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# JCIHK E-bidbook Seminar I

# Unleash the Power, Be Award Winner!

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## "We believe:

**That faith in God gives meaning and purpose to human life;**
**That the brotherhood of man transcends the sovereignty of nations;**
**That economic justice can best be won by free men through free enterprise;**
**That government should be of laws rather than of men;**
**That earth's great treasure lies in human personality;**
**And that service to humanity is the best work of life."**

# Mission

**to provide development opportunities that empower young people to create positive change.**

# Vision

**to be the leading global network of young active citizens**

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# Sharing by
# Senator PP William Wong

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**Senator William Wong, 2007 JCI City President**

**JC Experience**

2002 LOM Membership Director
2004 LOM Vice President
2005 NOM Membership Director
2006 LOM Vice President
2007 LOM President
2008 NOM NC Deputy Chairman
2009 NOM UNMDG Project Chairman
2009 - 2010 JCI City & JCI City Lady Chapter Affair Adviser
2011 - 2016 JCI City Chapter Affair Adviser
2011 - 2016 JCI City Lady Presidential Adviser




**NOM Awards**

2007 NC Outstanding LOM President (75 plus)
2007 NC Outstanding LOM (75 plus)
2007 NC Best Website, Business Administration, Publication, Youth Affairs, International Affairs



**ASPAC Awards**

2007 ASPAC Outstanding LOM President
2009 ASPAC Best UNMDG (NOM)

**World Congress Awards**

2007 World Congress Best Chapter

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# Award program

- To recognize outstanding achievements;
- To stimulate & motivate individuals and chapters to do an outstanding job.
- To provide a means by which outstanding performance can be revealed and shared with others who can benefit; and
- To improve the effectiveness of JCI as a leadership development organizations

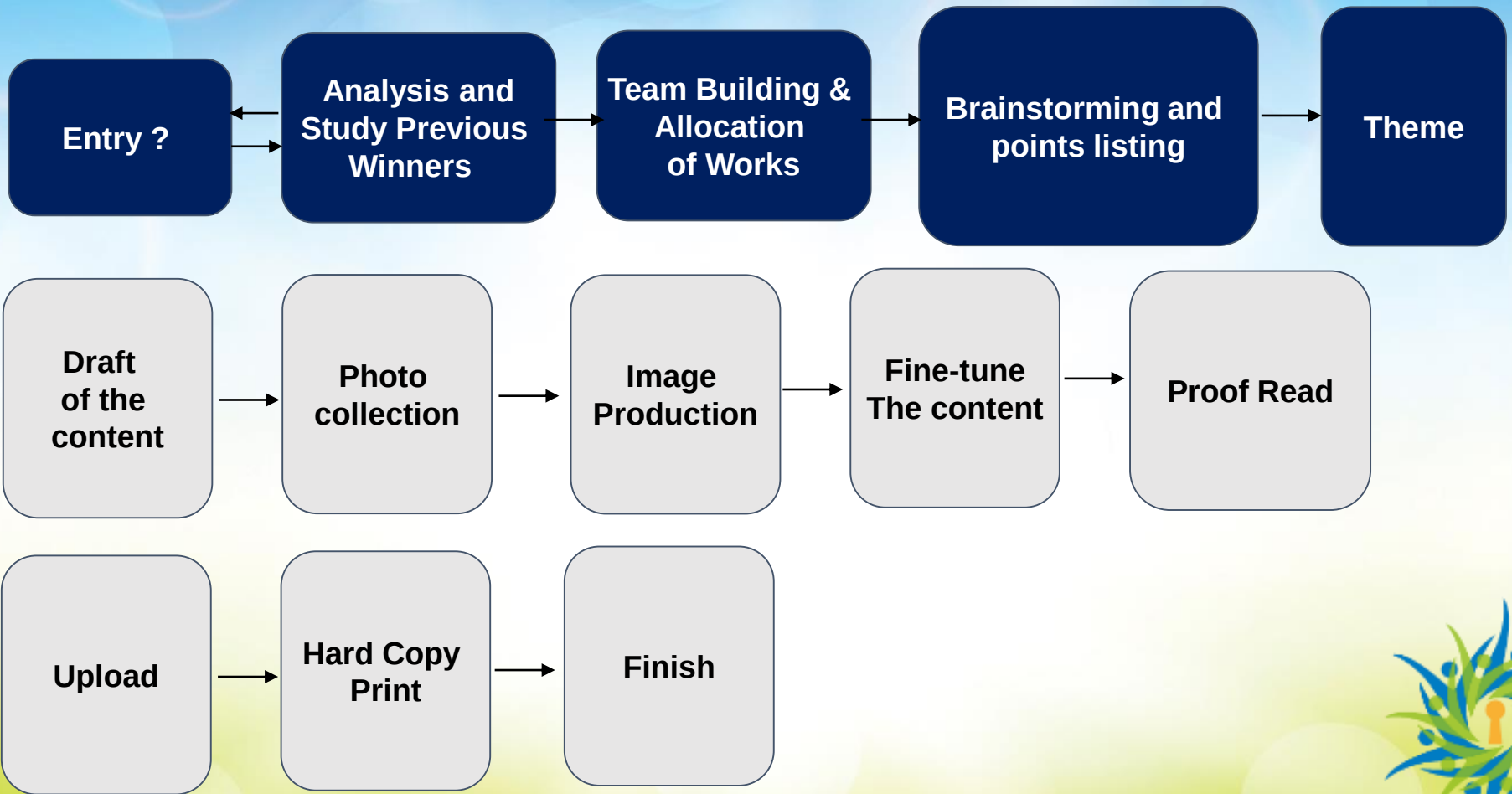
# Awards to be presented

1. NOM Awards to be presented to LOM or individuals
2. Presidential Awards of Excellence.

Group A: National Organization Awards
Group B: Local Organization Awards
Group C: Individual Awards
Group D: Special Awards

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# Which entry should I submit? Think About.....

