section 1

Section 2

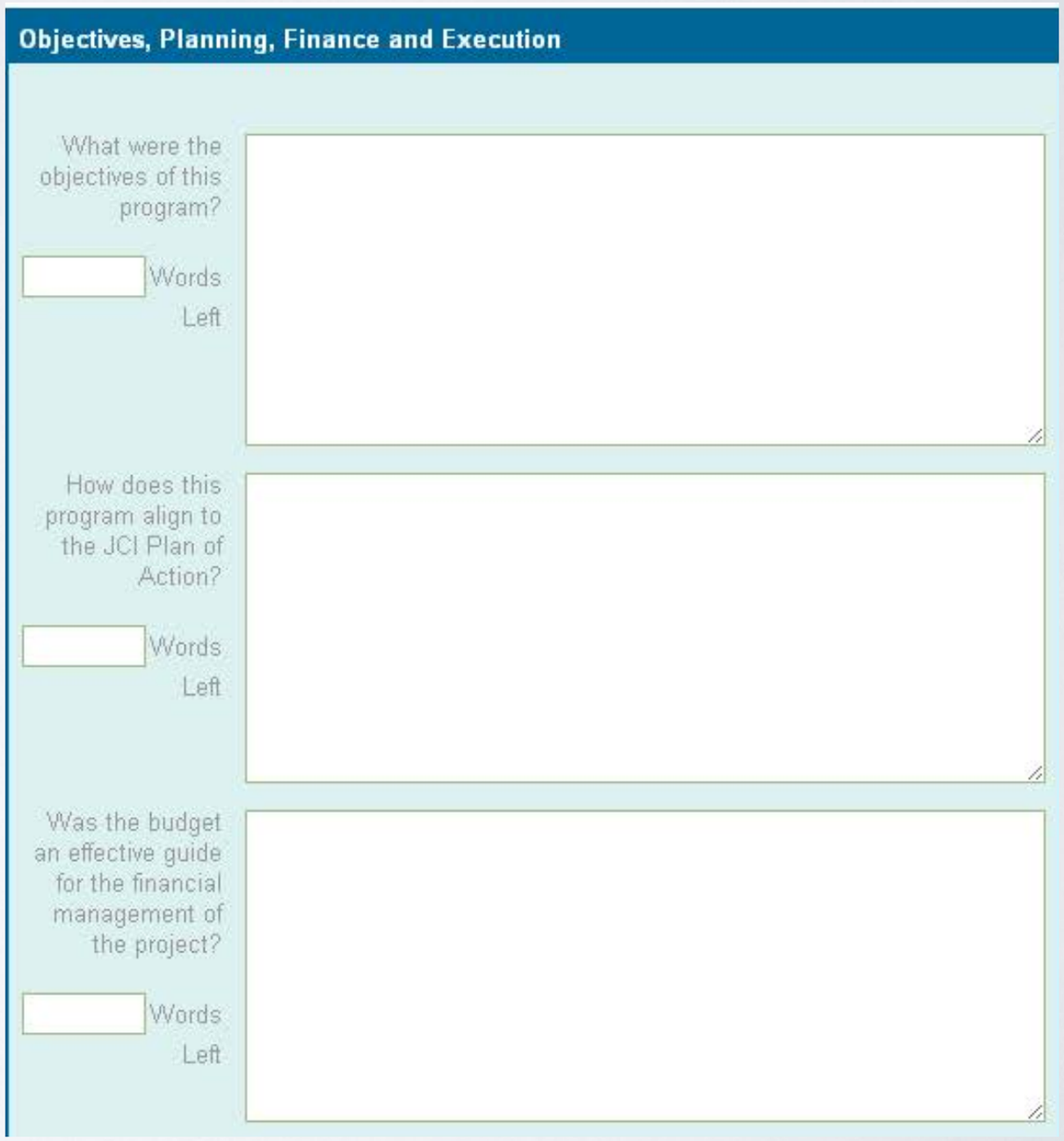
Award Judging Criteria	Points
General planning, execution and finance	20
Layout and presentation	20
Membership benefits	20
Creativity and marketing effectiveness	30
Interactivity and services provided	10

…

Section N

HTML CODE

- Only for non-"JCIHK only" bid book
- The system only accepts (very old) html code
- Word-to-HTML converter:
  - http://www.html-cleaner.com/



WORD COUNTING

- My project is very impactful!
  - `<p>My project is very impactful!</p>` **(7 words)**
- My project is **very impactful**!
  - `<p>My project is <strong>very impactful</strong>!</p>` **(9 words)**
- My project is **very impactful**!
  - `<p>My project is <span style="color: #ff0000;”><strong>very impactful</strong></span>!</p>` **(~13 words)**
- Remove the garbage code!!!

