

California Workforce Connection



LOCAL CHAPTER

HANDBOOK

References:

- [CWC Bylaws](#)
- [CWC Operating Procedures](#)
- CA Website: www.californiaworkforceconnection.org

Revised August 2020

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CODE OF ETHICS

As a member of the California Workforce Connection, I will:

- support the standards of my profession (INTEGRITY)
- search continually for new truths, methods, and techniques (OBJECTIVITY)
- keep myself fully informed of all developments in workforce systems (COMPETENCE)
- assert myself to discharge these obligations (PROFESSIONAL BEHAVIOR) and
- ACCEPT membership in this organization as a personal responsibility

Vision Statement

The California Workforce Connection will transition professionals for evolutionary leadership changes and demographic partnerships.

CWC Mission Statement

The California Workforce Connection empowers individuals with the skills to be successful through mentoring, coaching, visionary leadership, and educational training

OATH OF OFFICE

I _____ hereby promise that I will faithfully perform, to the best of my ability, the duties of the office to which I have been elected or appointed.

I will carry out the objectives of **CWC**, observe the Code of Ethics, and promote the professional status of personnel in my profession.

I will promote the standards of my profession and keep myself fully informed of all developments in workforce systems.

(For Local Chapter officials, the oath normally is administered by the Immediate Past President, the District Director, or a current or past State Officer. The person administering the oath is encouraged to make opening remarks charging the new officers with their duties and responsibilities.)

CWC GOALS

- ❖ To provide an arena for the exploration of new ideas and the examination of existing methods and techniques, so that we may continually strive for the overall improvement of workforce development programs in ever-changing times.
- ❖ To objectively evaluate policies, programs, procedures, and personnel practices of the workforce preparation system and:
 - Lend the full support of the Organization to pursuing those which are consistent with the professional status of workforce development staff and client needs.
 - Lend the full impact of the Organization to resisting those which are inconsistent with the professional status of workforce development staff and client needs.
- ❖ To promote within the broader community a better understanding of workforce development agencies and their goals.
- ❖ To build individual capabilities through CWC activities.
- ❖ To stimulate the interest of employees in workforce development programs in pursuing their professional development.
- ❖ To advance educational programs at local, district, and state levels for improving competency, knowledge, and motivation of workforce development employees.
- ❖ To recognize outstanding contributions of CWC members and others in the workforce development field.
- ❖ To promote and safeguard the concept that each member has the same rights, responsibilities, and opportunities within the organization, regardless of his or her job classification.
- ❖ To provide an outlet for members through which they can share experiences.

CWC ORGANIZATION

The CWC has four districts and thirteen chapters. Between annual conventions, the affairs of the CWC are administered by the CWC Board of Directors. The Board is comprised of:

The CWC Officers:

- President
- First Vice President (Chapter Activities and Finance Committee Chair)
- Second Vice President (Awards/Recognition Chair)
- Immediate Past President
- Treasurer
- Membership Coordinator
- Secretary
- District Directors of each of the four districts
- Local Chapter Presidents (13)
- Karl E. Bybee Foundation Board Chair

All the above are members of the CWC Board of Directors and vote in meetings. Some Standing Committee Chairpersons are appointed by the President; (*except for the PPA and the Executive Office)

Standing Committee Chairpersons appointed by the President:

- Annual Convention/Conference
- Bylaws, Operating Procedures and Resolutions
- Education
- Marketing
- Membership
- Retirees
- *Past Presidents Association
- *Executive Office

CHAPTER GEOGRAPHY BY COUNTIES WITHIN THE DISTRICTS

DISTRICT I

Sacramento Chapter

Modoc, Siskiyou, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, Yuba, Nevada, Placer, Yolo, El Dorado, Sacramento, Alpine, Amador and Solano

Joaquin Chapter

San Joaquin, Stanislaus, Merced, Tuolumne, Mariposa, and Calaveras

Fresno Chapter

Fresno, Inyo, Mono, Kings, Tulare, and Madera

DISTRICT II

East Bay Chapter

Alameda, Contra Costa, San Francisco, Marin, Del Norte, Humboldt, Trinity, Mendocino, Lake, Sonoma, and Napa

Silicon Valley Chapter

Santa Clara, Santa Cruz, San Benito, San Mateo, and Monterey

DISTRICT III

Cabrillo Del Rio Chapter

Long Beach, San Pedro, Carson, Southeast and Southwest of Los Angeles city limits

Los Angeles Chapter

Los Angeles City limits, Glendale, and West Los Angeles County

Los Compadres Chapter

North Los Angeles County (San Fernando Valley), Palmdale/Lancaster area and Kern County (Bakersfield)

Los Tres Condados Chapter

San Luis Obispo, Santa Barbara, and Ventura

San Gabriel Valley Chapter

Pasadena, East and Northeast Los Angeles

DISTRICT IV

Inland Empire Chapter

Riverside and San Bernardino

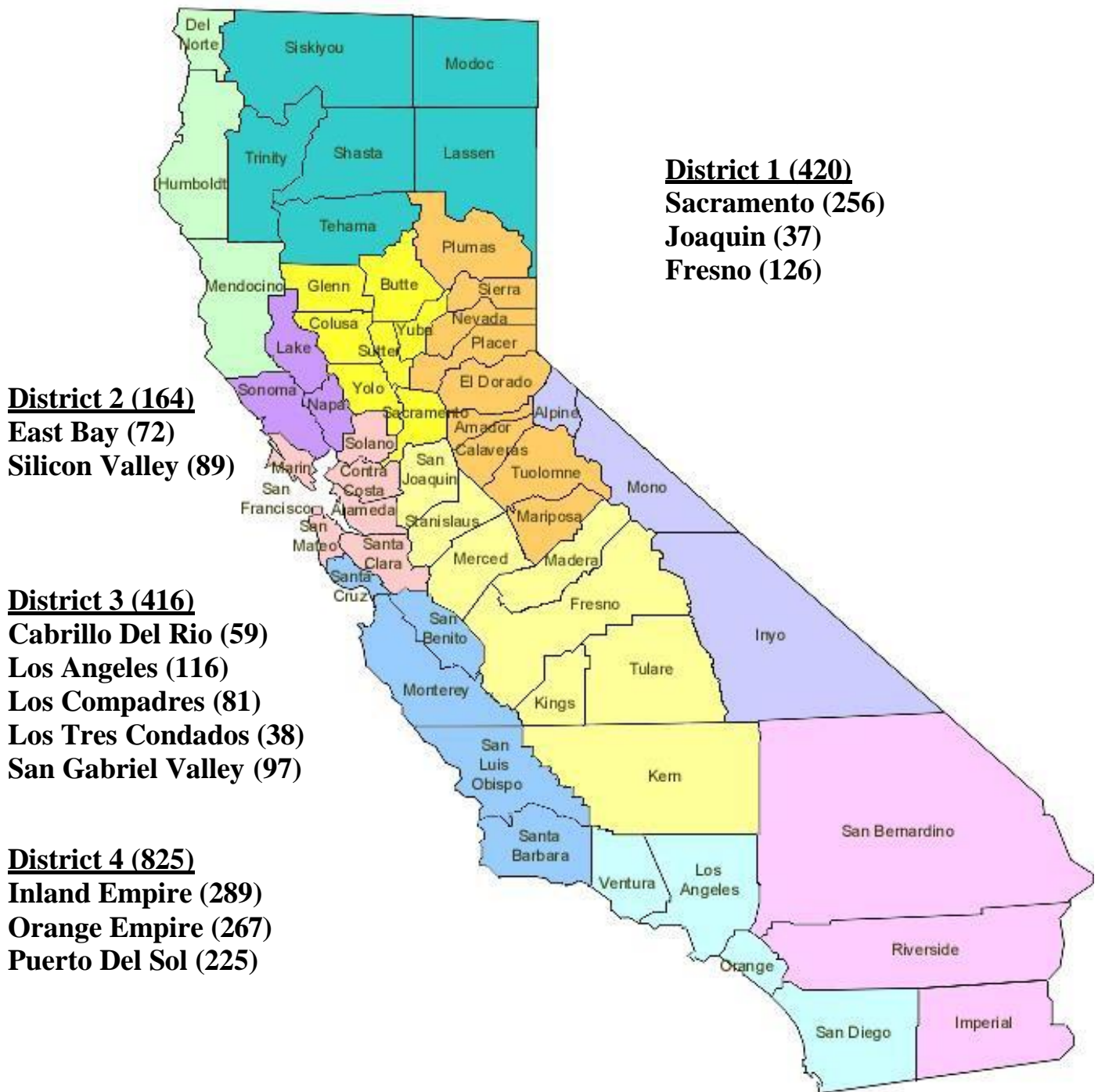
Orange Empire Chapter

Orange County

Puerto Del Sol Chapter

San Diego & Imperial County

CWC Membership



CHAPTER TOTAL: 1752 as of July 01, 2020

Note: The above MAP is of the County Boundaries. It is not separated by CWC chapter/district.

