

MISSOURI JUNIOR CHAMBER INTERNATIONAL SENATE POLICY

POLICY 1 - CHAIRMANSHIPS

A. Chaplain:

1. The Chaplain is to offer a prayer or reflection at Missouri JCI Senate functions, when called upon by the President.
2. Cards may be sent to a Senator or a Senator's family in the event of illness or death in the Senator's family. IE: mother, father, sibling, spouse, and children. Cards may be sent to a Senator in the event of their illness or surgery. A donation of \$25 will be made to the US JCI Senate Foundation, Missouri JCI Senate account in memory of a Senator who passes away.

B. Editor/Newsletter/Communications:

1. The Editor will publish and distribute a Missouri JCI Senate newsletter a minimum of three (3) per year under the direction of the Secretary. Newsletters should be sent approximately 30 to 45 days prior to the meeting dates.
2. The Editor will coordinate with the E-mail Blast Chairman *is* to assist the President in unscheduled communications being distributed to the membership.

C. Scholarship:

1. Supply your name and contact information to the US JCI Senate Foundation chairperson so that you are added to their website as the MO contact.
2. Coordinate with National Senate Chairperson and adapt National Senate application for Missouri.
3. Coordinate final submission date with US JCI Senate Foundation dates.
4. Contact all MO High Schools via email or post card or letter sent USPS – Missouri School Directory.
5. Have the form posted to the MO JCI Senate website.
6. Secure three judges – (recommend that these persons have some background in education, business or organizational leadership. A preliminary judging by the Chairperson to get the numbers down to approximately twenty should be done.
7. Select top two applications to be submitted to US JCI Senate Foundation competition, these two will also receive the budget allocation from the MO JCI Senate.
8. Select two additional applicants giving special consideration for relationship to a Senator or Jaycee and/or Community service involvement. If do not meet

- relationship criteria pick the two strongest community service entrants that are not the two selected for national competition.
9. Advise the winners of their selection and have them sign publicity release form and confirm college information.
 10. Notification to the High School should be sent as soon as winners determined along with a certificate to be presented at the High Schools awards ceremony.
 11. Checks will be made payable to the college and winner.
 12. Checks will be sent out by June 25th if information is received.
 13. Notification should be communicated to all applicants as soon as winners are determined for all four scholarships. Letters to the two submitted to National will indicate approximately when National judging is completed.
 14. US JCI Senate Foundation will hold their judging and notify the winners normally by the end of April. If MO applicants were not National winners notification should be sent to them advising the outcome.
 15. Obtain Sample documents available from previous chairs.

D. Other Chairmanships:

1. The following are suggestions for chairmanship appointments to be made by the President: *CPG Training Coordinator, Excitement Team, Freshman Senators, Jaycee Liaison, Jefferson City Jaycee's Food Stand, KC Baseball, Legal Counsel, MO/NE Football, MO/KU Football, MO/IL Basketball, OYM/OYF Assistants, Parliamentarian, Photographer, Return The Favor, Scholarships, Show-Me Bash, Super Bowl Party-St. Louis, Super Bowl Party-Jefferson City, Strassenfest Food Booth and Web Page.*

Adopted: September 2013