**Is your project matched with JCI Mission, Vision, Plan of Action?????**
**(creating development opportunities for young people to create positive change and developing the skills of individuals)**

**JCI Plan of Action:**
Use JCI CD Circle theory in action planning that reached JCI Vision and Mission

**What is the greatest strength and weakness of your project.....**

**Do I have the materials and equipment I need to do my work right.....**

**Did other JC members know your project?**

**What is the different between ASPAC, World Congress and NC awards**

**Who is the judge???**

**THEN- - - - Select the right catalogue....**

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# What inside a Bid book

## In Preparation stage:

1. **Read the Manual**
2. **Judging points**
3. **Points allocation**
4. **How to met Standard**
5. **Secure your team**
6. **Bidbook's Theme**

**III.A.3** **Best Community Empowerment Program**

Definition: This award is for the recognition of the most effective project which improves the community and extends the JCI Mission.

Description: A trophy with the name of the winner inscribed on it.
A floating award.

| Award Judging Criteria | Points |
|---|---|
| Objectives, Planning, Finance and Execution | 20 |
| Membership Participation | 15 |
| Community Impact | 30 |
| Impact on Local Organization | 15 |
| Long-term Impact of the Program | 20 |

**More details on execution will be presented by PP Priscilla Wan**

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# e.g. Best Community Empowerment Program

**Objectives, Planning, Finance and Execution** 20 points
What were the objectives of this program?
How does this program align to the JCI Plan of Action?
Was the budget an effective guide for the financial management of the project?
How does this project advance the JCI Mission and Vision?

**Membership Participation** 15 points
By number, how many members were involved in this program?
By percentage, how many members of the Local Organization were involved in this program?
Describe the main roles of the participating members in this program.

**Community Impact** 30 points
How did the Local Organization measure community impact for this program?
Describe the actual community impact produced by this project.

**Impact On Local Organisation** 15 points
How did the Local Organization benefit from running this project ?
How did the program advance the JCI Mission?
How did the project advance the JCI Vision?

**Long Term Impact of the program** 20 points
What is the expected long term impact of this project?
What changes would you make to improve the results of this project?

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# How many Competitors in ASPAC???

| Sum of Entries | Yea | | | | | |
|---|---|---|---|---|---|---|
| Name | 2006 | 2007 | 2008 | 2009 | 2010 | 總計 |
| APDC Training Program Award | 1 | 2 | | 1 | | 4 |
| Best Business Development Program | 27 | 23 | 19 | 37 | 22 | 128 |
| Best Chapter of the Area | 20 | 25 | 16 | 37 | 31 | 129 |
| Best Community Development Program | 57 | 43 | 46 | 83 | 45 | 274 |
| Best Corporate Social Responsibility Program | | | | | 12 | 12 |
| Best Environment Development Program | 12 | 6 | 11 | 25 | 18 | 72 |
| Best Fund Raising Program | 15 | 13 | 12 | 24 | 25 | 89 |
| Best Individual Development Program | 41 | 36 | 21 | 47 | 31 | 176 |
| Best International Collaboration Program | 17 | 21 | 11 | 37 | 17 | 103 |
| Best International Collabortion Program | 1 | 2 | | 2 | | 5 |
| Best Membership Recruitment Program | 18 | 15 | 13 | 30 | 21 | 97 |
| Best New Chapter of the World | 3 | 6 | 1 | 4 | 1 | 15 |
| Best Public Relations Program | 36 | 33 | 21 | 75 | 31 | 196 |
| Best Publication | 3 | 7 | 1 | 8 | 5 | 24 |
| Best UN Milleneum Development Goals (MDG) Project | 5 | 2 | 1 | 5 | 1 | 14 |
| Best UN Millennium Development Goals (MDG) Project | 9 | 11 | 5 | 16 | 20 | 61 |
| Best Youth Activities Program | 36 | 25 | 21 | 48 | 28 | 158 |
| Most Outstanding Chapter President (101+ members) | 3 | 1 | | 4 | 3 | 11 |
| Most Outstanding Chapter President (25 - 50 members) | 20 | 21 | 15 | 41 | 26 | 123 |
| Most Outstanding Chapter President (51 - 100 members) | 9 | 8 | 4 | 11 | 16 | 48 |
| Most Outstanding Member | 19 | 25 | 18 | 35 | 37 | 134 |
| Most Outstanding Senator | 10 | 4 | 9 | 17 | 12 | 52 |
| Most Outstanding Trainer | 9 | 5 | 5 | 17 | 12 | 48 |
| 總計 | 371 | 334 | 250 | 604 | 414 | 1973 |

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# How many Competitors in World Congress???

