

# WESTERN CANADA FEDERATION OF COSMOPOLITAN INTERNATIONAL AWARDS PROGRAM



**The Club that Fights Diabetes**

Compiled and Updated September 2018  
Updated January 2024

## Club Awards

1. Yearbook
2. Newsletter
3. Club Community Service
4. Big "C"
5. Visitation Award (WCF Only)
6. Membership Increase Award – Clubs with Membership Over 30 (WCF Only)
7. Membership Increase Award – Clubs with Membership Under 30 (WCF Only)
8. Attendance Percentage Award (WCF Only)
9. Distance Travelled Award (WCF Only)

## Individual Awards

1. Club President of the Year
2. Rookie of the Year
3. Cosmopolitan Member Community Service
4. Cosmopolitan of the Year
5. Patrick J. Hodgins Distinguished Member

There are other awards presented at the International level that are automatic and do not require nominations or entry forms. If you are interested in seeing what these awards are you can find them on the International website in the International Awards Brochure.

## WCF Awards Chair & Committee Responsibilities

Each year, the current Governor appoints a Lt. Governor who is responsible for Awards. In this manual, this Lt. Governor is referred to as Lt. Governor, Awards Chair. The Lt Governor, Awards Chair appoints three club members who form the Awards Committee. The Awards Chair will provide guidance and assistance to the Awards Committee members who determine the award winners.

The Awards Chair is responsible for all aspects of Awards. The Chair is responsible for regular liaison with clubs regarding awards, the process, guidance, and assistance. The Awards Chair is also responsible for ensuring that WCF Award winning entries are forwarded to Cosmopolitan International for Cosmopolitan International Awards. The Awards Chair is responsible for Award Recognition at the WCF May Convention.

# CLUB AWARDS

## 1. YEARBOOK AWARD

*Entry form is required and is provided on the following page.*

For the club having the most interesting and varied Cosmopolitan activities as demonstrated by their Yearbook. Creativity in design and physical aspect is encouraged and is an important part of the judging process; however, content will be foremost in the judges' minds. Judging will be conducted by the Convention Awards Committee. The yearbook must have a table of contents in the front that indicates the page numbers of each activity and the activity be easily identified on each page.

It is further required that the activities be in the following order in the book:

	Page(s)
1. Club Officer Installation	_____
2. Speakers at Club Meetings	_____
3. Membership Events	_____
4. New Member Inductions	_____
5. Club Board Meetings	_____
6. Educational Meetings	_____
7. Interaction with Other Clubs	_____
8. Recognition Dinners	_____
9. Social Events	_____
10. Fundraising	_____
11. Community Service Projects	_____
12. Federation Activities	_____
13. International Activities	_____

Each club is responsible for transportation and care of its yearbook at both Federation and International conventions. For WCF, the Yearbook should be given to the Awards Chair at the start of the convention and picked after the convention. The winning Yearbook must be delivered by the club to Convention Headquarters at the International Convention prior to the start of the scheduled awards judging, along with an entry form certified at the Federation, to be considered for judging. **Do not ship the yearbook to International Headquarters.**

Federation winners will be recognized at the International awards ceremony prior to awarding the first-place bannerette.



# *Cosmopolitan International*

## *YEARBOOK AWARD*

### *Entry Form*

The \_\_\_\_\_ Cosmopolitan Club  
of the \_\_\_\_\_ Federation hereby  
submits their yearbook for judging.

Yearbook Committee Chairman Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AT FEDERATION LEVEL:** *Submit with entry at Federation Convention*

Date of Entry \_\_\_\_\_ Due Date – At Federation Convention

Certified Federation Winner \_\_\_\_\_  
Federation Governor Date

**AT INTERNATIONAL LEVEL:** **Federation Winners Only**

**Due Date:** Yearbooks and entry form must be delivered to Convention Headquarters at the hotel prior to the start of the scheduled awards judging.