LOCAL CHAPTERS

1. Need and Purpose

The geography of California and size of membership therein creates a need for Local Chapters to provide a vehicle for direct member participation in CWC activities on a continuing basis. Such activities include educational, award, social and other programs which members of a chapter can plan and participate in at the local level to advance their professional status and improve the administration of workforce development programs.

2. Definition

As stated in Article VI of the CWC By-Laws, a Local Chapter is an organization of members of the CWC covering a prescribed geographic area. Local Chapters are chartered by the CWC.

Note: Local Chapters are sometimes referred to as "Chapters"

3. Formation and Chartering of Local Chapters Refer to OP 6.00

4. Requirements:

a. Conformity

Local Chapters are required to accept and comply with applicable provisions of the CWC By-Laws and Operating Procedures.

b. Name and Jurisdiction

1. Local Chapters must operate under, and be known by, the name approved by the CWC Board of Directors.
2. Local Chapters must function within the jurisdictional boundaries established by the CWC Board of Directors. Only the CWC Board of Directors can change such boundaries.
3. Local Chapters have full and complete charge of all business matters, programs and activities of local interest which are not in conflict with the objective and goals of the CWC.

LOCAL CHAPTERS CONT'D.

c. Public Positions

1. Local Chapters may not take a public position on matters of statewide, or national concern. All matters of statewide, national concern must be presented to, and acted on, by the CWC. This includes matters related to the operation of CWC, its relations with EDD and other agencies and organizations, and its position on manpower issues.
2. Positions on matters of local concern may be taken when they relate to the objectives and goals of the CWC.

ci. Elections and Terms of Officers

1. Each Local Chapter must hold an annual election of officers and it should not be less than 30 and no more than 90 days prior to the annual state conference –typically April or May. (Best to hold elections around February or March)
2. All elected officers take office on July 1 and serve through the following June 30. In the interim period between their election and July 1, they are known as officer designees.

cii. Membership

All members of Local Chapters are members of the CWC. Local Chapters cannot exclude from their membership any person eligible for membership in the CWC. CWC Board of Directors approval is required for California Life Membership. Members have the right to choose where they maintain their membership – it could be related to the distance from work, home, or preference.

f. Proxies

Local Chapters must adhere to the proxy rules in the CWC By-Laws and Operating Procedures. The proxy form is in the Operating Procedures manual and or website: californiaworkforceconnection.org

Local Chapter President Duties and Responsibilities

Appropriate duties and responsibilities may be delegated to other Local Chapter officers or committee chairpersons. When delegated, the president is responsible for insuring their performance.

1. Immediately following the annual election of Local Chapter officers, submits written credentials to the CWC Secretary for the president designee and any other elected delegates to the CWC Board of Directors.
NOTE: Such credentials are for the new administrative year. The outgoing president (or his/her designee) represents the Local Chapter at the CWC Board of Directors meeting prior to the Annual State Convention. (See CWC Operating Procedures [OP] 5.03.)
2. Prior to the first meeting of the CWC Board of Directors in the administrative year:
 - a. Contacts the division chiefs and managers of field offices in the chapter's jurisdiction to apprise them of plans for the year and enlist their support.
 - b. Plans educational and other programs for the administrative year.
NOTE: Grants may be requested from the Karl E. Bybee Education Foundation Board for sponsorship of a seminar, training or similar activity which clearly relates or contributes to the professional advancement of participants.
 - c. Prepares a calendar of events planned for the administrative year.
 - d. Arranges representatives in each EDD office in the Local Chapter's jurisdiction to promote membership and participation in **CWC**.
*NOTE: See **page 19** for a sample duty statement.*
 - e. Appoints committee chairs.
 - f. Provides orientation to Local Chapter officers, committee persons and office representatives.
3. Organizes and conducts the programs planned for the administrative year.
4. Maintains regular communications with members, publicizing chapter activities and programs.
5. Conducts an active membership recruitment campaign.
6. Financial Reports
 - a. Ensures that the Local Chapter Treasurer submits reports in accordance with Local Chapter Treasurer duties on **page 18**.

7. Promotes member participation in local, district, and state programs. This includes, but is not limited to:
 - a. Karl E. Bybee Education Foundation Fund grants.
 - b. Award Program.
 - c. Educational Conferences (District) and Conventions.
8. Promotes nomination of, and/or nominates, candidates for CWC officers, and member of the Karl E. Bybee Education Foundation Board.
9. Participates in the District Executive Committee.
10. Participates as a member of the CWC Board of Directors.
 - a. Prior to each meeting, obtains membership views on known business to be transacted and determines whether the membership wants any other business introduced.
 - b. Prepares written **report** of chapter activities **quarterly** for submission to the CWC Board of Directors.
11. Participates in the Annual and any Special State Convention. Prior to any Annual State Convention, obtains membership views on known business to be transacted and determines whether the membership wants any other business introduced.
12. Submits articles and pictures on Local Chapter activities to the Executive Office for publication in the CAL-LIOPE.
13. Keeps EDD Executives in the chapter's jurisdiction informed of chapter activities during the administrative year.
14. Obtain a Dishonesty Bond for your Executive Board through the Dimirak Companies. Contact Kathy Rodriguez, 760-806-8200 kathy@dimirak.com.

CHAPTER BUSINESS MEETINGS

The following suggestions, not listed in any special order, are offered to presiding officers for improving and enlivening chapter meetings. These suggestions also apply to Board of Directors meetings.

In addition to the careful advance planning, prepare a detailed agenda before each meeting outlining exactly what is to take place and in what order.

Start AND stop on time.

Keep committee reports short and concise.

Introduce all guests and guest speakers.

Suggested Order of Business

1. Call to order
2. Announcements
3. Introduction of guests
4. Approve Agenda
5. Approve Minutes
6. Reading of communications
7. Committee reports
8. Old Business
9. New business
10. Adjournment

During the meeting:

- Stay on time and announce the agenda
- Make certain all can see and hear and that front seats are occupied
- Read a summary of the minutes from the last meeting
- Keep the committee reports short
- Put committee recommendations to a vote
- Summarize the latest chapter newsletter
- Immediately assign new business items to a committee, if needed
- Keep the fast pace and adjourn early, if possible.

PARLIAMENTARY PROCEDURES

1. To transact business efficiently, the presiding officer must adhere to parliamentary procedures. Otherwise, confusion results, little is accomplished, and the timing is destroyed.
2. The following is not a complete study of parliamentary order but is a brief outline sufficient for practically all the chapter's needs. As a part of its administrative or organizational reference file, each chapter should keep a book on parliamentary procedure (e.g., Robert's Rules of Order).
3. Before studying the various motions, remember the following points:
 - All new business must be presented to the chapter as main motion
 - All motions must be seconded
 - A motion not seconded is lost
 - Debate or discussion must come after the seconding
 - A motion, after seconding, must be disposed of in some way
4. Only the motions below are considered in this Handbook.
 - Main motion: The business motion
 - To amend: A motion to modify the main motion
 - Refer to a committee: A motion to let a committee investigate the matter
 - Postpone to a certain time: A motion to postpone consideration of the main motion until a later set time.
 - Lay on the table: A motion to set aside temporarily the main motion
 - Adjourn the meeting: Close the meeting

Other Motions

Reconsider: Used to open up for more discussion a motion already passed or lost. Rules must be made at same meeting and must be made by a member who voted on the prevailing side.

Appeal from the decision of the chair: Used when a member believes the president made the wrong ruling on a parliamentary point. The president asks for a vote to sustain the ruling.

Withdrawal motion: Used when it is evident that a motion does not express the organization's will. A motion made and seconded may be withdrawn with consent of the maker, if there is no object, or by a motion to withdraw.

Previous question or motion to stop debate: Used when for some reason it is necessary to pass.



CHAPTER/DISTRICT NAME HERE”
Sign-In Sheet

General/Membership Meeting

Yes No

Executive Board Meeting

Yes No

Other: _____

Date: _____

Time Started: _____

Time Ended: _____

Meeting Location: _____

Address: _____

City/St/Zip: _____

	PRINT NAME	SIGNATURE	E-MAIL ADDRESS	CWC MEMBER		CHAPTER	
1.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
2.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
3.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
4.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
5.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
6.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
7.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
8.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
9.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
10.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
11.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
12.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
13.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
14.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
15.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
16.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
17.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
18.				<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>		

SAMPLE: SUMMARY OF LOCAL CHAPTER OFFICER DUTIES

Local Chapter President

- Schedules and presides at Board Meetings and at General Membership Meetings.
- Attends CWC Board of Director Meetings.
- Prepares one documented package of quarterly local chapter report and presents with oral highlights at Directors meeting.
- Local Chapter Presidents have a vote on California Board.
- Past chapter officers are mentors and advisors. You are not expected to do it alone!

First Vice President

- Acts as President when president is unable to attend a meeting.
- Arranges for location and speakers for General Membership meeting.
- Coordinates educational training and provides information to local office representatives.
- Attends July/August Officers' training.
- Assists in preparing the quarterly report.

Second Vice President

- Assumes duties of President or first vice in their absence.
- Arranges for membership activities and events, including fundraisers.