| World Congress | 2005 | 2006 | 2007 | 2008 | 2009 | Total |
|---|---|---|---|---|---|---|
| Best Business Development Program | 10 | 5 | 7 | 19 | 21 | 62 |
| Best Chapter of the Area | 12 | 8 | 9 | 15 | 17 | 61 |
| Best Community Development Program | 19 | 15 | 34 | 38 | 48 | 154 |
| Best Corporate Social Responsibility Program | | | | | 2 | 2 |
| Best Environment Development Program | 4 | 2 | 7 | 10 | 16 | 39 |
| Best Fund Raising Program | 6 | 3 | 9 | 8 | 8 | 34 |
| Best Individual Development Program | 7 | 13 | 20 | 21 | 18 | 79 |
| Best International Collaboration Program | 5 | 7 | 13 | 17 | 23 | 65 |
| Best Membership Recruitment Program | 6 | 2 | 7 | 15 | 14 | 44 |
| Best New Chapter of the World | 1 | 1 | 3 | 3 | 4 | 12 |
| Best Public Relations Program | 10 | 10 | 18 | 22 | 25 | 85 |
| Best Publication | 3 | 2 | 5 | 10 | 5 | 25 |
| Best UN Milleneum Development Goals (MDG) Project | 1 | 1 | 2 | 5 | 3 | 12 |
| Best UN Millennium Development Goals (MDG) Project | 5 | 5 | 3 | 6 | 7 | 26 |
| Best Youth Activities Program | 13 | 8 | 17 | 21 | 32 | 91 |
| Most Outstanding Chapter President (101+ members) | 3 | 3 | 5 | 6 | 5 | 22 |
| Most Outstanding Chapter President (25 - 50 members) | 1 | 4 | 5 | 12 | 12 | 34 |
| Most Outstanding Chapter President (51 - 100 members) | 2 | 2 | 8 | 3 | 7 | 22 |
| Most Outstanding Member | 1 | 7 | 6 | 9 | 8 | 31 |
| Most Outstanding Senator | 2 | | 6 | 8 | 6 | 22 |
| Most Outstanding Trainer | 2 | 3 | 4 | 6 | 8 | 23 |
| **World Congress 合計** | 113 | 101 | 188 | 254 | 289 | 945 |

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# No Last Minutes works




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# Sharing by
# PP Priscilla Wan

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# Priscilla Wan



JCI Experience:

- 2016 - JCI HK Training and Development Council Vice Chairman
- 2015 – Head Trainer of 22th 5 Stars Training Camp
- 2014 – President, JCI Sha Tin

Awards:

- 2015 – ASPAC Best Local Skill Development Program
- 2015 – ASPAC Most Outstanding Local Project
- 2014 – Best NOM Project hosted by LOM Merit
- 2011 – NC Best Community Development Award

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# Why will you write the bidbooks?




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# Who decide on the awards?



Award Judges

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Get to know about the award judges and put yourself in their shoes is the key to win.



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# Step 1: Who are they?



National Convention:

JC members who

- have been more than 2 years of JC experience
- have been past or current board member of his/her local chapter

AND

- National President, National Immediate Past President, National Executive
- Vice Presidents, National Vice Presidents, National Secretary General and
- National Honorary Treasurer

Asia Pacific Conference:

- Individual Member of his/her local chapter for at least 2 years
- Who is/has been the National Board of Directors of NOM or LOM President.
- Obtained bid book compilation experience.

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# Step 2: What do they care about?



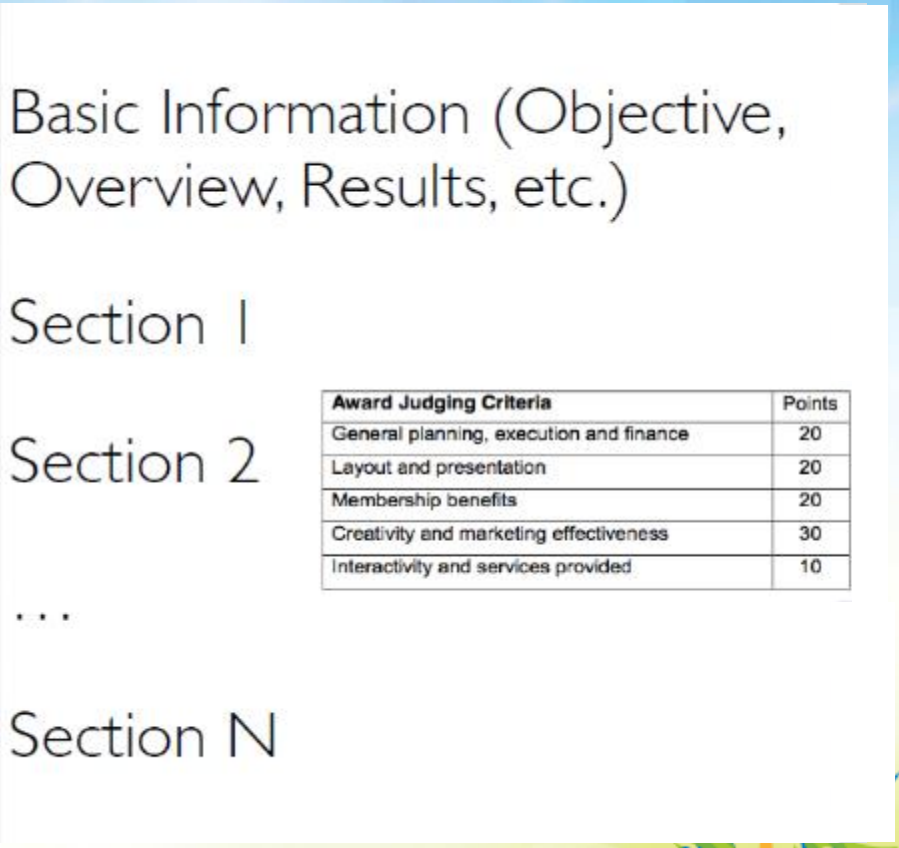
- How does your project/ your chapter makes the impacts on JC member? Member participation, skill learned…
- How does your project/ your chapter makes the impacts on the society? Benefit to the community, long-term impact of the project…
- How does your project/ your chapter makes the impacts on JC movement? JCI Plan of Action 2015, Active Citizen Framework, JCI Mission & Vision…

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# Step 3: How to show the impacts to them?