***Each club is responsible for transportation and care of its yearbook at the Federation and International Conventions.***

## 2. NEWSLETTER AWARD

*Entry form is required and is provided on the following page.*

For the club that has published what is judged as the best club newsletter, as judged by the Convention Awards Committee. Creativity is encouraged and is an important part of the judging process; however, content will be foremost in the judges' minds, along with neatness, printing quality, and English composition.

The top bulletin should include the following (for the WCF judging committee each bullet point is worth 5 points):

- Newsletter Name
- Editor's Name
- Name of Club
- Club City
- Club Address
- E-mail Address
- Officer List
- Up-to-Date Club Roster
- Meeting Place and Time
- Club and/or International's Web Address
- Attendance Figures
- Past and Future Programs
- Current Projects
- Member Information
- New Member Recognition
- New Member Promotion
- Federation Activities
- International Activities
- Humor

The newsletter shall be published at least once monthly either electronically or by hard copy. All above items do not need to be included in each issue but do need to be included between the combined issues submitted for judging.

If a club roster is not included in every bulletin, a separate club roster which has been sent with one bulletin may be submitted, with roster updates included in following bulletins.

For submission at the Federation level, each club is to send at least 6 (or more) electronic issues of the newsletter, along with the entry form, via e-mail to the Lt. Governor, Awards Chair by **March 31<sup>st</sup>**.

The winning club is responsible for transportation of copies of the bulletin to the International convention. An entry form, certified by the Federation, must be delivered to International Convention Headquarters prior to the start of scheduled awards judging, together with three (3) copies of six (6) issues of the bulletin. **Do not ship the bulletin entry to International Headquarters.**

Federation winners will be recognized at the International awards ceremony prior to awarding the first-place bannerette.



### **3. CLUB COMMUNITY SERVICE AWARD**

*Entry form is required and is provided on the following page.*

Awarded to one club for exceptional and outstanding service to the community. The award is based on (a) benefit to the community; (b) membership participation; and (c) Cosmopolitan identity.

An entry form must be submitted electronically via e-mail to the WCF Lt. Governor, Awards Chair by **March 31<sup>st</sup>** for judging.

The winning entry form, certified by the Federation, will be submitted by the Awards Chair to International Convention Headquarters prior to the start of scheduled awards judging, and must include purpose, value to community, committee organization, duration, summary of action taken, budget, benefits to club and International, recommendations for future similar projects, and general comments. **Do not ship the entry to Headquarters.** Judging shall be conducted by the International Convention Awards Committee.

Federation winners will be recognized at the International awards ceremony prior to awarding the first-place bannerette.



# Cosmopolitan International

## CLUB COMMUNITY SERVICE AWARD

### Entry Form

The \_\_\_\_\_ Cosmopolitan Club of the \_\_\_\_\_

Federation submits the following information for the Club Community Service award:

Name of Project: \_\_\_\_\_

Purpose: \_\_\_\_\_

Value to Community: \_\_\_\_\_

Committee organization: \_\_\_\_\_

Duration of Project: \_\_\_\_\_

Summary of action: \_\_\_\_\_

Budget: \_\_\_\_\_

Benefits to Club and International: \_\_\_\_\_

Recommendations for future similar projects: \_\_\_\_\_

General comments: \_\_\_\_\_

**AT FEDERATION LEVEL: Submit per Federation requirements – Electronically via email to WCF Lt. Governor, Awards Chair by March 31<sup>st</sup>.**

Date of Entry \_\_\_\_\_ Due Date – per Federation requirements **currently March 31<sup>st</sup>**

Certified Federation Winner \_\_\_\_\_  
Federation Governor \_\_\_\_\_ Date \_\_\_\_\_

**AT INTERNATIONAL LEVEL: Federation Winners Only.**

Entry form and supporting documentation must be delivered to International Convention Headquarters at the hotel prior to the start of the scheduled awards judging.



## 4. BIG “C” AWARD

*Entry form is required and is provided on the following page.*

The highest award given to those clubs that meet the stringent requirements in the areas of commitment, competence, and cultivation.