Treasurer

- Maintain records of income and expenditures.
- Pays the bills, deposits checks, and reconciles the account.
- Prepare and submit quarterly reports to CWC Treasurer and Accountant.
- Must be computer literate and able to use Quicken.

Secretary

- Appointed or elected and attends local meetings to record minutes.
- Assists with preparation of the quarterly report.

Other Committee Chairs can be appointed by the Local Chapter President

Marketing,
Membership,
Education,
Retiree

All officers must be CWC members of the corresponding local chapter.

LOCAL CHAPTER TREASURER DUTIES AND RESPONSIBILITIES

1. Has custody of and is responsible for all funds of the Local Chapter.
2. Deposits funds in the name of the Local Chapter in such banks and other depositories as selected by the treasurer and approved by the Local Chapter Board of Directors. All accounts must be opened and have the CWC federal identification number. Contact an officer for the number.
3. Receives dues reimbursement(s) from the CWC, monies from chapter meetings, fund-raisers, etc., and promptly deposits funds in bank or another depository.
4. Disburses funds at the direction of the Local Chapter Board of directors.
5. Keeps full, true and accurate account of the receipts and disbursements of the Local Chapter together with supporting vouchers and statements. This includes the check register.
6. Identifies all receipts by source and budget category and all disbursements by recipient and budget category.
7. Prepares reports on the financial condition of the Local Chapter to the following:

Local Chapter Board of Directors: Prepares and submits a written report as required by the Local Chapter. Minimum balances, expenditures by category.

Prepares and submits to the CWC Treasurer and Accountant copies of bank statements and check register quarterly (by e-mail or fax). **LOCAL CHAPTER WILL NOT BE ISSUED THE BI-ANNUAL PAYMENT FOR DUES UNTIL THE PROPER REPORT IS SUBMITTED.**

July – September	Report due	October 15
October – December	Report due	January 15
January – March	Report due	April 15
April – June	Report due	July 15

8. Reconcile monthly bank statements with Local Chapter President.
9. Closes the books at the end of the fiscal year which is June 30.
10. At the expiration of his/her term of office, or in case of resignation or removal, delivers to his/her successor or the Local Chapter President, all original documents.
11. If you need any assistance, please call the CWC Treasurer. The treasurer's number is listed in the Cal-Liope and on the roster.

LOCAL OFFICE REPRESENTATIVE

Duties and Responsibilities:

1. Keep an up-to-date list of members in the office(s) you represent.
2. Distribute or circulate to members (and non-members when appropriate) flyers, announcements, newsletters and other materials of the Local Chapter, District, and CWC. As appropriate, post copy on bulletin board(s) with approval from appropriate management.
3. Keep members informed about local, district, and State functions, programs, and activities, e.g., meetings, institutes/conferences, conventions, contests, etc.
4. Solicit and encourage member (and non-member when appropriate) participation in CWC functions, programs, and activities.
5. Introduce yourself to new employees; explain **CWC** goals; describe the functions, programs and activities of the Local Chapter, district, and state chapter, and extend an invitation to join CWC.
6. Ask employees in your office(s) to join CWC. Keep them informed about functions, programs, and activities to encourage membership.
7. Ask employees transferring into your office(s) whether they are members and, as appropriate, invite them to join CWC or transfer their membership affiliation to your Local Chapter. (When an CWC member prefers to retain his present Local Chapter affiliation, add his name to your list or card file to receive announcements on your chapter's meetings and other appropriate materials.)
8. Maintain a supply of CWC promotional literature and sign-up and transfer forms for use in recruiting, signing up and transferring members. (Obtain supplies from Local Chapter President or District Director.)
9. Send new member information to Local Chapter President before submission to Membership Coordinator.
10. If a member has a change of address, please give the information to your Local Chapter President and email the information to the State Membership Coordinator at lucelyisabel@gmail.com.
11. Solicit ideas and suggestions for speakers and panels, education and training programs, meeting, and training sites, etc.
12. Advise, as appropriate, your Local Chapter President, Membership chairperson of:
 - a. The resignation, retirement, death, or transfer of members to keep files current.
 - b. Suggestions and complaints regarding CWC.

MEMBERSHIP APPLICATION PROCESS

Membership Dues

- Dues are \$98.00 per year for all active members and \$36.00 per year for retired members
- EDD pays \$50.00 of the membership dues for all Bargaining Unit 1 and 4 employees, and 100% of the dues for employees in supervisory/managerial classifications.
- EDD employees (BU 1 and 4) may elect to pay their share of the yearly dues (\$48.00) through payroll deduction (\$4.00 per month).
- Employees of other EDD bargaining units **or** other State agencies may have their dues (\$98.00) automatically deducted from their paycheck (\$8.17 per month)
- EDD and other state employees can also pay their share of the dues with a personal check, money order, or with PayPal using the access code of nanettebowman@cox.net.
- Non-state members **must** pay their dues in full (\$98.00) with a personal check or money order.

New Members (Payroll Deduct)

- Complete membership application
- EDD employees must sign authorization for State Controller to deduct dues from payroll check
- Make sure that the application is accurate and legible
- Must have complete SSN in order to authorize state controller to begin payroll deduction and invoice EDD for its portion of the dues
- Applications with incomplete SSN numbers will be returned to the recruiter
- Mail completed application to membership coordinator
- Retain a **copy** for your records

Cash Paid Members

- Personal check or money order must accompany application
- Membership applications will not be processed if the dues check is not mailed along with the application. The application will be returned to the recruiter.
- Mail dues check and completed application to membership coordinator

Transfers

Requests to transfer membership from one chapter to another must be made by the member personally via email to lucelyisabel@gmail.com. The email should include: Name, SSN, the old chapter, and the new chapter. Transfer requests will not be accepted from chapter officers on behalf of the member. However, a forwarded message from member to chapter officer to coordinator is acceptable.

Cancellations

Members must cancel their CWC membership by making a written request to cancel their payroll deduction to the State Controller's Office at:

State Controller's Office
Miscellaneous Deduction Unit
Personnel/Payroll Services Division
PO Box 942850
Sacramento, CA 94250-5878

The request should include their full name, SSN, Amount of payroll deduction, and Code 088-030. Some branches may use Miscellaneous Deduction Change Report (form STD 650) to make changes to their payroll deductions.

Promotion to Managerial Classifications

A member who is an employee of the Employment Development Department (EDD) should notify their Local Chapter President as well as the Membership Coordinator right away when they are promoted to a full-time managerial classification. EDD pays 100% of the membership dues for all managers, and the membership coordinator will cancel the payroll deduction right away. Too often the coordinator is not notified for months – even years – after the promotion and the member requests a refund of their portion of the dues. *CWC does not have a process to refund dues for prior years.*

Payroll deduction: additions, deletions or changes take effect in the current month if the request is received by the Controller's Office by the 14th of the month.

Membership Coordinator Duties

- Processes membership applications.
- Sends payroll deduction authorizations to Controller's office
- Maintains membership database
- Mails welcome letters and CWC lapel pins to new members
- Responds to questions from members and the **CWC** Executive Office

Membership Coordinator:

303 W. Elm Street
Oxnard, CA 93033
lucelyisabel@gmail.com

(805) 825-0505 Cell
(805) 382-8626 Work

MEMBERSHIP REPORTS

CWC Membership List – a complete list of active and retired members. Local Chapter Presidents should review the list for accuracy and send all corrections to the membership coordinator. Update all addresses that are incorrect or missing.

Report Legend

BU = Bargaining Unit

- 00 – Managers and exempt employees
- 01 – EPR/DIPR
- 04 – Clerical

CATEGORY = Membership category

- ACTIVE = State Employees and Non-state employees (formerly associate members)
- RETIRED = Retired CWC Members

SINCE = Date individual became a member

OFC = Member's ARU

Chapter Membership Activity Report – a detailed report of all membership activity in a given month. It also shows the total new members for each quarter *and* the cumulative year-to-date numbers.

COMMUNICATION

Cal-Liope Articles

The Cal-Liope is published six times a year. Each publication contains news about local chapter activities as well as articles on a variety of state activities. This is your opportunity to tell your members and the rest of the state about your local chapter achievements. Submit your articles to Mary Navarro-Aldana as an attachment to your e- mail to mary.navarroaldana@icloud.com and cc to Val Moeller retire2k07@aol.com.

E-mail or Intranet

Remember that EDD e-mail use is limited to educational announcements only.

Potential Flyer-of-the-Month and Flyer of the Year Awards

Period covered for contest – January through December

A winner may be selected feasibly each month in the contest year and a certificate is awarded to each of the winning chapters for the Flyer of the Month. The Chapter that wins the Flyer of the year may be awarded a plaque.

TIPS:

- If the flyer is for a District Event, make sure your chapter's name is listed
- Include on the flyer: handicap accessible image or wording, name of speakers or trainers, complete date, and location (name of building/office & address), starting and ending time, name of chapter/logo.
- Originality

Local Chapter Newsletters

Period covered by contest: January through December

Judging is done in April prior to the State Convention in May. Awards may be presented at the State Convention Awards Luncheon.