## 1. Present it with the provided structure

- 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 images (pages)




| 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 |

# 2. Present Concisely with Impact

## Writing

Story telling

### Easy to Understand

- Simple English
- Point Form
- Formatting: HTML

### Convincing

- Data & measurement
- Endorsement: Name, Title, Words
- Media Reporting

## Visual

4 images (pages) only

### Easy to Understand

- Standard Template
- Header + Key point consistent with writing

### Convincing

- Chart/Graph esp compare
- Pictures to show important ppl, media coverage etc
- Social Impact Pictures

# Case study: Best Local Personal Skill Development Program

**III.A.6 Best Personal Skill Development Program**

Definition: This award is for the recognition of the most outstanding project that further the JCI Mission by creating development opportunities for young people to create positive change and developing the skills of individuals.

Description: A trophy with the name of the winner inscribed on it.
A floating award.

| Award Judging Criteria | Points |
|---|---|
| Objectives, Planning, Finance and Execution | 20 |
| Membership Participation | 15 |
| Skills Developed | 25 |
| Impact on Participants | 20 |
| Long-term Impact of the Program | 20 |

Note: Award is allied to JCI Award Programs. The former name of this award is called "Best Individual Development Program".

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# Story telling

Objective : According to statistics, the **YOUTH UNEMPLOYMENT RATE** is increasing to **28.7%** and one of the major problem caused by the unemployment is the youngsters are **LACK OF CAREER PLANNING**. To tackle this problem, JCI Sha Tin launched "V-support" project, a brand new voluntary services program providing **a series of trainings including job interview, job interview tips, job shadowing, company visit and mentorship program** to train up our young generation to have clear career goal. The theme of the project is "V-support youth career development". There are few objectives to be obtained:

1) **Personal Level:**

i) Students: have **a clearer direction on their career path** in the future and have positive attitude to their job in the future

ii) Members: through offering trainings to students, members can train up as leader

2) **Chapter Level:**

i) **Build strong local network** to serve our community: with connecting different organization such as government officials, NGOs, secondary school and universities, JCI Sha Tin can build up strong partnership in the community

ii) Train up our members for equipping them to take a leading role to contribute to the chapter

3) **Community level:**

i) Lower the rate of youth unemployment by providing the students correct concept of career planning

ii) With the clearer personal goal planning, young people have positive attitude to lower youth crime rate

Describe the actual impact on the participants.

**For STUDENTS**

1) **CLEAR career path to be settled**: whole program organized 3 mock job interview workshops, Interview tips seminar, company visit, mentorship program and Work Shadowing Scheme. The comprehensive programs allow students not only learn a skill but **PLAN THEIR CAREER** instead. With the survey collected from students, we received **100%** agree that the program can help them to know more about job and benefit to them for future career planning.

2) **Gain REAL working experience in preparing future career**: Internship opportunities provide students an insight into real job environment. From the sharing of student who has internship in our Honorary Life President Senator Peter Lo company, she said feel thankful to the program and it inspires her to further confirm to her working choice in the construction company and confirm her university major in the future

3) **EXPAND their personal network and broaden horizon**: Mentorship program developed the deep relationship between mentor and mentees, through three-year mentorship program, mentors' positive life value affects student not just on their career but their lives.

4) **POSITIVE on their future career**: the program as result **100%** students reflected they are clearer about career goal after program, some students have

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# Statistic

Results : The training receives a lot of good feedbacks and attendance:
i) Mock job interviews with Sha Tin Sheng Kung Kui (Feb 2014)
Number of participants: **80 students**
ii) Mock Job Interviews with Sha Tin Service Corps (May 2014)

Number of participants: **50 students**
iii) Interview tips sharing at City University (Apr 2014)
Number of participants: **60 students**
iv) Company visit at Health Check and Medical Diagnostic Group Limited (Aug 2014)
Number of participants: **30 students**
v) Work Shadowing Scheme (Jan-Aug 2014)
Number of participants: **70 students**
vi) BGCA Mentorship Program (whole year)
Number of participants: **100 students in Sha Tin District**

The program in total **serves over 400 students** in this program. With the survey that **100%** of students agree those activities are very meaningful for them to know more about career planning

Not just students, we also have **high participation rate** of members to join the programs and equip themselves through the training, overall the programs, **over 50%** join the programs

Participants

- No. of participants
- Participation rate of LOM(s) and NOM
- No. of co-organizers, partners and supporting orgs
- No. of sponsors

Media exposure:

- No. of media channels
- Readers…

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# Convincing figures and graph

V-support! Mock Interview Program x "Be A Shining Star" Training Program

## Impact on participants

**Students: POSITIVE on their career path**

The program as result 100% students reflected they are clearer about their career goal after program

| V-Support III – MOCK INTERVIEW PROGRAM 活動意見問卷 | | | |
|---|---|---|---|
| | 很認同 / 認同 | 尚可 | 不認同 |
| 提升個人面試的技巧 | 100% | 0% | 0% |
| 義工的分享對我有幫助 | 100% | 0% | 0% |
| 活動的安排感滿意 | 100% | 0% | 0% |
| 認識面試前的準備 | 97% | 3% | 0% |
| 整體滿意是次活動 | 97% | 3% | 0% |
| 提升小組面試的技巧 | 94% | 6% | 0% |