### COMMITMENT

- Cosmopolitan of the Year Award or Patrick J. Hodgins Distinguished Member Award presented at club level;
- Community Service Project(s), Cosmopolitan sponsored and publicized;
- Conduct a fundraiser for diabetes or contribute to a diabetes project;
- Club President or current club officer attend immediate past Federation Convention or be registered prior to judging of awards for the current year Federation Convention;
- Club President or current club officer attend immediate past International Convention or be registered prior to judging of awards for the current year International Convention; and
- COSMOTopics article submitted, with photo if available.

### COMPETENCE

- Current in all accounts;
- Club newsletter published at least once monthly, with Headquarters on mailing list. This includes those received electronically; and
- Club Annual Plan submitted to Headquarters.

### CULTIVATION

- Building of new club or a net increase in membership as of the end of the current Cosmopolitan year on June 30.
- Club must be at charter strength (20 members) as of the end of the current Cosmopolitan year on June 30.

**WCF judging committee please note:** All clubs that meet the requirements for this award will be awarded at the Federation and International levels. There can be more than one winner of this award.

A Big “C” entry form is required from the club to be considered. The deadline for Headquarters to receive the entry is no later than June 15<sup>th</sup>, by the Lt. Governor, Awards Chair. Electronic submissions are preferred and may be sent to [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org).

Bannerettes will be awarded at International Convention to the winners.



*Cosmopolitan International*

**BIG "C" AWARD**  
*Entry Form*

Cosmopolitan clubs must meet requirements in three (3) categories of club operations to qualify: COMMITMENT, COMPETENCE and CULTIVATION.

**COMMITMENT:** Club must meet all the following commitment requirements:

Present one of the following awards at club level: Cosmo of the Year Award, Patrick J. Hodgins Distinguished Member Award, or Distinguished Service Award

Recipient(s) \_\_\_\_\_

Community Service Project(s) Cosmopolitan sponsored and publicized *(Describe)*

\_\_\_\_\_  
\_\_\_\_\_

Conduct a fundraiser or make a contribution to a diabetes project *(Describe)*

\_\_\_\_\_  
\_\_\_\_\_

Club President or current club officer attend immediate past federation convention or be registered prior to judging of awards for the current year Federation Convention

Club President or current club officer attend immediate past International convention or be registered prior to judging of awards for the current year International Convention

Submit an article for *CosmoTopics* to Headquarters

**COMPETENCE:** Club must meet all the following competence requirements:

Current in all accounts payable to International

Publish club bulletin at least monthly with Headquarters on mailing list. May include electronic submissions

Club Annual Plan submitted to Headquarters

**CULTIVATION:** Club must meet at least one of the following requirements:

Build a new club *or* a net increase in membership **as of the end of the Cosmopolitan year on June 15.**

I hereby certify that the Cosmopolitan club of \_\_\_\_\_ has met all the requirements to be eligible for the Big "C" Award.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Secretary

**Due Date: June 15**

**Send to:** headquarters@cosmopolitan.org or by mail to:

Cosmopolitan International, 2500 W. 49<sup>th</sup> Street, Ste. 223, Sioux Falls, SD 57105-6508



**6. MEMBERSHIP INCREASE AWARD – CLUBS WITH MEMBERSHIP OVER 30 (WCF ONLY)** *Complete this form to enter for this award and submit electronically via email to Lt. Governor, Awards Chair by **March 31st.***

Awarded to the club with more than 30 members which had the largest percentage increase in membership during the year.

Evaluation Criteria: Net membership increase during the year.

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Membership at June 1st \_\_\_\_\_ Membership as of March 31<sup>st</sup> \_\_\_\_\_

Percentage of Increase: \_\_\_\_\_

Certified Correct By: \_\_\_\_\_ Title: \_\_\_\_\_

**7. MEMBERSHIP INCREASE AWARD – CLUBS WITH MEMBERSHIP UNDER 30 (WCF ONLY)** - *Complete this form to enter for this award and submit electronically via email to Lt. Governor, Awards Chair by **March 31st.***

Awarded to the club with less than 30 members which had the largest percentage increase in membership during the year.