Criteria and Points for Scoring

<u>Points</u>	<u>Type</u>
1 point – per issue	Number of issues in the year
0-15 points	Articles on Education and Training
0-10 points	Format, (Name of newsletter, Chapter editor, period covered clearly noted, volume, layout, type used, etc.)

Chapters should submit **newsletters and flyers quarterly** to the Second Vice-President.

Social Media

Period covered for contest – January through December

Social Media Accounts and Postings on Facebook, LinkedIn, Twitter, and Blogs will be judged prior to the State Convention. A first, second, and third place award may be presented at the State Convention Awards Luncheon. There is no award period for Social Media this year. We have created a new position- Social Media Lead. We are in the growth stage of the position.

Criteria and Points for Scoring

<u>Points</u>	<u>Type</u>
5 points	For each account activated each year (and that remain active)
0-15 points	Postings regarding Legislation or Education
0-15 points	Appropriate postings promoting local or State activities

Chapters must include copies of their accounts and postings in their quarterly reports.

FORMATS FOR SUBMITTING CAL-LIOPE ARTICLES AND PICTURES

Please submit ALL articles as Word Documents attached to your e-mail. It is preferable that you do not use the “Header/Footer” templates. Be sure to type your article in Arial font, size12, with **NO** formatting (this means do not use other sizes or bold anything, or the use of bullets).

Chapter Activities Articles

Use the following format:

NAME OF THE CHAPTER – Title for the Activity
BY Name of the Writer and their State and/or Local Chapter Title

Sample:

ORANGE EMPIRE CHAPTER – New Officers Installed
BY Nanette Bowman – Secretary and Orange Empire Member

On May 15, 2012, the Orange Empire Chapter held a gala event to install our new officers for the year 2013-2014.

All Other Articles

Please use the following format:

TITLE OF THE ARTICLE
BY Name of the Writer and their State and/or Local Chapter Title

Sample

:

AWARD CHANGES ENACTED
BY Pat Thornton, State Executive Office
and Sacramento Chapter Member

Submitting Pictures

Please send all pictures as **.jpg** attachments to your transmitting e-mail (**Do not embed pictures in your articles**). Please include captions with your pictures. Images should be of a high resolution, and the decision to use or not use a picture will be at the discretion of the Editor.

CWC WEBSITE – www.californiaworkforceconnection.org

Purpose

The California Website is an information sharing system, a means of communicating information to all our members. This Website has been effectively designed to meet the needs of CWC members. Contact the Website Administrator to obtain your Members Only Access.

Please share the Website address with all of our members via your newsletters, at chapter meetings, and at any single point of contact. Include the Website address on any business cards you develop as CWC officers.

If you have a Local Chapter website, please send that URL address to the webmaster, and we will link to it on our website on the Communication page. You are encouraged to do the same with the California Website. The contact e-mail is: bjtsims@gmail.com

Description

Each page has information all members can refer to, including links to documents that they can print and use, including the Bybee grant application form, and the CWC membership application (see website). The Contact page has phone numbers and e-mail addresses for individuals that members might need to contact. In addition, members can obtain information on upcoming activities on the Event page, which has a calendar with additional links on the dates that activities are occurring.

Schedule for Updating Website

The Website is updated weekly. The following information is needed to be able to update the Website:

From Chapter Presidents:	July	List of Chapter officers, contact information for President
	August	A copy of your activity calendar
	On-going	Notice of each new activity not previously on your activity calendar
	On-going	Pictures of activities with individual release to be posted on website
From District Directors:	July	Contact information
	On-going	Notice of each activity (District meetings, training sessions, etc.)
	On-going	Picture of self with release

MARKETING

CWC PROMOTION

Here are some *examples* of activities that can be done that promote membership and publicize the objectives of the organization:

- CWC Day (usually on Friday)
- Organize a lunch walk
- Presentations at meetings
- Host a Webinar or Training
- Utilize Social Media (Website or LinkedIn)

WEBSITE POSTINGS

Here are some examples that promote communication through the website:

- New Elected Chapter Officers
- Flyers of Events
- Training Announcements
- Chapter Newsletters
- Conferences
- Seminars
- Zoom Meetings Announcements, etc.
- Calendars of Coming Chapter Events

Social Media

- The Social Media Lead in conjunction with the 2nd Vice President, judges all chapter's social media accounts and postings for the period covering January – December.
- Social Media accounts and postings include LinkedIn, Blogs, and Chapter Websites.
- Due to the current pandemic and ongoing restrictions, there may not be a social media contest this year. Further criteria for judging awards will be defined between the 2nd Vice President and the Social Media Lead.

BYBEE GRANT INFORMATION

Purpose: This program is designed to provide financial assistance to the CWC members who want to enhance their skills, knowledge, and abilities in the field of workforce development.

Eligibility: An applicant must be a member of the CWC for at least one year.

- **For Individuals:** Courses such as Microsoft Excel, Technical Writing, Communication Skills, etc. are usually accepted; please contact the Bybee Board with questions on acceptable courses.
- **For Local Chapters/Groups:** Grants may be awarded for speakers providing relevant training otherwise not offered through the department and can also be used for any materials, printing, travel, etc. associated with the training.

Awards: Bybee trustees can approve grant requests **up to \$500** or two grants per member, per fiscal year, whichever is less. Any request over that amount must be approved by the executive board of the CWC.

Procedure: Once a training course has been completed, application forms with required documentation are to be submitted by the applicant (member or chapter) to all three Bybee trustees. You can mail, e-mail (scanned documents with signatures), or fax the application and supporting documents. Two of the three trustees must approve the grant request. In special situations, a Bybee trustee may give tentative approval of the training course prior to completion. No payments will be made until after the course has been completed and the board has received proper documentation.

Payment: The CWC Treasurer makes payment for an approved educational grant.

Exceptions: Grants may not be used for institutes, conventions, books, or college matriculation purposes to obtain a degree. The number of grants available is based on the solvency of the Bybee Trust Fund.

Application is available on the website www.californiaworkforceconnection.org under WHAT WE OFFER/EDUCATION tab.

See CWC Operating Procedures 9.00 for additional information.

Send completed application to one of the following Bybee Board of Trustees:

John Szeibert
3687 N. Sierra Way
San Bernardino, CA
92405 jssei@hotmail.com

Tom Sims
2367 Venn Ave.
San Jose, CA 95124
bjtsims@earthlink.net

Arlene Bautista
4312 Rilea Way Apt 1
Oakland, CA 94605
ajosebautista@gmail.com

CWC Patricia M. Thornton Group Education Grant

The CWC offers the Patricia M. Thornton Group Education Grant to Local Chapters who provide training at the local level to their members.

Eligibility - Available to active local chapters to use in supplementing their educational activities. Requests must be made by the local chapter president and must be submitted within 30 days of the educational activity.

Each local chapter may apply once within the administrative fiscal year; the maximum authorized is \$300.

This grant is not available to individual members (they may apply through Karl E. Bybee).

Review the grant application for eligibility requirements; please adhere to all items, and special attention to #8:

[Application for the CWC Patricia M. Thornton Group Education Grant](#)
 (More information can be found under "Capacity Building" on the California website)

1. Applying Local Chapter _____ Local Chapter President _____ Address _____ City _____ Zip _____ Office Phone _____ Home Phone _____	
2. Name of Trainer _____	
3. Program Title _____	
4. 4. Program beginning date _____	Program ending date _____
5. Total members participating _____	Total participants _____
6. Total amount requested _____	
7. Send check to (<input type="checkbox"/>) Local Chapter President (<input type="checkbox"/>) Trainer	
8. Include the following documentation: a. Expense breakout of cost of training (not including refreshments) b. Summary of program objective (flyer will suffice) c. Training description (may be included on the flyer) d. Final list of attendees with membership verified	
9. Local Chapter President Signature _____ Date _____	

CWC Patricia M. Thornton Group EDUCATION REIMBURSEMENT CHECKLIST

Date:

Chapter: _____

President Signature: _____

Amount requested: \$_____

Education Expense Voucher

Receipt

Flyer

Sign-in Sheet

Type of Training Material

Books

Publications

Other

Approved by Education Chair **Yes** **No**

Comments:

For Treasurer Use Only:		
Date received: _____	Check # _____	Amount \$ _____

CWC Patricia M. Thornton Group Expense Voucher

NAME _____	DATE: _____
SIGNATURE _____	
STREET _____	
CITY _____	STATE _____ ZIP CODE _____
WORK PHONE: _____	HOME PHONE: _____
POSITION HELD: _____	

Category No.	Description of Educational Activity	Expense Amount	Receipt
9120			

Instructions: Please submit receipts, flyers, material contents (book/booklet). Also please list speaker fees and/or honorarium. Please mail to Education Chair listed on the CWC Roster.

(This application is available on the California Website.)