Positive feedback from participants

V-support! Mock Interview Program x "Be A Shining Star" Training Program

## Objectives, Planning, Finance and Execution

**Project respond to SOCIAL NEED**

Newspaper shows young generation encounter BIG DIFFICULTIES in job search because of LACK OF PREPARATION and CAREER PLANNING

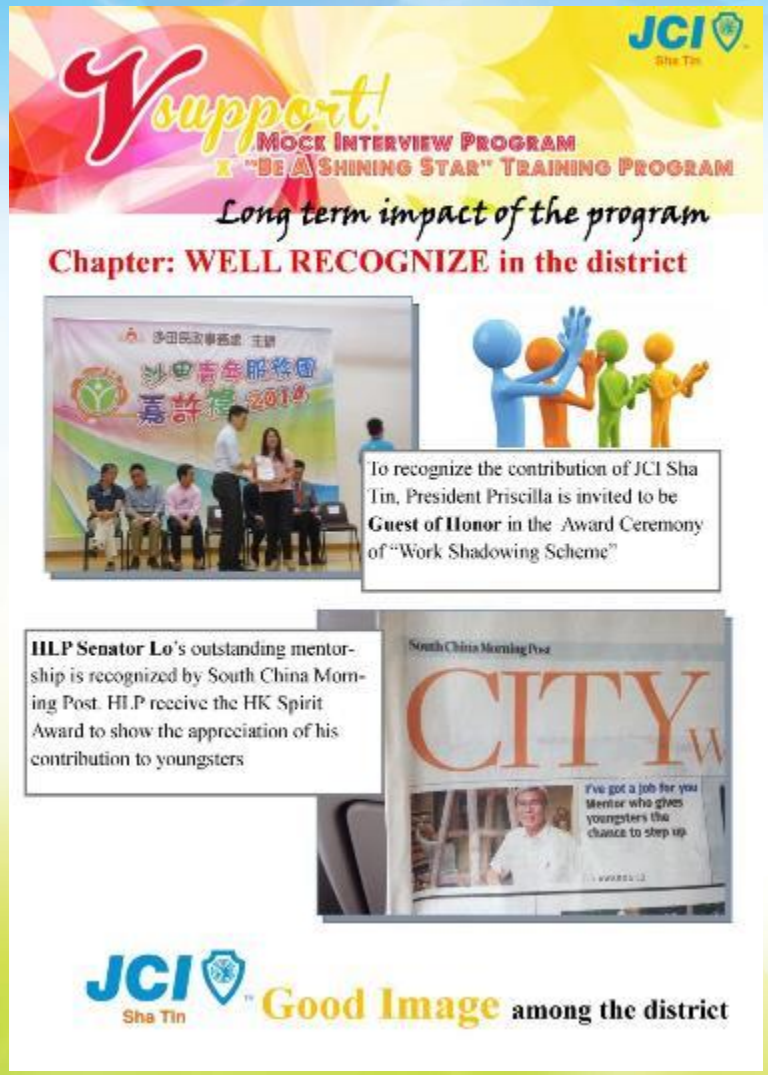



To Tackle this Problem, we launched "V-SUPPORT" program to provide compre-
REER PLANNING




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# Endorsement




- Media
- Government
- Schools
- Supporting organizations
- NGOs
- JC Members …

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# Exercise – If I were Award Judge

- Each group will read a bidbook receiving an award in the World Congress
- State 3 points how the bidbook impressed award judges in term of content or images
- Each group will have 3 mins to present: short introduction of the project and share the points learning from award bidbook

Discussion time: 6 mins

Presentation time: 3 mins/ group

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**Best Local Economic Development Program**

*Programs run by JCI Local Organizations that promote economic development in their community.*

- Objectives, Planning, Finance and Execution
- Promotion of Free Enterprise
- Impact on Local Economy
- Impact on Community and Participants
- Partnerships and Public Relations
- Long-term Impact of the Program

**Best National Growth & Development Program**

*JCI National Organizations focus on the growth and continued development of the JCI movement throughout the nation.*

- Strategic Plan
- Involvement of National Board of Directors and Members
- Methods of implementation
- Results Achieved
- Long-term Impact of the Program

**Best Local Personal Skill Development Program**

*Programs run by JCI Local Organizations that further the JCI Mission by creating development opportunities for youth and developing the skills of individuals.*

- Objectives, Planning, Finance and Execution
- Membership Participation
- Skills Developed
- Impact on the Participants
- Long-term Impact of the Program

**Best Local Growth and Development Program**

*Programs run by JCI Local Organizations and members that aim to grow JCI in order to create development opportunities for more young people in their community.*

- Strategic Plan
- Involvement of Local Board of Directors and Members
- Methods of implementation
- Results Achieved
- Long-term Impact of the Program

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Award Judges

They care about the impacts on JC members, society and JC movement

Writing – simple, story telling and support with statistics

Visual – figure and graph with key messages

Proofreading – no typo and wrong figures

Secret tips…….Delegate your members to be award judges!

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# Beyond bidbooks…

- Plan ahead – Good preparation is half the victory
- Do promotion throughout the year, brainwashing the judges
- Time management
- Manpower allocation

And more importantly…



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# Thank you & Good luck!