Evaluation Criteria: Net membership increase during the year.

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Membership at June 1st \_\_\_\_\_ Membership as of March 31<sup>st</sup> \_\_\_\_\_

Percentage of Increase: \_\_\_\_\_

Certified Correct By: \_\_\_\_\_ Title: \_\_\_\_\_

## 8. ATTENDANCE PERCENTAGE AWARD (WCF ONLY)

*Complete this form to enter for this award and submit electronically via email to Lt. Governor, Awards Chair by **March 31st.***

Awarded to the club with the highest attendance percentage record as of March 31<sup>st</sup>.

Based on the actual percentage of the club members present at regular meetings.

Club: \_\_\_\_\_ Date: \_\_\_\_\_

Attendance Percentage: (July to March) \_\_\_\_\_

Certified Correct By: \_\_\_\_\_ Title: \_\_\_\_\_

## 9. DISTANCE TRAVELLED AWARD (WCF ONLY)

**No application required.**

Awarded to the club whose members have collectively travelled the most distance to attend the Convention.

The number of registered Cosmopolitans from any club is multiplied by the distance travelled (from the matrix below) to arrive to a cumulative figure. The highest figure determines the winner.

	Winnipeg	Prince Albert	Saskatoon	Regina	Edmonton	St. Albert	Calgary
Winnipeg		830	782	578	1,312	1,312	1,336
Prince Albert	830		140	364	591	591	745
Saskatoon	782	140		257	529	529	605
Regina	578	364	257		784	784	763
Edmonton	1,312	591	529	784			296
St. Albert	1,312	591	529	784			296
Calgary	1,336	745	605	763	296	296	

For the WCF judging committee please complete below based on the convention attendance to determine the winner.

Distance Travelled x Registered Cosmopolitans = Total Km

Winnipeg \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Prince Albert \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Saskatoon \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Regina \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Edmonton \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

St. Albert \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

Calgary \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_

## INDIVIDUAL AWARDS

### 1. CLUB PRESIDENT OF THE YEAR

*Entry form found on the International website is required.*

Each award year there will be one Club President who stands out from all the rest. This Club President is a dynamic individual, a true leader, a caring person, and one whose club has enjoyed tremendous success during the award year. All Club Presidents whose club wins the Big "C" Award qualify for this award.

The entry form must be submitted electronically via email to the WCF Lt. Governor, Awards Chair by **March 31<sup>st</sup>**. The portfolio shall not be altered in any way after it has been submitted to the Federation awards chair for judging.

The Lt. Governor, Awards Chair will then submit an electronic copy of the winner to International Headquarters at [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org) no later than June 15<sup>th</sup>. Also, one (1) hard copy of the entry form with the same material as the electronic copy must also be brought to the International Convention for display purposes.

The nominee's entry form shall include:

1. A photograph of the nominee
2. A typewritten report about the nominee, limited to 1,500 words. This report should reflect a complete "picture" of the candidate and should include:
  - Average dollars raised per member
  - Creativeness for new member growth or new member activities
  - Fundraising creativeness
  - Club community service activities
  - Membership increase percentage
3. Dated newspaper clippings, magazine articles, Cosmo newsletter articles, press coverage, mementos, etc. may be submitted with the nomination. This material should be pertinent to the award and sufficient only to serve as information supporting the write-up (clear photocopies of this material are acceptable).

Individuals who achieve this award at the International Convention will receive a choice of a) \$75 VISA gift card; b) Cosmo watch; c) plaque; or d) donation of \$75 in winner's name to the charity of choice. There is a section on the entry form where you can mark their choice

## 2. ROOKIE OF THE YEAR

*Entry form found on the International website is required.*

This award is given to an outstanding Cosmopolitan who has been in the club less than two years at the time the award is presented at the club level.

This award is based solely on Cosmopolitan service.

Unlike the criteria for Cosmo of the Year, this award is intended to recognize our newest members who have taken an active interest in the activities of the club and made significant contributions at the local club level.