PREPARING THE FIGURES

- 4 Figures per section (excluding the basic info)
- Ideal size: A4 portrait
- Make your own standard template

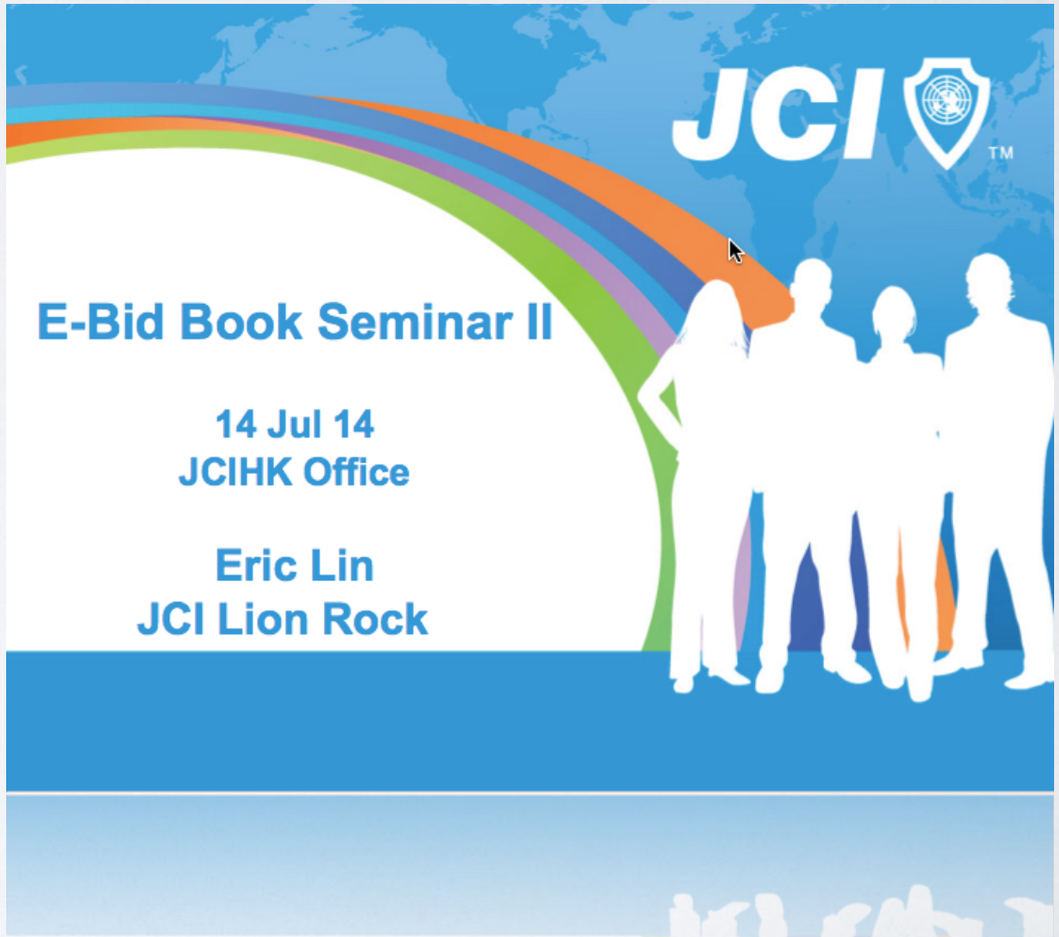
(Figure taken from PP Eric Lin's PPT)



DESCRIBING THE PROJECT'S IMPACT

- Please refer to Case #1 and #2 in the slides prepared by PP Eric Lin

- Downloadable from JCIHK's website



PRINTING OUT YOUR BID BOOK FOR SUBMISSION

- Just print it off straight using the bid book system
- Do NOT modify the format
- Print out the figures separately and insert them to the sections that they belong to

Award Category criteria

1 Leadership, Motivation, Inspiration of Members

Please give an example of how this Local President acted as a leader.

- President Nathan believe projects are for members to develop, launching 5 major projects:

1. 35th International Children Drawing Contest cum Photography Competition (19 events)

2. 8th Young Leaders Selection (6 events)

3. Hong Kong-Japan Bridging Camp (4 events)

4. Back to School (4 events)

5. Be a Boss Now (4 events)

- JCI Harbour held 87 events totally, including major projects, 10 training events and 20 membership events.

