Fellow SIR Leaders: 2/14/2020

As implemented last year we are continuing our Best Branch in SIR and in each Area Annual Award program that will be presented at the Annual Meeting on Wednesday, August 19 at the Chardonnay Golf Course in Napa. In addition, we are also beginning a new program, the Most Improved Branch. We encourage all Branches to compete for either one of the two awards.

If you are applying for the Best Branch award, complete and submit the Best 2020 Branch Recognition Qualification Form '**A1**' along with the Best 2020 Branch Self-Assessment Form '**A2**'. The deadline for submission to your Area Governor is **May 15**, using data from **January 1 to December 31,** 2019**.**

If you are applying for the Most Improved Branch award, complete and submit the Most Improved 2020 Branch Recognition Qualification Form '**B1**' along with the Most Improved 2020 Branch Self-Assessment Forms '**B2**' (two pages one for 2018 and one for 2019) **covering the period January 1 to December 31.** The deadline for submission to your Area Governor is **May 15**.

NOTE: Download the Award Program Documents as noted below. Then you and your BEC should decide whether the Best Branch or the Most Improved Branch program gives your Branch the best chance of winning that award and submit the appropriate documents.

In addition, your cover letter should highlight your Branch's significant accomplishments in 2019. The quality and thoughtfulness of the cover letter is an important consideration to the judges

Here's the process:

1. Branches submit the Qualification Form along with the documents specified to their Area Governor by May 15
2. Area Governors make a recommendation for Best Area Branch to their Regional Director by June 10
3. Area winning Qualification Forms are submitted by Regional Directors to the Presidential Best Branch Task Force by June 20
4. Presidential Task Force makes a decision on the Best Branch in SIR and a first and second runner up which is announced at the August 19 Annual Meeting
5. Feedback to non-winners provided by Area Governors after the Annual Meeting

The Area Branch winner *in each category* will receive an Area Governor's Branch Citation plaque and the Best Branch and Most Improved Branch in Sir will each receive a Dwight B. Sale perpetual trophy along with a $300 award to recognize their significant accomplishments. We have eliminated the cash awards for the first and second runners up to pay for the Most Improved perpetual trophy.

All Branches that submit the Qualification Form and associated documents will be considered and the size of your Branch, the nature of its recruiting area and its bank balance are not deciding factors.

Best regards,

Ed Benson, SIR State President

Questions: Contact Dale Decker (DaleDftg@Gmail.Com)

02/09/2020 DDD/EEB

Best 2020 Branch Recognition Qualification Form 'A1'

Branch No. _____   Area No. _____   Region No. _____

Submitted by: _____   Date: _____
    Big Sir

Item Submitted	Yes	No	Judging Criteria	Point Range
Sir Branch Assessment Form:				
• Current SIR Branch Assessment completed and attached.			Level A's = 5 pts. Level B's = 3 pts. Level C's = 1 pt.	7 to 35
Improvement Actions:				
• Actions taken in 2019			Judge Scored*	0 to 25
• Actions underway and taken in 2020			Judge Scored*	0 to 20
State Form Compliance:				
• Branch Personnel (Form 20) for 2020 attached			Submitted on time, complete and accurate	0 to 5
• Year end Monthly Branch Membership Report (Form 27) attached			Submitted on time, complete and accurate	0 to 5
• Year end Monthly Cash Report (Form 28) attached.			Submitted on time, complete and accurate	0 to 5
• "No Caterer" Document (Form 63) or Insurance Agreement (Form 64), if needed, attached			Submitted on time, complete and accurate	0 to 5
Other:				
• Cover Letter Highlighting your Branch's Significant Accomplishments in 2019			Quality+Thoughtfulness are Deciding Attributes	

* Note: The judge scored items should not be scored until all Qualification Forms are in. The Judges should consider the quality of the efforts, how they enhance the Branch's improvement efforts and the size of the Branch making the submittal. The best submittal should receive the maximum points with other point awards scaled down in the judgment of the Judge.

Best 2020 Branch Self-Assessment Form 'A2'

Branch: _____ Location: _____

What is your Branch's Health?

Please complete the assessment using data from January 1 to December 31, 2019

Health Level	Branch Health for year 2019
A Excellent	An area of strength the Branch can build on
B Moderate Risk	Potential problem area to keep an eye on for a potential unfavorable trend. Watch closely to make sure performance doesn't slip
C High Risk	An area that needs to be examined closely and an improvement goal set

Category	High Risk Level C		Moderate Risk Level B		Excellent Health Level A	
	Result	✔	Result	✔	Result	✔
1. Annual membership trend	Membership decline or no gain		Net gain between 0.1% and 2.99%		Net gain 3.0% or more	
2. Median age of branch members?	78 years and above		Between 76 and 78		Under 76	
3. Number of branch & area activities? Couples	4 or less		Between 5 and 9; 2-4 couples		10 or more; 5+ couples	
4. Average annualized percent of members attending regular luncheon meetings	Less than 60%		Between 60% and 70%		Over 70%	
5. Does branch have difficulty filling officer, BEC, RAMP and activity positions?	Yes to any		Sometimes to any. Uses Nominating Committee		No to all. Nominating Committee succession plans and Three Steps to recruit volunteers	
6. How does branch recruit new members, and recognize members for bringing guests?	Relies solely on current member referrals		Reward members for recruiting, use branch brochures, Sir cards, etc.		Uses methods beyond member referrals/reward; Has an active Recruitment Committee, website, unique programs	
7. How does branch involve new members (NM)?	Wait for them to volunteer		Orient NM and learn their interests. Suggest activities to join		Encourage NM to share an activity responsibility. Ask him to choose a RAMP Committee for a year. Nominate for BEC member	