CHAPTER ACTIVITY POINTS & QUARTERLY REPORT

Background

Chapter activity is the area where we recognize all the work the Local Chapters accomplish. Scoring from Local Chapter reports is done on a calendar quarter basis. Points are given in numerous categories - and remember these key details:

- One event may be scored in more than one category.
- Points accumulated help each Local Chapter receive the maximum recognition for achievement.
- **If it is not documented in the report, it did not happen!**
- Quarterly Summary page is due two weeks before the Board Meeting

Responsibility

The CWC First Vice President is responsible for scoring Chapter Activities reports. The points are awarded on the basis of the report and documented activities of the Local Chapters. Questions about scoring and points received should be directed to the First Vice President. Reports are typically due at the State Board meetings; however, the First Vice President may provide other instructions and/or an extension. Late submissions of quarterly reports will receive **zero** points.

Scoring

Local Chapters are separated into three size categories: small, medium and large chapters. Fewer than 100 members is a small chapter, 100-199 is a medium chapter, and 200 up is a large chapter. The category of your chapter is based on your chapter membership at the beginning of the calendar year, and your chapter remains in that category throughout the Award Year. An increase in membership during the year will not cause a chapter to be elevated to the next category until the following year.

Categories of Chapter Activities

There are nine (9) categories of chapter activities:

- | | |
|-----------------------------------|------------------------|
| 1. Local Chapter quarterly report | 6. Marketing |
| 2. Chapter functions | 7. Conferences |
| 3. Communication* | 8. Membership |
| 4. Education* | 9. Chapter Development |
| 5. Awards/Recognition | |

***State awards in these categories plus overall chapter activity is based on documentation in quarterly reports.**

Prepare Two **(2) copies** of your quarterly report for the:

1. CWC First Vice-President
2. Your File
3. CWC Second Vice-President receives one color copy of newsletters, flyers, and social media.

CWC ACTIVITIES SCORING SHEET

QUARTER _____

LOCAL CHAPTER _____

Category	Activity	Documentation (when requested)	# of Items	Value	How measured	Total
Chapter Report	Quarterly Report	Scoring sheet and summary		5	written report	0
		On-time Submission		5	bonus points	0
Chapter Function	Participation in Local, District, or State Board Meeting	Copy of Sign-In Sheet or Minutes		5	each meeting held	0
Communication	Yearly Calendar Distributed to Local Chapter Members	Copy of email to members		15	per quarter	0
	Local Chapter/District Newsletter (minimum 2 pages of written content)	Copy of Newsletter		10	each issue	0
	Flyer	Copy of Flyer (color)		5	each	0
	Article printed in the Cal-Liope highlighted article	Copy of Cal-Liope Article (print page,		25	each article	0
	E-mail Communications with Members	Copy of E-Mail		2	each	0
	Social Media Updates/Contributions	Print out of Updates		10	per quarter	0
Education	Hours of Education & Training	Flyer/Program & Sign-in sheet		10	each hour	0
	CWC-Created/Modified Educational Material	Copy of Edu. Material		20	each	0
	Other Educational Materials	Copy of Edu. Material		10	each	0
	Webinar Training	Flyer & Registration List		20	each training session	0
	Application for any State Grants	Copy of Application		50	each submission	0
	Approved request for State Grant	Copy of Approval Letter		25	each approval	0
	Chapter Mini-Seminar or Conference	Flyer/Program & Sign-In Sheet		100	each event (4 hour minimum)	0
Recognition	Nomination for State Award	Copy of Nomination Form		50	each nomination	0
	State Award Nomination in all 8 Categories	(above forms)		100	bonus points	0
	State Award Winner	Cal-Liope Article		25	each category	0
	Chapter, District, or State Award Event Attendance	Flyer/Program & Sign-In Sheet (or Registration List)		50	each event	0
	Chapter, District, or State Award Planning Meetings	Sign-In Sheet or Minutes		10	each meeting	0
Marketing	CWC Presentation at an event or meeting	Flyer, Program, Agenda, Minutes, or Article		25	each meeting or event	0
	Outreach to Partner Organizations	Copy of email		20	each organization	0
	Meeting with Workforce Agency Administrators	Agenda, Minutes, Article, or Sign-In sheet		20	each meeting	0
	Website posting/listing of events	Copy of website request		20	each submission/listing	0
	Sponsoring/Hosting Event or Reception	Flyer, Program, Agenda, or Sign-In sheet		20	each meeting or event	0
Conferences	Members who attended CWC Conference/Mini-Seminar	Copy of Attendance Roster		20	each member	0
Membership	New Members	Copy of Chapter Activity Report		20	each	0
Chapter Development	Attended Officer Training (Local, District, or State)	Copy of Sign-In Sheet		20	each event	0
	CWC acknowledged when participating in a community affair	Flyer, Program, or Pledge Form Mentioning CWC		20	each event	0
	Chapter Service Project (Walks, Drives, Collections, etc.)	Flyer, Program, or Copy of Cal-Liope Article		20	each event	0
Total Pts.						0

Sub-Chapter President Signature: _____

Date: _____

CWC First Vice-President Signature: _____

Date: _____

(This score sheet is available on the California Website.)

(Rev. Jan. 2020)

Description of Categories

Now that you have the point value of all the activities, remember these two guidelines:

- Documentation is the #1 KEY element to receiving points due to your chapter.
- Communication is the #2 KEY element to gathering the information.

Develop a two-way method of communication with your members who are involved in all of these categories and be sure to have them submit to you and your board members, those items you will need for documentation.

1. Quarterly Report

You get 5 points for submitting your report. The report is comprised of a Quarterly Report Summary (see sample on page 33) and the CWC Activities Scoring Sheet (rev 1/25/20). The report can be emailed to the First Vice-President of record on the CWC Board of Directors list or on the CWC Website. No documentation needs to be attached to the report, but you should have documentation at the ready should it be asked to support the points that you are requesting.

2. Chapter Functions

These points are for holding or attending various meetings of your chapter and district. You can receive points for your Local Chapter board meetings and general membership meetings.

3. Communications

Calendars for the year should be developed at the first Chapter Board meeting of the year and can always be updated and amended as the year progresses.

Email or send **original color copies** of your own newsletter and flyers to the Second Vice-President. They are used for judging purposes, so be sure they are clean, crisp, and media appropriate.

Creating and updating Social Media pages will give you points as well.

4. Education

Any dinner meeting that has a topic speaker is probably worth at least one hour of education points. Include the topic and the amount of time the presenter spoke in your Summary report. As a reminder, flyers should always have beginning and ending times related to Education and/or Training.

Educational material such as PowerPoint presentations, handouts, pamphlets, booklets, etc. should be created or modified for the **CWC** audience. Points are counted if your chapter provides training and creates a new presentation as well as if the presentation were modified (from department or other training) for the members and non-members. If you put on a webinar, that also counts.

Applications and approved grants from the State Education Grant or Karl E. Bybee are worth points. Please list names of applicant for Bybee on the Summary report.

You also get points when your chapter sponsors or co-sponsors any training or mini seminar (4 hours or more).

5. Awards/Recognition

Submitting a nomination for a state award is worth points. If your chapter submits a nomination in every category, you earn bonus points. Please list name of nominee and category on the Summary Report.

Awards presented to your chapter by the State counts for points. List the awards in the Summary Report. Attendance at local chapter, district, or state award events count for points. Also, participation in any level planning meeting also counts.

6. Marketing

CWC Presentation at an event or meeting. Outreach to partners, either in person or by email is highly encouraged and counts for points. Website postings and sponsoring or hosting events count for points.

7. Educational Conferences and Convention

When you and/or your chapter member(s) attend a State Educational conference points are counted. Attending planning or wrap-up meetings for conferences also count.

8. Membership

Each new member signed-up is worth 10 points. This information will be verified with the Membership Coordinator.

9. Chapter Development

You get credit if you attend officer training. CWC members are regularly active in their communities. You get points if you or your member participates in or is involved in community service projects or fundraisers for a specific charitable organization or relief effort and is recognized as a CWC member.

Correspondence or letters to/from community organizations discussing, acknowledging, or requesting/thanking you for your CWC chapter support or involvement also receive points.

Chapter members can take initiative to develop chapter service projects for the benefit of members of the community and/or for the betterment of life for the members.

Examples: Food drives for the needy, community projects, recycling/environmental efforts, wellness programs, employee medical contribution drives, fundraisers for specific charitable causes, fundraisers for disaster mitigation, an/or projects/functions to promote CWC to groups or offices, etc.