- President Nathan issued a 30-point Policy Guideline for 2014, in consultation with board and PP

- To explore members' global vision, President Nathan planned 6 international events:

1. Bag to School- donate stationery to Hebei for over 200 students

2. Young Leaders Selection – leading 43 students to Guangzhou for training

3. Panda Trip – 16 children awardees to Sichuan visiting panda

4. JCI Kanazawa visit

5. JCI Songpa visit

6. JCI Kaohsiung Lady visit

Please give an example of how this Local President motivated and inspired members.

- This year, President Nathan attended 272 events and formal meetings, comprising 160 JCI Harbour, 45 other local chapters and 76 JCIHK events and formal meetings.

- President Nathan's enthusiasm has inspired experienced members to continue to serve. The board comprises 18 directors with an average of 3.5 years JC experience per board member. The average attendance rate of board meeting is 94.2% with full attendance in January and March.

- Motivated by President Nathan, JCI Harbour has achieved 100% in administration in JCIHK Efficiency Index.

- President Nathan initiated the establishment of JCI Harbour Training & Development Council in 2014 to strength training capacity.

- He initiated forming JCI Harbour Senate Screening Committee in 2014 to recognize contribution to JCI.

- President Nathan motivated chapter to contribute $3,000 for Nothing But Coffee.

- 6 international exchanges with 3 separate visit to sister chapters in Taiwan, Korea and Japan; and Heibei China for "Bag to School", Guangdong for "Youth Leadership Training" and Sizhuan China for "Panda Trip".



JCI 海港青年商會 (國際青年商會香港總會成員) JUNIOR CHAMBER INTERNATIONAL HARBOUR (Affiliated with Junior Chamber International Hong Kong) 正面改變

Leadership, Motivation, Inspiration of Members

Planning
- President Nathan formed a **18-member board** for 2014
- The board members have an accumulated 63 years JC experience, translating **to 3.5 years JC experience per board member**
- Average board attendance = **94.2%**
- The theme for 2014 is **Postive Change.**
- **President Nathan was awarded the "Most Impressive Future Leader Award" in President Academy in preparation for his presidency in 2014**



Awards in 2014 JCI Hong Kong Convention
1. **Most Outstanding Chapter President** – Nathan Wong
2. **Best of the Best** – The 35th International Children Drawing Contest
3. **Best Long Term Community Program** – The 35th International Children Drawing Contest
4. **Best Communication Program** – The 8th Young Leaders Selection
5. **Best Personal Skill Development Program** – Hong Kong-Japan Briding Camp
6. **Best Growth & Development Program (Merit)** – "Inheritance, Engagement & Change" Membership Program
7. **Most Outstanding Member** – Cynthia Wong

30-point Policy Guideline designed by President Nathan
President Nathan issued a 30-point Policy Guideline for board. The handy reference was designed in consultation with Past Presidents and board members, covering all aspects of chapter affairs.



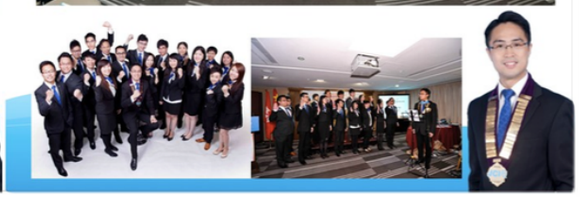
Inheritance, Engagement & Change

JCI 海港青年商會 (國際青年商會香港總會成員) JUNIOR CHAMBER INTERNATIONAL HARBOUR (Affiliated with Junior Chamber International Hong Kong) 正面改變

Leadership, Motivation, Inspiration of Members

Projects, Events and Meeting
- Under the leadership of President Nathan, JCI Harbour launched **5 major projects** in 2014:
  1. The 35th International Children Drawing Contest cum Photography Competition
  2. The 8th Young Leaders Selection
  3. Hong Kong-Japan Bridging Camp
  4. Bag to School
  5. Be a Boss Now Entrepreneurship Workshops
- JCI Harbour held **87 events** (including project events, 20 membership events & 10 training events)
- In 2014, President Nathan attended **272 events and formal meetings**, comprising:
  - 160 JCI Harbour
  - 45 LOM
  - 67 JCIHK





