

REPORT FOR EXECUTIVE BOARD MEETING
STUDENT DAY CERTIFICATES, MEDALS
HANDBOOK REVISIONS

SUBMITTED BY
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June 4, 2011

This year was problematic for me in many ways, most of which can be addressed and solved.

I distributed materials for Student Day at the 2010 State Conference to those Districts who had sent me a leftover tally form. Unfortunately, not all districts had done that. As a result, there were many last minute, desperate calls from Student Day Chairs who needed certificates, gold seals and honors stickers. I sent off all that were requested. Many SD Chairmen still did not understand that all forms for Student Day, as well as the aural and written exams, were also on line. I had desperate calls from Chairs bemoaning the fact that they did not have their tests and their Student Day was one or two days from then. I found this very frustrating, and you will find all these extra mailings a bit expensive.

Student Day Chairs need to LISTEN and pay attention to the clear directions that were distributed to them. Leftover tally sheets need to be sent to Me, or whoever has this position, not necessarily to the Non-Competitive events VP. Also, rather than tell me on the sheet how many items are leftover, it would be very helpful for the SD chair to extrapolate how many they think they might need for the next year. I used their current number of SD entries to re-equip SD chairs, but in many cases, I guessed too low, resulting in further mailings to these SD chairs.

There is still misinformation out there about the actual certificates. SD chairs didn't want to use certificates that had past Vice Presidents' names on them. They also did not all realize that ALL certificates receive the Gold Seal. Some thought the Gold Seal was only for students who earned honors.

The most recent purchase of certificates that I made has NO names on them. This way, they will never be out of date or wasted. SD chairs can write the names on the certificates. I am sure that the VP of non-competitive events does not mind having his/her signature "forged" in an effort to get costs under control. Every packet of materials given out to SD chairs should include a SAMPLE of a completed certificate. Perhaps this will cut down on doubts.

Although putting the SD forms on line is, in my opinion, a brilliant plan, it did not work as well as we had hoped, simply because people were sending some of them to me, and

some to Tanya Brooks. As a result, Tanya could not get started on her tally of SD participants, and I did not have any record of SD results for leftover items, or to send medals. Most of the requests for medals I received via phone calls or emails. I am not certain to this date that all students who earned medals actually received them. One district would only give medals to students who earned honors in all three categories, despite the fact that this issue is completely covered in detail in the handbook.

SD chairs have, in the past, sent their tally sheets, leftover items sheets and checks, to one person. That person would check to see that the amount of money submitted matched the number of certificates used. The checks would then be forwarded to the FSMTA treasurer. The tally sheets were reviewed, the number of honors medals determined, and then these sheets were sent to the VP for non-competitive events. I would keep the leftover tally sheets so I could replenish the districts in time for the their next SD.

Is this the best way to do this? This year, because various things were being sent by various people (e.g.: a district treasurer would send a check by itself, so it could not be referenced to anything), I started telling SD chairs to simply send their checks directly to the treasurer. Some SD chairs were sending \$1 per MEDAL, not per certificate. SD chairs need to be reminded, perhaps with a complete HOW TO packet, what the money is for, who is eligible for the medals, that the medals are free, and that the person who has the medals has to be made aware of their need and it should not necessarily be assumed that he/she has that information.

This was a particularly difficult year for me financially. When it came time to mail all these medals and certificates, etc, I found myself completely without extra money, to pay for these mailings. The FSMTA Treasurer has been very diligent to reimburse me as soon as he can, but I didn't have the money to spend in the first place. At one point, I had to send mailings with money I "borrowed" from our District VII treasury. I had no other money, and people were calling, desperately needing things, immediately. I felt very uneasy doing this, but I had no other recourse.

The person who undertakes this job should NOT have to take money from his/her own pocket to pay for these mailings. The average mailing of medals costs at least \$5 per box or package, quite often, closer to \$15 for bigger orders. Money must be provided via a debit card or something of this type. No one will want to take this job unless they have a way to pay for these mailings and not risk their personal finances.

Because I order more medals than are necessary, simply so I would not run out, I had medals left over from last year, and will from this year, which need the ribbon removed and a new ribbon put on for the 2012 Student Day Year. There is no way anyone can accurately forecast exactly how many medals will be needed. We can not wait to find out how many are needed and order them after the tallies have come in, because 1) many districts give out their medals within days or even a week after their event. 2) we get a better price on the medals if we buy in bulk.

This year, I hired an out of work high school graduate to cut old ribbons off and put on new ribbons. I paid him \$35, which was a win/win situation for both of us. This will be a necessary job every year because we always have medals, with ribbons, left over. There may be a better way...

TOTAL MEDALS SENT TO DISTRICTS: 772

Before I leave office, I will see to it that the next person in this position has plenty of certificates, gold seals and honors stickers. I will remove the ribbons from the leftover medals from this year.

Tanya Brooks and I are currently checking one another's records to see if I have every district's leftover tally sheet. If I do not have one from a district, I will call that chairman and demand that information so that their needs are taken care of in the fall. I will, as always, give at least 30 more of everything than were requested from this year.

I have certificates for COMPETITIVE EVENTS, but I don't know why.

Competitive Events certificates and gold seals should be kept with the chairman for Competitive Events.

I encourage further use of on line registering, tallying and communication. I think it is time, however, for SD chairs to be given a thorough briefing on how to do their jobs. This is not something we can cover at the Student Activities meeting at the conference. It must be a separate briefing, possibly in the form of a small handbook.

I am willing to produce and distribute said handbook with the packets that districts receive in the fall as my last task in this job.

**Respectfully submitted
Betsy D. Randolph**

THERE WERE NO REVISIONS TO THE HANDBOOK DURING 2010-2011.