*****WHAT DOESN'T COUNT** - Chapter or local exclusively social events; fundraisers whose only purpose is to increase chapter revenues. ***

****Sample Quarterly Report Summary****

NAME OF YOUR CHAPTER
QUARTERLY REPORT for Q2 – April, May, June 2013

DATE	SUMMARY	FUNCTION
4/1/2013	Registered for Step Out: Walk to Stop Diabetes walk (Print Out of Donation Receipt)	Chapter Service Activity
4/4/2013	All member distribution (e-mail) – Call for Nominations	Communication
4/10/2013	All member distribution (e-mail) – NASWA update	Communication
4/19/2013	EDDNet – Announcement of Conference to all EDD employees on the Intranet site (Copy of Site: Initial Page & Detailed Announcement)	Communication
4/21/2013	All member distribution (e-mail) – Yearly Calendar	Communication
4/25/2013	Savings Plus Presentation – Glendale, CA [8:30 a.m.-12 noon (3.5 hours)] (Sign-in Sheets, flyer, educational materials)	Education Communication
4/26/2013	Article Submission to Oakland Tribune (e-mail, article)	Marketing
4/28/2013	Chapter Service Project – March of Dimes (flyer)	Chapter Service Activity Communication
4/29/2013	CWC acknowledged by Community (e-mail)	Chapter Service Activity
5/2/2013	Local Chapter Executive Board Meeting (minutes)	Chapter Function
5/3 – 5/4/2013	State Educational Conference and Convention (2 members attended – conference list) (flyer, workshop materials, Cal-Liope article) – Oakland, CA	Conferences Communication Education
5/3/2013	State Award Winner: Meritorious Service Award (Individual) (Cal-Liope article – highlighted in yellow)	Awards/Recognition
6/8/2013	Chapter Participation in District Meeting Awards Planning Meeting (Agenda, sign-in sheet, minutes, 2 members)	Chapter Function Awards/Recognition Communication
6/10/2013	Presentation at New Employee Orientation – Buena Park, CA (sign-in sheet)	Chapter Development
6/17/2013	All member distribution (e-mail) – Announcement of Local Board	Communication
	Articles printed in Cal-Liope: 6 (Cal-Liope articles – highlighted in yellow)	Communication
	New members this quarter: 1 (Membership Chapter Activity Report)	Membership

CWC Sample Planning Calendar 20XX-20XX

July	August	September
15 Cal-Liope Articles due Treasurer's Report due Local Board Meeting	Local Board Meeting State BOD Meeting Quarterly Report Due	15 Cal-Liope Articles Due Local Board Meeting Local Chapter General Meeting
October	November	December
Local Board Meeting Quarterly Report & 15 Treasurer's Report due State BOD Meeting	Local Board Meeting Local Chapter Quarterly General Meeting 15 Cal-Liope Articles Due	Local Board Meeting
January	February	March
15 Cal-Liope Articles Due Local Board Meeting 15 Treasurer's report due to State Chapter	Local Board Meeting Local Chapter Quarterly General Meeting	1 Award nominations & quarterly reports due 15 Cal-Liope Articles Due Local Board Meeting
April	May	June
Local Board Meeting State BOD Meeting Treasurer's Report due Quarterly Report Due State Convention/ Conference	15 Cal-Liope Articles Due Local Board Meeting	Local Board Meeting

CWC Awards Program

Award of Distinction

(member or non-member – individual and group)

The **Award of Distinction** recognizes outstanding contributions to the association or to workforce development programs. The recipient(s) must be from a private sector or non-governmental, or a non-profit organization.

Meritorious Service Award

(member – individual and group)

The **Meritorious Service** Award recognizes outstanding service or achievement beyond normal expectations or job requirements, which benefits CWC and the workforce development field.

Customer Service Award

(member or non-member – individual and group)

To recognize exceptional service to customers served throughout the workforce system including, but not limited to work with job seekers, UI claimants, businesses, schools, vocational rehabilitation clients, veterans, people with disabilities, former felons, co-workers, youth, welfare recipients, and job training participants.

Services to Veterans

(member or non-member – individual and group)

The Services to Veterans Award recognizes an outstanding, innovative program of awareness and furthering of veterans' interests and rights in the workforce.

Retiree Award

(Member – individual)

The Retiree Award recognizes continued outstanding commitment to the association's objectives following retirement.

Employee Performance Awards (EDD & Partner Staff)

(member – individual and group)

Given to a person or group who has demonstrated outstanding conscientious service rendered through excellence in, and the diligent dependable and trustworthy performance that is above and beyond assigned duties.

Fostering Partnership Award

(member or non-member – individual and group)

This new award was created to promote the partnerships between various organizations and client in the workforce development system. The award will be given to a person or group who has demonstrated diligent efforts to partner with the EDD and/or CWC to better services to the public or members.

NOMINATION SUBMISSION COMPONENTS

A. **Nomination Presentation**

The nomination must be **typed, double-spaced, 12 size fonts**, on 8½ x-11-inch paper. A binder and tabs are no longer needed; a folder is sufficient enough to hold a nomination and any documentation if the nomination is mailed.

B. **Standard Nomination Form**

This form must be the first page of every written nomination.

C. **Narrative**

This descriptive narrative should focus on the details of the actual accomplishment and include any necessary background information that explains why the accomplishment was exceptional to the association or agency. The narrative should be between 1-10 pages in length.

D. **Documentation**

The narrative must be supported *only* by **documentation** that relates directly to the accomplishment activities on which the nomination is based. The documentation may be flyers, articles, endorsements, recommendations, testimonials, etc. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be *mounted* on 8½ x 11-inch paper.

➤ **Disqualification**

A nomination may be disqualified if it does not meet the nomination criteria. However, it may be reclassified to another category, if applicable.

***Please note: You can submit the nomination by email, mail, or fax. Contact the 2nd Vice President if you have questions or need the appropriate contact information. ***

CALIFORNIA WORKFORCE CONNECTION – STANDARD NOMINATION FORM
ENTRIES MUST BE POSTMARKED BY March 1, 2021

1. Check the specific award for which this nomination is submitted

- | | |
|--|---|
| <input type="checkbox"/> Award of Distinction
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> EDD Employee Performance Award
<input type="checkbox"/> <u>Workforce Services Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Meritorious Service Award
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> <u>Unemployment Insurance Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Customer Service Award
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> <u>Disability Insurance Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Services to Veterans Award
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> <u>Tax Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Retiree Award (Individual) | <input type="checkbox"/> <u>Administration Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Fostering Partnership Award
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> <u>Information Technology Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| <input type="checkbox"/> Partner Employee Performance Award
<input type="checkbox"/> Individual <input type="checkbox"/> Group | <input type="checkbox"/> <u>Policy, Accountability, & Compliance Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |
| | <input type="checkbox"/> <u>Public Affairs Branch</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Group |

2. This nomination is submitted by the _____ Chapter

3. Name of Nominee: _____ Member Non-member

Verification of membership (*Awards Committee use only*) _____

(*If for a group, attach additional pages answering all parts of "#3 Name of Nominee" for each group member*)

Professional Title: _____

Employer/Organization/Local Office Name: _____

Complete Address: _____, _____, CA, ZIP _____

Telephone: _____ E-mail: _____

4. Name of Nominator: _____ Member Non-member

Verification of membership (*Awards Committee use only*) _____

Professional Title: _____

Employer/Organization/Local Office Name: _____

Complete Address: _____, _____, CA, ZIP _____

Telephone: _____ E-mail: _____

5. Local Chapter President's Signature _____

6. Date Submitted _____

7. CWC Mailing and Postmark Verification Policy

1. All entries must be postmarked on or before March 1.
2. Entries must be mailed to the appropriate state chairperson or state officer.

Mail Nominations to:

- o *Retiree* Chair
- o *Other award nominations* to Second Vice-President
(This application is available on the California Website.)

Award of Distinction

(Member or non-member – individual and group)

The Award of **Distinction** is one of the highest honors CWC presents to individuals or groups who contribute to workforce development. It recognizes those who made outstanding contributions to the Association or to the workforce development programs. The nominees, however, must be from a private sector or non-governmental nonprofit organization and not employed by a workforce development entity.

CRITERIA

One or more of the following achievements is required for the Award of **Distinction**:

A. Promoting Legislation

Performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.

B. Specialized Customer Services

Displayed a great interest and performed outstanding services in specialized customer fields, including, but not limited to, vocational training, welfare-to-work, and people with disabilities, unemployment insurance/compensation and youth.

C. Health and Working Conditions

Demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.

D. Professional Advancement

Performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.

E. Community Awareness

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- The nominee must be from a private sector or non-governmental, nonprofit organization, not employed by a workforce development entity.
- Nominees need not be a CWC member if nominated by one.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.

**Send nominations by March 1: CWC Awards Chairperson
(Second Vice President)**

Award of Distinction Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA		0 — 25
A. Promotion of Legislation	0-5	_____
Nominee performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.		
B. Specialized Customer Services	0-5	_____
Nominee displayed a great interest and performed outstanding services in specialized client fields, including, but not limited to, vocational training, welfare-to-work, and people with disabilities, unemployment insurance/compensation and youth.		
C. Health and Working Conditions	0-5	_____
Nominee demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.		
D. Professional Advancement	0-5	_____
Nominee performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.		
E. Community Awareness	0-5	_____
Nominee performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.		
INDIVIDUAL INITIATIVE		0 — 5
1. Beyond normal job responsibilities and hours of work, or	0 or 5	_____
2. Within job responsibilities, but required considerable outside work, or	0 or 3	_____
3. Within job responsibilities and required no extra effort	0 or 1	_____
TOTAL POSSIBLE POINTS (for judging purposes only)	30	_____

Meritorious Service Award

(member – individual and group)

The Award of Merit recognizes outstanding service or achievement, beyond normal expectations or job requirements, which benefits **CWC** and the workforce development field.