Inheritance, Engagement & Change

JCI 海港青年商會 (國際青年商會香港總會成員) JUNIOR CHAMBER INTERNATIONAL HARBOUR (Affiliated with Junior Chamber International Hong Kong) 正面改變

Leadership, Motivation, Inspiration of Members

Operational Excellence
- 2014 Positive Change Promotion Video reaches **6,700 Facebook users**
- Administrative Efficiency Index – **100%**
- Facebook "like" from 88 to 593 (organic growth of **573.9%**)



Reached **6,700 people** in Facebook promotion video for JCI Harbour

Achieved **100%** in Efficiency Index

Inheritance, Engagement & Change

JCI 海港青年商會 (國際青年商會香港總會成員) JUNIOR CHAMBER INTERNATIONAL HARBOUR (Affiliated with Junior Chamber International Hong Kong) 正面改變

Leadership, Motivation, Inspiration of Members

Strong Bonding
- **40-page Membership Directory** issued to all 166 members (FM, SM & PM) with organization chart, year plan and **list of events** for the whole year
- Board, OC and Past Presidents work closely together on all projects and chapter affairs
- Encouraged by President Nathan, JCI Harbour donated **$3,000** to **Nothing But Coffee**
- JCI Harbour applied for **Better World Logo**





JCI Harbour won **7 Awards** in JCI Hong Kong 2014 National Convention, including President Nathan for **Most Outstanding Chapter President** and Past President Cynthia Wong for **Most Outstanding Member**.



Inheritance, Engagement & Change

Award Category criteria

2 Community Impact

What work has this person done in their community?

- President Nathan introduced new elements to The 35th International Children Drawing Contest cum Photography Competition with 19 events in total: Kick-off Bus Parade, DBC Radio Promotion Interview, Drawing Schools Briefing, Contest, Drawing Judging Day, Photo Judging Day, Award Ceremony, Folding Chair Upcycling Workshop, Master Liu's Panda Painting Exhibition, Panda Trip, MTR Exhibition, Art Booth, Central Market Exhibition, Mongkok Footbridge Exhibition, City One Plaza Exhibition Opening Ceremony, TVB Interview, DBC Radio Awardee Interview, Supplementary Prize Collection, and Blessings to Mongolia.

- To provide new insights for students, in Young Leaders Selection, the awardees and members held Leadership Training with Young Leaders event with 37 students and 19 members, and led a group of 43 students to Guangdong for leadership training in August 2014.

- Hong Kong-Japan Bridging Camp, 12 students from Hong Kong and 12 students from Japan received leadership training in Hong Kong and provided homestay to experience cultural difference.

- In Bag to School, 12 members traveled to Hebei China and donate stationery to over 200 local students.

How has this work benefited the community?

- Over 8,000 parents and children participated in the Drawing Contest, 339 drawings and 13 photos were awarded. Selected drawings were shown in various exhibitions. The Kickoff Bus Carnival has over 100 participants.

- In Panda Trip, 8 children awardees travelled to Sichuan to visit panda and learnt to sketch from nationally-recognized artist.

- 5 children awardees were given the opportunities to TVB and radio interview.

- 18 children awardees attended the Folding Chair Upcycling Workshop with 13 members to learn more about upcycling.

- Children from Mongolia and Cambodia received the blessings on the drawing papers from Hong Kong children. Children from Hebei China, Japan and Korea sent drawings to Hong Kong for exhibition.

- The 8th Young Leaders Selection held 2 post events with young leaders to lead 80 students serving the community.

- In Hong Kong-Japan Bridging Camp, 24 students from Hong Kong and Japan with their hosting families benefited from the cultural exchange. The Graduation Dinner has 100 participants.



"JCIHK ONLY" AWARD

- Example:
  - Best Mainland Affairs Program
  - Best E-Marketing
  - Best Publication
- Not through the JCI.cc System
  - No word count limitation
  - More flexible

This award will be granted by JCIHK only.

FINAL TIPS

- Write it like a story (NOT an IT manual)
- Make it touching, easy to read and understand
- Convince the judges with the impact (measurement, facts, etc.)
- Brainwashing the judges



USEFUL RESOURCES

- Previous winning bid books in conference
  - JCI.cc → Programs → Awards → Previous Winner
- JCI Plan of Action 2015
  - http://tinyurl.com/JCIPlanOfAction2015
- Past E-Bid Book seminar slides
  - JCIHK.org → Member Resources Area → Records & Recognition



GOOD LUCK & THANK YOU