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# Presentation by

## National Records & Recognition Director

# Peggy Yip

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# JCI Asia-Pacific Conference (ASPAC)

## 1) Award Submission

## 2) Judge Nomination

JCI Taiwan 2016
JCI Asia-Pacific Conference
KAOHSIUNG

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# JCI Asia-Pacific Conference (ASPAC)
# 1) Award Submission

**11 MAR 2016**
Pre-Entry Form Submission
**Starts**

**11 APR 2016**
Pre-Entry Form Submission
**Deadline**

**18 APR 2016**
ASPAC bidbook submission
**Deadline**



JCI Asia-Pacific Conference Awards editing and judge registration
opens: 21 March 2016 closes: 02 May 2016

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Important Notice

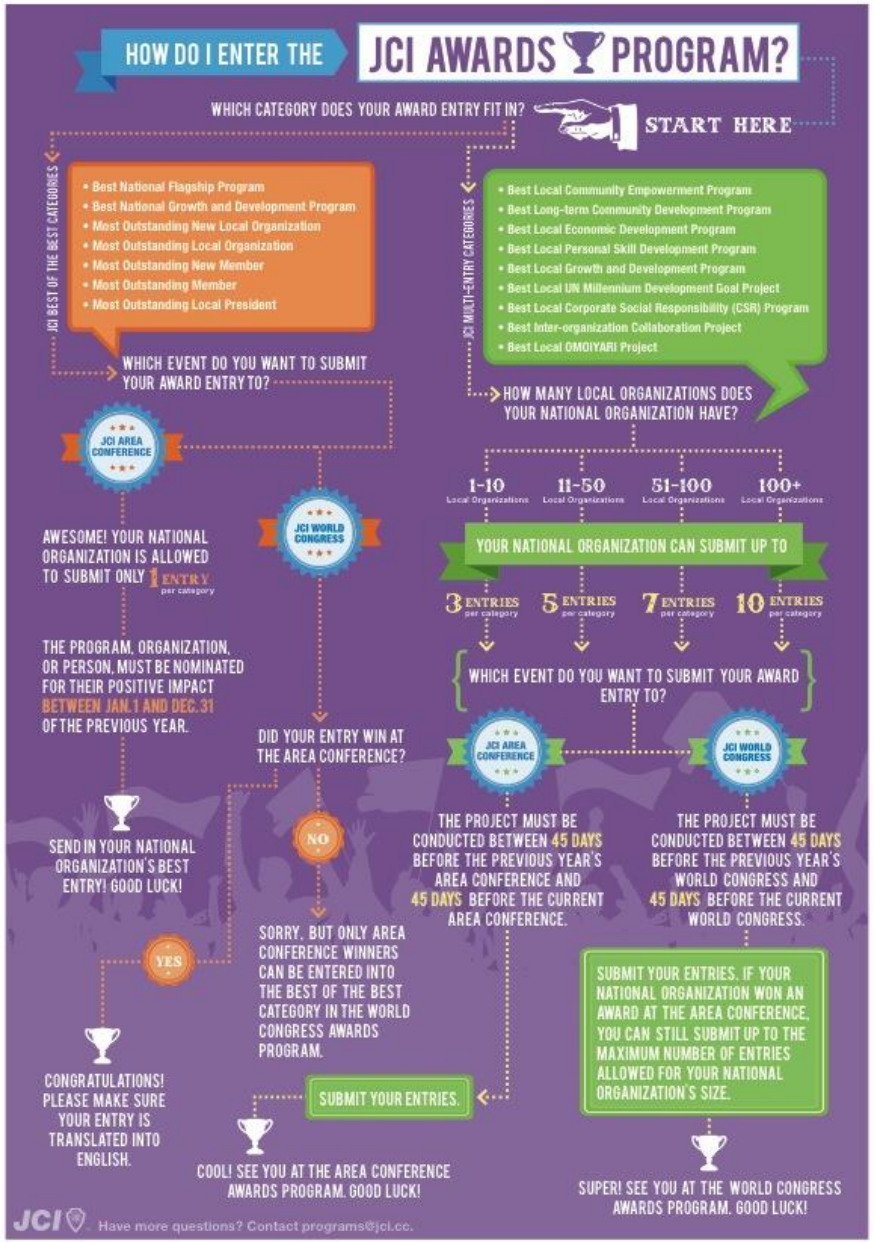
**Any awards submission **not submitted** in Pre-Entry Form will not be considered**

Please submit this Award Entry Form and Judge Nomination Form to NRRD Peggy Yip (peggy.yip@jcihk.org) and c.c. to NGLC Senator Ronald Kan (ronald.kan@jcihk.org) on or before 11th April, 2016 23:59 .

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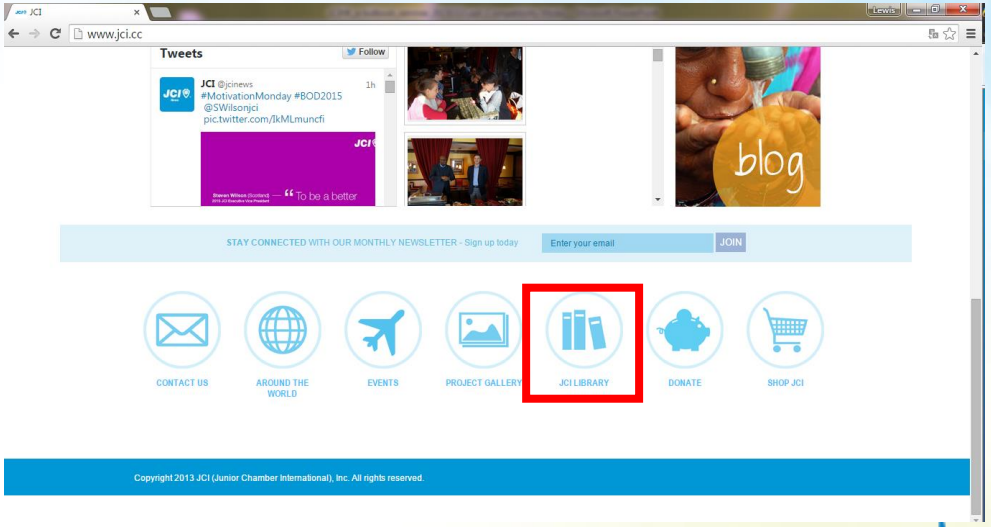
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# JCI Award Program Infographic