### **Rookie of the Year nominating requirements:**

1. Is active in the club and participates in all aspects of the local club's activities, having at least a 75% attendance.
2. Becomes involved soon after joining, when sometimes members are less active and observe what others are doing.
3. Serves on one or more committees or the Board of Managers at time of nomination.
4. Is approved and endorsed by the Board of Managers of the local club.

The entry form must be submitted electronically via email to the WCF Lt. Governor, Awards Chair by **March 31<sup>st</sup>**. The portfolio shall not be altered in any way after it has been submitted to the Federation awards chair for judging.

The Lt. Governor, Awards Chair will then submit an electronic copy of the winner to International Headquarters at [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org) no later than June 15<sup>th</sup>. Also, one (1) hard copy of the entry form with the same material as the electronic copy must also be brought to the International Convention for display purposes.

The nominee's entry form shall include:

- A photograph of the nominee;
- A typewritten copy of the nominee's qualifications;
- A typewritten report about the nominee limited to 1,500 words. This report should reflect a complete picture of the candidate; and
- Newspaper clippings, CosmoTopics articles and local club newsletter articles may be submitted with the nomination (clear photocopies of this material are acceptable).

A recipient of the International Rookie of the Year is not eligible for consideration for the award in subsequent years at the International level.

Individuals who achieve this award at the International Convention will receive a choice of a) plaque; or b) donation of \$50 in winner's name to the charity of choice. There is a section on the entry form where you can mark their choice if they win.



### 3. COSMOPOLITAN MEMBER COMMUNITY SERVICE

*Entry form found on the International website is required.*

This award is given to an outstanding Cosmopolitan for exemplary achievements in family life, church life, business standing in the community, civic service, community affairs, and Cosmopolitan club activities over a period of not less than five (5) full continuous calendar years prior to the date of the International Convention at which the award is to be presented.

Nominee shall be a Cosmopolitan who has been active at any level during the five (5) year period and is still active.

The entry form must be submitted electronically via email to the WCF Lt. Governor, Awards Chair by **March 31<sup>st</sup>**. The portfolio shall not be altered in any way after it has been submitted to the Federation awards chair for judging.

The Lt. Governor, Awards Chair will then submit an electronic copy of the winner to International Headquarters at [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org) no later than June 15<sup>th</sup>. Also, one (1) hard copy of the entry form with the same material as the electronic copy must also be brought to the International Convention for display purposes.

The nominee's entry form shall include:

- A photograph of the nominee;
- A typewritten copy of the nominee's qualifications;
- A typewritten report about the nominee, limited to 1,500 words. This report should reflect a complete "picture" of the candidate and include family life (scouting, school activities, PTA, etc.), church life (all church activities, e.g., church boards, committees, etc.), business standing in the community (detailed information of activities in business trade or professional organizations), civic service and community affairs (Chamber of Commerce, governing boards, diabetes organizations, Red Cross, business associations, United Way, Canadian Legion, etc.), and Cosmopolitan club activities (officer, committees, sports, fundraising, and other club, Federation and/or International activities).

A recipient of the International Cosmopolitan Member Community Service award is not eligible for consideration for the award in subsequent years at the International level.

Individuals who achieve this award at the International Convention will receive a choice of a) plaque; or b) donation of \$50 in winner's name to the charity of choice. There is a section on the entry form where you can mark their choice if they win.

## 4. COSMOPOLITAN OF THE YEAR

*Entry form found on the International website is required.*

This award is given to an outstanding Cosmopolitan for exemplary Cosmopolitan service over a period of not less than one and one half (1½) and not more than two (2) full continuous calendar years prior to the date of the International Convention at which the award is to be presented.

This award is based 75% on Cosmopolitan service and 25% on community service, family or church activities, or business standing.

Unlike the criteria for the Patrick J. Hodgins award which requires Cosmopolitan service at the Federation level and International level, this award is intended to recognize a hard-working Cosmopolitan whose primary contributions have been at the local level.