Overall Branch Health Levels: Mostly A's are Low Risk; Mostly B's are Moderate Risk; C's are High Risk

Most Improved 2020 Branch Recognition Qualification Form 'B1'

Branch No. _____ Area No. _____ Region No. _____

Submitted by: _____ Date: _____
       Big Sir

Item Submitted	Yes	No	Judging Criteria	Point Range
Sir Branch Assessment Form:				
• Current SIR Branch Assessment for 2018 and 2019 completed and attached.			Level A's = 5 pts. Level B's = 3 pts. Level C's = 1 pt.	7 to 35
Improvement Actions:				
• Actions taken in 2018 & 2019			Judge Scored*	0 to 25
• Actions underway and taken in 2020			Judge Scored*	0 to 20
State Form Compliance:				
• Branch Personnel (Form 20) for 2020 attached			Submitted on time, complete and accurate	0 to 5
• Year end Monthly Branch Membership Report (Form 27) for 2018 and 2019 attached			Submitted on time, complete and accurate	0 to 5
• Year end Monthly Cash Report (Form 28) for 2018 and 2019 attached.			Submitted on time, complete and accurate	0 to 5
• "No Caterer" Document (Form 63) or Insurance Agreement (Form 64), if needed, attached			Submitted on time, complete and accurate	0 to 5
Other:				
• Cover Letter Highlighting your Branch's Significant Accomplishments in 2018 & 2019			Quality+Thoughtfulness are Deciding Attributes	

* Note: The judge scored items should not be scored until all Qualification Forms are in. The Judges should consider the quality of the efforts, how they enhance the Branch's improvement efforts and the size of the Branch making the submittal. The best submittal should receive the maximum points with other point awards scaled down in the judgment of the Judge.

Most Improved 2020 Branch Self-Assessment Form 'B2'

Branch: ____   Location: _____

<u>What is your Branch's Health?</u>

Please complete this assessment <u>providing two forms</u>. One each with data from January 1 to December 31 for both 2018 and 2019

Health Level	Branch Health for Year 2018
A Excellent	An area of strength the Branch can build on
B Moderate Risk	Potential problem area to keep an eye on for a potential unfavorable trend. Watch closely to make sure performance doesn't slip
C High Risk	An area that needs to be examined closely and an improvement goal set

Category	High Risk Level C		Moderate Risk Level B		Excellent Health Level A	
	Result	✔	Result	✔	Result	✔
1. Annual membership trend	Membership decline or no gain		Net gain between 0.1% and 2.99%		Net gain 3.0% or more	
2. Median age of branch members?	78 years and above		Between 76 and 78		Under 76	
3. Number of branch & area activities? Couples	4 or less		Between 5 and 9; 2-4 couples		10 or more; 5+ couples	
4. Average annualized percent of members attending regular luncheon meetings	Less than 60%		Between 60% and 70%		Over 70%	
5. Does branch have difficulty filling officer, BEC, RAMP and activity positions?	Yes to any		Sometimes to any. Uses Nominating Committee		No to all. Nominating Committee succession plans and Three Steps to recruit volunteers	
6. How does branch recruit new members, and recognize members for bringing guests?	Relies solely on current member referrals		Reward members for recruiting, use branch brochures, Sir cards, etc.		Uses methods beyond member referrals/reward; Has an active Recruitment Committee, website, unique programs	
7. How does branch involve new members (NM)?	Wait for them to volunteer		Orient NM and learn their interests. Suggest activities to join		Encourage NM to share an activity responsibility. Ask him to choose a RAMP Committee for a year. Nominate for BEC member	

Overall Branch Health Levels: Mostly A's are Low Risk; Mostly B's are Moderate Risk; C's are High Risk

Most Improved 2020 Branch Self-Assessment Form 'B2'

Branch: _____   Location: _____

<u>What is your Branch's Health?</u>

Please complete this assessment <u>providing two forms</u>. One each with data from January 1 to December 31 for both 2018 and 2019

Health Level	Branch Health for Year **2019**
A Excellent	An area of strength the Branch can build on
B Moderate Risk	Potential problem area to keep an eye on for a potential unfavorable trend. Watch closely to make sure performance doesn't slip
C High Risk	An area that needs to be examined closely and an improvement goal set

Category	**High Risk Level C**		**Moderate Risk Level B**		**Excellent Health Level A**	
	Result	✔	Result	✔	Result	✔
1. Annual membership trend	Membership decline or no gain		Net gain between 0.1% and 2.99%		Net gain 3.0% or more	
2. Median age of branch members?	78 years and above		Between 76 and 78		Under 76	
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Overall Branch Health Levels: Mostly A's are Low Risk; Mostly B's are Moderate Risk; C's are High Risk