CRITERIA

An individual or group nominee should have significant achievements in one or more of the following areas:

A. Advancing CWC Objectives

The nominee must have demonstrated accomplishments that resulted in advancing the objectives of **CWC**. Accomplishments may be demonstrated by the results the individual or group achieved in the leadership role and/or positions (not restricted to chapters) such as board members, committees, forums, teams, special projects, and initiatives. The accomplishments should be above and beyond the normal expected duties and accomplishments of the **CWC** leadership position held.

1. Benefits Derived from the Achievement

Results in increased public use of the agency program **OR** was an outstanding achievement for **CWC** activities.

B. Promoting Workforce Development Programs or Initiatives

The results of the nominee's efforts to enhance the awareness, knowledge, skills, and/or performance of workforce development professionals (e.g., increased productivity; impact on performance; impact on research, development; advancement of workforce development theories; cost savings; etc.).

1. Promotion of CWC and Workforce Development Agency Programs

Leadership displayed in furthering the understanding and/or practice of workforce development programs or initiatives. Promotes two or more programs of the agency **OR** increases **CWC** participation.

2. Individual Initiative Displayed

Individual initiative taken by the nominee beyond the job responsibilities and hours of work.

3. Originality/Creativity

The idea was completely original in both concept and application.

4. Potential Use by Others

Could be used by most similar Workforce Development agencies or by all **CWC** Chapters.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- **CWC** membership is required in both the year during which the activity occurred (2020) and the year in which the nomination was submitted (2021).
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.
- Each local chapter may submit only one individual and one group nomination.

**Send nominations by March 1 to: CWC Awards Chairperson
(Second Vice President)**

Meritorious Service Award Judging Sheet

Contest Year: _____ Chapter: _____

Nominee: _____ () Individual () Group

JUDGING ELEMENT	Point Range	Allowable Weight	Score
1. Benefits Derived from the Achievement A. Results in increased public use of the agency program OR was an outstanding achievement for CWC activities.	11-20	0-20	
B. Improves internal operations of a Workforce Development Agency OR improves internal objectives in CWC activities.	0-10		
2. Promotion of CWC and Workforce Development Agency Programs A. Promotes two or more programs of the agency OR increases CWC participation.	11 – 20	0-20	
B. Promotes one program of the agency OR increases CWC participation on the chapter level.	0-10		
3. Individual Initiative Displayed A. Was the individual initiative taken by the nominee beyond the job responsibilities and hours of work?	15-21	0-21	
B. Probably within normal job responsibilities but requiring considerable outside work.	7-14		
C. Definitely in line with the normal job responsibilities and entirely on agency time.	0-6		
4. Originality/Creativity A. The idea was completely original in both concept and application.	17-21	0-21	
B. The idea originated outside CWC and agency programs.	11-16		
C. The idea was previously used in an agency program but was adapted for the first time.	5-10		
D. Nominated achievement is mandated or expected by most agencies or CWC .	0-4		
5. Potential Use by Others A. Could be used by most similar Workforce Development agencies or by all CWC Chapters.	12-14	0-14	
B. Could be used only by agency programs with similar industrial and geographic situations or by the CWC Chapters.	9-11		
C. Could be used by a very few Chapters or other similar Workforce Development agencies.	4-8		
D. Nominated achievement is mandated or expected by most agencies or CWC Chapter OR is mandated as a required activity of the CWC .	0-3		
TOTAL POSSIBLE POINTS		96	

(This judging sheet is available on the California Website.)

Customer Service Award
(member or non-member – individual and group)

To recognize exceptional service to customers served throughout the workforce system including, but not limited to work with job seekers, UI claimants, businesses, schools, vocational rehabilitation clients, veterans, people with disabilities, former felons, co-workers, youths, welfare recipients, and job training participants.

CRITERIA

One or more of the following achievements is required for the Workforce System Customer Service Award.

A. Customer Services

Demonstrated exceptional devotion and performed outstanding services for the betterment of workforce system customers which made a difference in a customer's life.

B. Resource Promotion

Performed outstanding work in encouraging customers to use workforce system services, which enhanced the relationship between workforce system providers and the community.

C. Partnering

Collaborated with an organization or appropriate audience to act on critical issues concerning workforce development for customer groups.

D. Creativity/Innovation

Initiated a program idea or innovation that creatively solved a problem or challenge, or improved the delivery of workforce services to customers

E. Improved Operational Efficiency

Performed outstanding work in improving the operational efficiency of a workforce program, which resulted in increased customer service/satisfaction. Examples include improving goals, reducing costs, improving use of technology, staff development, outstanding leadership/management, etc.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- Nominees need not be a CWC member if nominated by one.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.

**Send nominations by March 1 to: CWC Awards Chairperson
(Second Vice President)**

Customer Service Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

A. Customer Services

0-5

0 — 30

The individual/group has displayed exceptional customer service to make a difference in a customer's life; improved or enhanced the image of the workforce system; demonstrated outstanding leadership that had substantial impact on the improvement of working opportunities; working conditions, or entitlements for customers.

B. Resource Promotion

0-5

The individual/group shows efforts to involve the community and other supportive service for the betterment of the customer; performed outstanding work in encouraging customers to use workforce system services; enhanced the relationship between workforce development providers and the community.

C. Partnering

0-5

The individual/group collaborated with an organization or appropriate audience to provide exceptional customer service for a workforce system customer.

D. Creativity/Innovation

0-5

The individual or group initiated a program idea or innovation that creatively solved a problem or challenge, or improved the delivery of workforce services to customers

E. Improved Operational Efficiency

0-5

Performed outstanding work to improve the operational efficiency of a workforce program which resulted in increased customer service/satisfaction. This could be in terms of improving goals, reducing costs, improving use of technology, staff development, outstanding leadership/management, etc.

F. Membership

0 or 5

Is the individual nominee a member? Or Is 2/3 (66%) of the group members?

TOTAL POSSIBLE POINTS *(for judging purposes only)*

30

(This judging sheet is available on the California Website.)

Services to Veterans Award *(member or non-member – individual and group)*

To recognize those who have done the most to assist veterans and promote interest in their rights in the workplace. To recognize an outstanding, innovative program of awareness and promotion of veterans' interests and rights in the workforce.

CRITERIA

One or more of the following achievements should apply to the Services to Veterans Award nominees:

A. Specialized Needs Awareness

Successfully engaged audiences in a productive examination of the workforce development issues relevant to veterans to include TAP training and veterans employability skills workshops.

B. Resource Promotion

Performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development providers and the community.

C. Creativity/Innovation

The individual or group initiated a program idea or innovation that creatively solved a problem or challenge, or improved the delivery of workforce services to veterans.

D. Customer Services/Outreach

Demonstrated exceptional and outstanding services for the betterment of veterans groups including homeless veterans and special disabled veterans.

E. Partnering

Collaborated with veterans' service and/or other organizations to take action on critical issues concerning workforce development and veterans.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- Any nominee for the individual award must be a veteran.
- Nominees need not be a **CWC** member if nominated by one.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.

Send nominations by March 1 to: Service to Veterans Chairperson

Services to Veterans Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA		0 — 30
A. Specialized Needs Awareness	(0-1 each, 5 max.) 0-5	_____
Workshops and/or presentations		
B. Resource Promotion	0-5	_____
Did the nominee(s) promote the veterans program activities to increase job placement results?		
C. Creativity/Innovation	0-5	_____
Did the nominee(s) initiate a program idea or innovation that creatively solved a problem or challenge, or improved the delivery of workforce services to veterans?		
D. Customer Services/Outreach	0-5	_____
Were services provided at the VA Hospital, Vets Center, halfway houses, homeless assistance centers, etc.? (Examples: Job Fairs, Stand-downs, Service Providers, etc.)		
E. Partnering	0-5	_____
Did the nominee(s) interact with veterans' service organizations such as VFW (Veterans of Foreign Wars), American Legion, DAV (Disabled American Veterans), DOL (Department of Labor), etc.?		
F. Membership	0 <u>or</u> 5	_____
Is the individual nominee a-member?		
Is 2/3 (67%) of the group members?		
TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i>	30	_____

(This judging sheet is available on the California Website.)

Retiree Award *(member – individual)*

The Retiree Award recognizes continued outstanding commitment to **CWC** objectives following retirement.

CRITERIA

The nominee should have significant achievements in one or more of the following areas:

A. Advancing CWC Objectives

Accomplishments that advanced the objectives of **CWC**: Accomplishments may be demonstrated by results the individual achieved in a leadership role on a board, committee, forum, team, special project or initiative group, etc. (not restricted to **CWC** chapters). The accomplishments should be above and beyond the normal expected duties and accomplishments of the leadership position held.

B. Education

Activities and accomplishments that contribute to furthering **CWC** educational opportunities.

C. Membership

Activities and accomplishments that further **CWC** membership recruitment or retention goals.

A. Legislative

Grassroots legislative activities that support and further the legislative efforts for workforce development programs.

B. Communication

Activities and accomplishments that further **CWC** communicative efforts (newsletters, Website, printed materials, phone calling, e-mails, letter writing, etc.)