### **Cosmopolitan of the year nominating requirements:**

1. Membership in a local Cosmopolitan club for at least two years prior to the time the nomination is submitted;
2. Good standing in the local Cosmopolitan club;
3. Attendance of at least 75% at local club meeting;
4. No remuneration for civic service to the club or to any other organization being considered in the candidate's nomination; and
5. Approval and endorsement by the Board of Managers of the local club.

The entry form must be submitted electronically via email to the WCF Lt. Governor, Awards Chair by March 31<sup>st</sup>. The portfolio shall not be altered in any way after it has been submitted to the Federation awards chair for judging.

The Lt. Governor, Awards Chair will then submit an electronic copy of the winner to International Headquarters at [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org) no later than June 15<sup>th</sup>. Also, one (1) hard copy of the entry form with the same material as the electronic copy must also be brought to the International Convention for display purposes.

The nominee's entry form shall include:

- A photograph of the nominee;
- A typewritten copy of the nominee's qualifications;
- A typewritten report about the nominee, limited to 1,500 words. This report should reflect a complete "picture" of the candidate; and
- Newspaper clippings, magazine articles, Cosmo newsletter articles, press coverage, mementos, etc. may be submitted with the nomination. This material should be pertinent to the award and sufficient only to serve as information supporting the write-up (clear photocopies of this material are acceptable).

A recipient of the International Cosmopolitan of the Year award is not eligible for consideration for the award in subsequent years at the International level.

Individuals who achieve this award at the International Convention will receive a choice of a) plaque; or b) donation of \$50 in winner's name to the charity of choice. There is a section on the entry form where you can mark their choice if they win.

## **5. PATRICK J. HODGINS DISTINGUISHED MEMBER AWARD**

*Entry form found on the International website is required.*

This award is given to an outstanding Cosmopolitan for exemplary Cosmopolitan service over a period of not less than ten (10) full calendar years prior to the date of the International convention at which the award is to be presented.

This award is based on Cosmopolitan service only and not on community service, family or church activities, or business standing. Cosmopolitan service accomplished in support of a community project or activity may be considered. For example, service as a Cosmopolitan Club Bingo Chair to help raise funds for homeless persons could be considered. However, volunteer service as a United Way campaign worker, school board member, or church deacon would not be considered. These activities are recognized by the Distinguished Community Service Award and the Cosmopolitan Member Community Service Award.

Nominee shall be a Cosmopolitan who has been active at Club, Federation and International levels some time during the ten (10) year period and is still active at some level.

Serving International officers are not eligible for consideration for this award. However, once an individual has left the International Board, he/she is eligible and years spent on the International Board counts as years of continuous service.

### **Patrick J. Hodgins Distinguished Member nominating requirements:**

1. Have been a club officer;
2. Have been a Federation Governor or other Federation officer;
3. Have been chairperson of a Federation standing committee or chairperson of a Federation convention committee;
4. Have served at International level as an International officer or chair of a standing or convention committee, or have served as a member of a standing or convention committee; and
5. Have attended at least five (5) International conventions.

The entry form must be submitted electronically via email to the WCF Lt. Governor, Awards Chair by March 31<sup>st</sup>. The portfolio shall not be altered in any way after it has been submitted to the Federation awards chair for judging.

The Lt. Governor, Awards Chair will then submit an electronic copy of the winner to International Headquarters at [headquarters@cosmopolitan.org](mailto:headquarters@cosmopolitan.org) no later than June 15<sup>th</sup>. Also, one (1) hard copy of the entry form with the same material as the electronic copy must also be brought to the International Convention for display purposes.

The nominee's entry form shall include:

- A photograph of the nominee;
- A typewritten copy of the nominee's qualifications; and
- A typewritten report about the nominee, limited to 2, 500 words that describe what he/she has contributed to Cosmopolitan international.

A recipient of the International Patrick J. Hodgins award is not eligible for consideration for the award in subsequent years at the International level.

Individuals who achieve this award at the International Convention will receive a choice of a) plaque; b) donation of \$100 in winner's name to the charity of choice; or c) \$100 VISA gift card. There is a section on the entry form where you can mark their choice if they win.