VIRGINIA CUP 2014

The Virginia Cup is a management tool that when properly utilized will guarantee your chapter's continued success. If your chapter follows the plan set forth in the Virginia Cup 2014, you will obtain your goals and have a successful year. You are encouraged to participate! The instructions and criteria for participating in the Virginia Cup program follows.

For 2014, this form and supporting documents should be submitted directly to the Program Manager, Thomas Dean, via email to **vacup@va-jaycees.org**.

All submissions must be submitted by the day of each month indicated on the submission sheets. The submissions for the year 2014 will be Tuesday, **April 15th** (1st Quarter), Monday, **July 15th** (2nd Quarter), Wednesday, **October 15th** (3rd Quarter), and in Saturday, **January 10th**, 2015 (4th Quarter).

GENERAL RULES

1. The program will cover from January 1st, 2014 to December 31st, 2014. Point totals will be published on a quarterly basis. Those achieving the goals as set forth in this program will be recognized at each quarterly state meeting and at the Year-End Celebration in January 2015.
2. Any type of intentionally falsified submission will result in an automatic loss of all points involved in that submission.
3. The Virginia Cup Program Manager will verify, tabulate, and post all points.
4. The Management Vice President and/or the State President may grant waivers, possibly at a point deduction for each month the chapter is requesting the waiver(s). Waivers will only be granted for program items actually conducted and with notification of such on the day of the event.
5. All chapters will be notified as to insufficient funds check or as being on the debt list. If payment has not been made within 5 business days, all points for the quarter in question will be rescinded. Once payment is received, points will be reinstated.
6. A visitation, as noted in this document, refers to a visitation made by at least two (2) individuals of a chapter to another chapter and may be verified by a local officer or project chair of the chapter. Visitations to a regional event outside the home region count as a visitation. This counts as ONE (1) visitation and must be verified by the regional director of that region. Exception 1: one individual from a chapter can qualify for a visitation as long as a state executive officer attends that same function. This officer acts as a "wild card" and must also sign visitation in order for a chapter to use said visitation for points. Exception 2: one individual from a chapter can qualify for a visitation if the visited chapter is outside of the chapter's region. Points for visitation to chapters outside the visitor's home region will be permitted if a minimum of TWO (2) chapter members are present, granted proper verification is provided.
7. Renewals and new member additions must be paid in order to be submitted to the US Jaycees. Late renewals will result in an additional fee indicated in the by-laws of the Virginia Jaycees.

8. Membership points will be calculated/verified by the Program Manager based on membership submissions received by the Membership Vice President.
9. Attendance is defined as a member in good standing. (Member still within eligible Jaycee age and paid membership.) Attendance at state event cannot include members of the state executive committee.
10. Totals calculated in any checklist are for your convenience only. Actual totals are subject to verification and validation by the Program Manager and may differ in the event of any error or discrepancy.

Discretionary Points

1. Up to **500** points may be offered at the State President's discretion throughout the year. The criteria for these points will be published at least thirty (30) days in advance in the state mailer in the month for which they apply.
2. Up to **200** points may be offered at each Vice President's/CFO's discretion throughout the year. The criteria for these points will be published at least thirty (30) days in advance in the state mailer in the month for which they apply.

Supporting Documentation

The following items must be submitted to qualify for points:

- Virginia Cup Certification Form
- Copies of Proof of Liability insurance, 990 Form, Annual Report & Proof of Good Standing, Chapter Bylaws/Policies
- Chapter Plan of Action, Membership Growth Plan and Budget
- Chapter newsletter or website information with newsletter link
- Documentation for all projects conducted or training sessions attended to include: lists of attendees, dates and names of sessions
- Signed visitation forms
- Documentation for all awards/competitions submitted
- Documentation showing evaluation of chapter on monthly basis
- Proof of items uploaded to state & national website (eg, screenshot)

The applicable State Officer will verify the following:

- Attendance at Model General Assembly
- Camp Sponsorships
- Camp Work Party Attendance
- Civic Leadership Submission and Completion
- Project Management Guide Submissions (PMG's must be complete with all 10 sections addressed)
- Passport to Leadership
- Attendance at State Meetings, LOTS, and other state functions
- Local Officer Roster
- State Special Mail