Login to [www.jci.cc](http://www.jci.cc) and navigate to

**JCI INFO → JCI LIBRARY → PROGRAMS**




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# Award Category – Multi-Entry

1) Best Local Community Empowerment Program
2) Best Long-term Local Community Development Program
3) Best Local Economic Development Program
4) Best Local Personal Skill Development Program
5) Best Local Growth and Development Program
6) Best Local Global Goals Project
7) Best Local Corporate Social Responsibility (CSR) Program
8) Best Inter-organization Collaboration Project
9) Best Local Omoiyari Project

**P.S. Maximum FIVE entries of each category below will be selected and submitted**

Sources : http://www.jci.cc/jciprograms/en/awards/categories

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# Award Category – Best of the Best

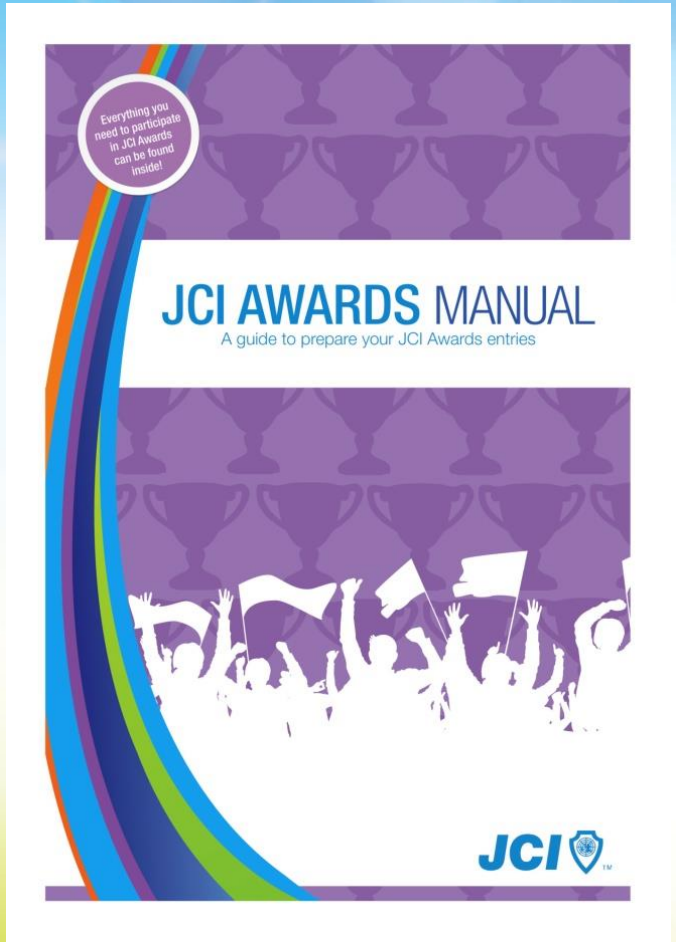
10) Best National Flagship Program
11) Best National Growth & Development Program
12) Most Outstanding New Local Organization
13) Most Outstanding Local Organization
14) Most Outstanding New Member
15) Most Outstanding Member
16) Most Outstanding Local President

**P.S. ONLY ONE entry will be chosen and submitted**

Sources : http://www.jci.cc/jciprograms/en/awards/categories

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# Award Period

**17 APR 2015** — **Multi-Entry** — **18 APR 2016**

**1 JAN 2015** — **Best of the Best** — **31 DEC 2015**

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# The online JCI Awards Program System

## Entering an Award Entry

1. Login to www.jci.cc and navigate to **PROGRAMS → AWARDS → MY ENTRIES.**

2. Under **"Add a new entry"** select the desired category from the dropdown menu and fill in the name of the project or person (depending on the category) that you are entering, and press **"Add Entry."**

3. At the top of the page, you will see all of the award entries you are working on. The category, name of the entry, and action buttons are listed corresponding to each entry.




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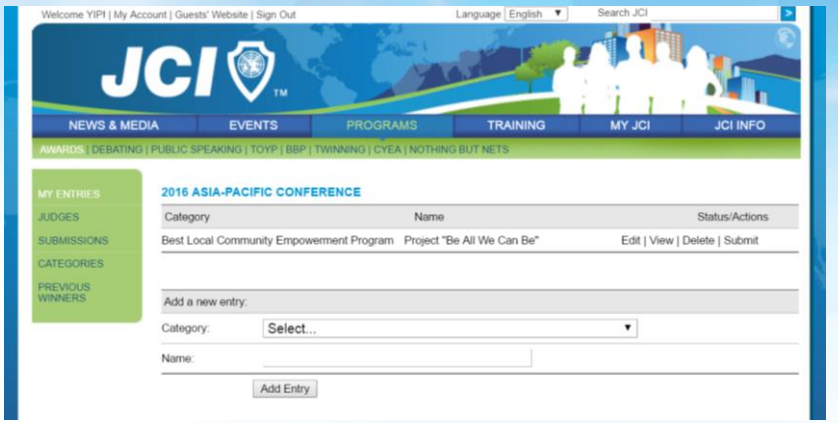
# The online JCI Awards Program System

4. Click **“Edit”** to fill in information and upload photos.

5. Click **“View”** once you have filled in all of the information to see what the entry will look like when judges view it.