C. Non-dues Income

Activities and accomplishments that increase **CWC** non-dues income.

D. Mentoring

Activities that established and maintained positive mentoring relationship with another **CWC** chapter leader.

E. Community

Activities and accomplishments that further the member's local community.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- The nominee must have, at some point in time, retired from their employment position. Nominees who have since gone back to work remain eligible.
- The nominee's membership status may be retired.
- **CWC** membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- The major part of the activity/performance to be considered must have occurred during the calendar year prior to the year in which the award is granted.

Send nominations by March 1 to: CWC Retiree Chairperson

Retiree Award Judging Sheet

The selection team uses this scoring summary to determine the winner.

Contest Year: _____ Chapter: _____

Nominee: _____ Judge: _____

CRITERIA	0 — 50
A. Advancing “CWC” Objectives Accomplishments that advanced the objectives of CWC	0-10 _____
B. Education Activities and accomplishments that contribute to furthering CWC educational opportunities.	0-5 _____
C. Membership Activities and accomplishments that further CWC membership recruitment or retention goals.	0-5 _____
D. Legislative Grassroots legislative activities that support and further the legislative efforts for workforce development programs.	0-5 _____
E. Communication Activities and accomplishments that further CWC communicative efforts (newsletters, Website, printed materials, phone calling, e-mails, letter writing, etc.)	0-5 _____
F. Non-dues Income Activities and accomplishments that increase CWC non-dues income.	0-5 _____
G. Mentoring Established and maintaining positive mentoring relationship with another CWC chapter leader.	0-5 _____
H. Community Activities and accomplishments that further the member’s local community.	0-5 _____
VOLUNTEERISM	0 — 5
Extensive	0 or 5 _____
Moderate	0 or 3 _____
Minimal	0 or 1 _____
TOTAL POSSIBLE POINTS <i>(for judging purposes only)</i>	50 _____

(This judging sheet is available on the California Website.)

EMPLOYEE PERFORMANCE AWARDS

CRITERIA: The individual or group must have demonstrated outstanding conscientious service rendered through excellence in, and the diligent dependable and trustworthy performance *above and beyond* assigned duties. Consider factors which demonstrate outstanding achievement that contribute significantly to the smooth performance of operations

In addition, provide examples for all of the following areas (see judging sheet for details):

- | | |
|------------------------------|---|
| 1) Customer Service | 4) Creativity/Innovation |
| 2) Resource Promotion | 5) Improved Operational Efficiency |
| 3) Partnering | |

- 1) The position held by the person considered for this award must be one that is subject to accepted methods of quantitative and qualitative evaluation.
- 2) The performance to be judged must be in evidence for no less than one year and immediately prior to the award deadline.

EDD BRANCHES: (*member - individual and group*)

Eligibility: The nominee must be a member of **CWC** when the nomination is submitted for this award. For groups, two-thirds must be members. Non-members will be recognized at the discretion of the 2nd Vice President as Awards Chair.

- | | |
|----------------------------------|--|
| A. Workforce Services Branch | F. Information Technology Branch |
| B. Unemployment Insurance Branch | G. Policy, Accountability, & Compliance Branch |
| C. Disability Insurance Branch | H. Public Affairs Branch |
| D. Tax Branch | |
| E. Administration Branch | |

PARTNER AGENCIES: (*member - individual and group*)

CWC also recognizes the work of Partner organizations such as the Department of Rehabilitation, Workforce Investment Act Partners, the Small Business Administration, Employment Advisory Councils, Chambers of Commerce, governmental agencies, etc. They all play an important role in the workforce system and employment security, so **CWC** would like to acknowledge them accordingly.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements, including membership, will be disqualified.

- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.

Send nominations by March 1 to: CWC Awards Chairperson (Second Vice President)

Employee Performance Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____
 EDD Partner

CRITERIA

A. Customer Services

0-5

0 — 30

The individual/group has displayed exceptional customer service to make a difference in a customer's life; improved or enhanced the image of the workforce system; demonstrated outstanding leadership that had substantial impact on the improvement of working opportunities; working conditions, or entitlements for customers.

B. Resource Promotion

0-5

The individual/group shows efforts to involve the community and other supportive service for the betterment of the customer; performed outstanding work in encouraging customers to use workforce system services; enhanced the relationship between workforce development providers and the community.

C. Partnering

0-5

The individual/group collaborated with an organization or appropriate audience to provide exceptional customer service for a workforce system customer.

D. Creativity/Innovation

0-5

The individual or group initiated a program idea or innovation that creatively solved a problem or challenge, or improved the delivery of workforce services to customers

E. Improved Operational Efficiency

0-5

Performed outstanding work to improve the operational efficiency of a workforce program which resulted in increased customer service/satisfaction. This could be in terms of improving goals, reducing costs, improving use of technology, staff development, outstanding leadership/management, etc.

F. Membership

0 or 5

Is the individual nominee a member? Or Is 2/3 (66%) of the group members? 0 = No 5 = Yes

TOTAL POSSIBLE POINTS (for judging purposes only)

30

(This judging sheet is available on the California Website.)

Fostering Partnership Award

(member or non-member – individual and group)

This award was created to promote the partnerships between various organizations and client in the workforce development and employment security system. This new award will be given to a person or group who has demonstrated diligent efforts to partner with the Employment Development Department (EDD) and/or **CWC** while collaboratively delivering valuable and innovative services to meet the evolving needs of members, employers, workers, and job seekers.

Partner organizations such as the Department of Rehabilitation, Workforce Investment Act Partners, the Small Business Administration, Employment Advisory Councils, Chambers of Commerce, Businesses, governmental agencies, etc. all play an important role in the workforce system and employment security, so **CWC** would like to acknowledge them accordingly – whether they are members or non-members.

CRITERIA

A. Resource Promotion

Performed outstanding work in encouraging customers to use workforce system services, which enhanced the relationship between public and private workforce system providers within any of the nine EDD Branches and the community. Promoted the Local or State Chapter **CWC** services, grants, conferences, activities, etc.

B. Partnering

Collaborated with an organization or appropriate audience to take action on critical issues concerning workforce development for customer groups. Assisted the EDD in its educational efforts of the employment community. Partnership activities may include, but are not limited to, joint-effort job fairs or events, joint meetings, collaboration for job placement or tax seminars, combined training, marketing assistance, combined presentations, etc. Provided combined training for job seekers, employers and claimants and collaborative activities with other public and private agencies. Worked with the **CWC** to provide educational opportunities to members and other activities.

ELIGIBILITY

Nominations that fail to meet each of the eligibility requirements will be disqualified.

- Nominees need not be a **CWC** member if nominated by one.
- Only activities that occurred during the calendar year prior to the year in which the award is presented will be considered for recognition.

**Send nominations by March 1 to: CWC Awards Chairperson
(Second Vice President)**

Fostering Partnership Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: _____ Chapter: _____ Individual Group

Nominee: _____ Judge: _____

CRITERIA

0 — 30

A. Resource Promotion

0-10

The individual/group shows efforts to involve the community and other supportive service for the betterment of the customer. Performed outstanding work in encouraging customers to use workforce system services, which enhanced the relationship between public and private workforce system providers within any of the nine EDD Branches and the community. Promoted the Local or State Chapter CWC services, grants, conferences, activities, etc.

B. Partnering

0-15

Collaborated with an organization or appropriate audience to act on critical issues concerning workforce development for customer groups. Assisted the EDD in its educational efforts of the employment community. Partnership activities may include, but are not limited to, joint-effort job fairs or events, joint meetings, collaboration for job placement or tax seminars, marketing assistance, combined presentations, etc. Provided combined training for job seekers, employers and claimants and collaborative activities with other public and private agencies. Worked with the CWC to provide educational opportunities to members and other activities.

C. Membership

0 or 5

Is the individual nominee a member? Or is 2/3 (66%) of the group members? 0 = No 5 = Yes

TOTAL POSSIBLE POINTS (for judging purposes only)

30

(This judging sheet is available on the California Website.)

TOLL TRUST AWARD

The Toll Trust was established to present an annual award to a CWC member whose activities or accomplishments contribute most to the advancement of CWC activities and are exclusive of job performance. Nominees must be members during the current year and at the time the award is presented. Accomplishments may span a period before the calendar year but must be continuous into the previous calendar year. Some of the accomplishments considered include:

- Level of commitment
- Investment of time
- Years of service
- Association Pride
- Fundraising
- Legislative Action
- Sustained effort
- Promotion of membership
- Professionalism
- Volunteerism
- Local Chapter Mentoring
- Program planning and assistance

Write your nomination in the form of a narrative and mail, fax or email no later than March 1 to the **CWC Past Presidents Association Chair**.

MEMBERSHIP AWARDS

Local Chapter Membership Drive

Chapters with the most-new members may receive an award at the Annual State Convention. Membership applications must be postmarked by deadline announced by Membership Chair to be counted towards the membership drive.

Individual Recruitment

Awards may be given at the State Conference and Convention to the CWC members who recruit the most-new members. Applications must be postmarked by deadline announced by Membership Chair to be counted towards this membership drive.