6. Click **“Delete”** if you no longer want to edit or submit the award into the program.

7. Once you have completed entering information into the entry form, click **“Submit”** to send for approval from your National President.







**Note:**

- ✓ **Once you have submitted an entry for approval, the entry can no longer be edited.**
- ✓ **All bidbook submitted from LOM members should be approved by LOM presidents' login account in www.jci.cc before review by award judges.**

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Junior Chamber International Hong Kong

# JCI Asia-Pacific Conference (ASPAC)

## 1) Judge Nomination



**11 MAR 2016**

ASPAC Award Judge Nomination

**Starts**

**11 APR 2016**

ASPAC Award Judge Nomination

**Deadline**

- **up to 6 judges will be selected**
- **National President has the final rights to appoint the qualified awards judges to 2016 JCI ASPAC.**

JCI Asia-Pacific Conference Awards editing and judge registration
opens: 21 March 2016 closes: 02 May 2016

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# JCI Asia-Pacific Conference (ASPAC)

## 1) Judge Nomination

**The qualification of awards judges :**

**(i) Individual Member of his/her local chapter for at least 2 years**

**(ii) who is/has been the National Board of Directors of NOM or LOM President.**

**(iii) obtained bid book compilation experience.**

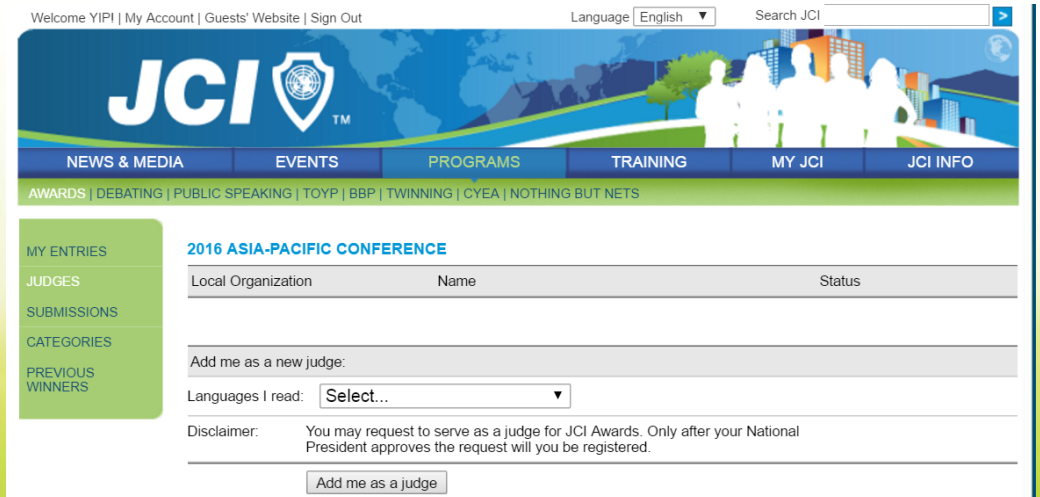
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# 1) Judge Nomination

**For Judge nomination, please follow steps below:**

- **Complete and submit judge nomination form attached to NRRD Peggy Yip by email (peggy.yip@jcihk.org) and c.c. to NGLC Senator Ronald Kan (ronald.kan@jcihk.org) by 11th April, 2016 (23:59 pm)**
- **Login http://www.jci.cc**
- **Go to "PROGRAMS" subpage > AWARDS > JUDGES**
- **The bottom of the page you can find " Add me as a new judge:“**
- **"Languages I read:" please select "English“**
- **Press the button "Add me as a judge"**




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# How to Create a Login Username and Password in JCI Website

## Step 1: Go to JCI Website

- One needs to have a user id to create e-bidbook in the JCI Website.
- To create a login id in the JCI Website, go to JCI Website www.jci.cc and click “Go to Members Site”
- Or simply type http://www.jci.cc/eawards/

## Step 2: Create New User ID

- Then click ***New User*** button at the bottom of the box

## Step 3: Filling in information

- Fill in the required information.

When done, click Submit button. Then you will be informed whether your login id is successfully created.

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Important Notice

# JCIHK Award Submission

| | |
|---|---|
| 05 . 08 . 2016 (Fri.) | JCIHK Award Judge Nomination Deadline |
| 16 . 08 . 2016 (Tue.) | Pre-entry form Deadline |
| 29 . 08 . 2016 (Mon.) | Bidbook Submission Deadline |
| 02 . 09 . 2016 (Fri.) | JCIHK Award Judge Briefing Session |
| 04 . 09 . 2016 (Sun.) | Award Judging Day (立會選舉日) |
| 16-18. 09 . 2016 | 51st National Convention and Award Presentation |

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**For any enquries, please contact National R&R Team :**

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- **National Records and Recognition Officer, Kenneth TAM**

  **Email : kenneth.tam@jcihk.org**

- **National Records and Recognition Director, Peggy YIP**

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- **National General Legal Counsel , Senator Ronald KAN**

  **Email : Ronald.kan@jcihk.org**

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