



BEYOND E.LIVE

JCIHK E-bidbook Seminar II
5th July, 2018



JCI CREED, MISSION & VISION

JCI CREED

WE BELIEVE

That faith in God gives meaning and purpose to human life
That the brotherhood of man transcends the sovereignty of nations
That economic justice can best be won by free men through free enterprise
That government should be of laws rather than of men
That earth's great treasure lies in human personality
And that service to humanity is the best work of life

JCI MISSION

To provide development opportunities that empower young people to create positive change

JCI VISION

To be the leading global network of young active citizens

Road Map to **SUCCESS**

23 JUL JCI Award platform opens for access
(Login at : www.jci.cc)

6 AUG Deadline of submission for
Pre-Entry form &
Nomination of Award Judges
(on or before 11:59pm)



30 Aug Successful Award Judges
attend the Judging Briefing
Session

20 AUG Submission of e-bidbook to
JCI Platform (softcopy) with
one hard copy duly signed by
LOM President to NRRD
no later than 8:00pm

2 SEP Award Judging Day



23 SEP The 53th National Convention
Award Presentation Ceremony



BEYOND
LIVE

Individual Awards

Group I (Individuals)

- I.1 Most Outstanding Senator ★
- I.2 Most Outstanding Trainer ★
- I.3 Most Outstanding Member
- I.4 Most Outstanding New Member
- I.5.1 Most Outstanding Chapter President
(25–55 members)
- I.5.2 Most Outstanding Chapter President
(56–90 members)
- I.5.3 Most Outstanding Chapter President
(91+ members)

Note : Above awards will be judged by National Executive Committee



Individual Awards

Group II (Individuals – NOM)

- II.1 Outstanding NOM ExCom Member Award
- II.2 Outstanding NOM Director/Officer Award
- II.3 Outstanding NOM Commission Chairman Award **NEW**





Awards Year :
From 21 August,
2017 to 20 August,
2018
(for Project Awards)

Project Awards

Group III A (for LOMs)

- III.A.1 Best Publication Award ★
- III.A.2 Best E-Marketing Award ★
- III.A.3 Best Community Empowerment Program
- III.A.4 Best Long-term Community Development Program
- III.A.5 Best Economic Development Program
- III.A.6 Best Personal Skill Development Program
- III.A.7 Best Inter-organization Collaboration Program
- III.A.8 Best Sustainable Development Program ★
- III.A.9 Best Corporate Communication Program ★
- III.A.10 Best Growth & Development Program
- III.A.11 Best Global Goals Project
- III.A.12 Best Corporate Social Responsibility Program
- III.A.13 Best Mainland Affairs Program ★
- III.A.14 Best Local Peace Project
- III.A.15 Best New Project ★
- III.A.16 Best JCI Members Development Program ★
- III.A.17 Best of the Best ★

Note : Above awards will be judged by successful award judges from Chapters (except Best of the Best)

Special Awards

Group III B (for LOMs)

- III.B.1.1 Best Chapter of the Area (25–55 members)
- III.B.1.2 Best Chapter of the Area (56–90 members)
- III.B.1.3 Best Chapter of the Area (91+ members)
- III.B.2 Outstanding Progressive LOM Award ★
- III.B.3.1 Award for LOM with the Best Contribution in NOM Activities (25–55 members) ★
- III.B.3.2 Award for LOM with the Best Contribution in NOM Activities (56–90 members) ★
- III.B.3.3 Award for LOM with the Best Contribution in NOM Activities (91+ members) ★
- III.B.4 The Best NOM Project hosted by LOM(s) ★

Note : Above awards will be judged by National Executive Committee

★ This award will be granted by JCIHK only

JCI Hong Kong Award Manual



- **Only 1 entry for each award**
- **1 project for 1 entry**

Remarks :

Download the full version of
JCI Hong Kong Award Manual 2018 on
JCI Hong Kong website

Member → Records & Recognition →
2018 JCIHK Award Manual

Chapter Levels

For Most Outstanding Chapter President and
Best Chapter of the Area ONLY

IMPORTANT

The number of members is based on the declaration of the number of the ordinary member by the chapter on membership system on 20th August 2018, 20:00,

Level 1:
25-55 members

Level 2:
56-90 members

Level 3:
91+ members

New Award Category

II.3 Outstanding NOM Commission Chairman Award

Description: A trophy with the name of the winner inscribed on it

Eligibility:

1. The National President, National ExCom Members and National Director/Officer are not eligible for this award.
2. NOM Commission Chairman must have attended 3 NOM Joint Board meetings which he/she is entitled or obliged to attend.
3. NOM Commission Chairman must have completed at least 75% of the items of jobs that have been assigned to him/her at the time of awards judging.



Award Judging Criteria	Points
<i>Attendance at meetings and function:</i>	
NOM meetings and functions	20
LOM and other LOMs meetings and functions	10
Overall performance in carrying out his/her duties	25
Leadership, initiative and creativeness	25
Other outstanding contribution and achievement as a NOM Commission Chairman	20

Remarks: Submission of Pre-Entry information and E-bid book is not required for this award.
Judging panel members consist of National President,
National Immediate Past President, National Executive Vice Presidents,
National General Legal Counsel and National Presidential Advisor.

Award Requirements' Update

Group I (Individuals)

1.1 Most Outstanding Senator

Definition: This award is especially for Senator who is over the age of 40 and who is still making positive contribution to the current JC movement.

Description: A trophy with the name of the winner inscribed on it

Eligibility:

1. Applying Senator must have been a Senator on or before 1st January, 2018
2. Assisted or participated at least two LOM/NOM projects or programs.
3. Assisted in Membership Extension Programs.
-  4. Participated in at least one NOM Senate Function (Senate Gathering 1 & 2, Senate Health Day and Senate Forum), ASPAC Senate Function, Senate Golf or World Congress Senate Function in the Awards Year



Award Judging Criteria	Points
Civic and governmental involvement	25
Evidence of continued adherence to the JCI Creed	25
Personal involvement in programs to develop young people	25
Evidence of continued support for the JCI movement	25

Note: A LOM President may nominate a Senator of his/her LOM. This award will be granted by JCIHK only.

General Violations

(PENALTY POINTS: Maximum 20 points)

If any LOMs / persons violate any of the following rules, penalty marks will be deducted:

- Inadequate use/inadvertent mistakes/missing information on any e-bidbook cover and/or in Basic Information (1–3 points will be deducted from that particular entry subject to the decision of the panel of Judge).
- Late submission of pre-entry information (5 points will be deducted from each concerned entry).
- Requirements to appoint and furnish awards judges not met by LOM (3 points will be deducted from all entries by the LOM).

- Anyone of the nominated judges **do not join** the **Award Judge Briefing Day** (1 point will be deducted from all entries by the LOM).
- Anyone of the nominated judges **do not report on time** on **Award Judging Day** (3 points will be deducted from all entries by the LOM).
- Late submission of hardcopy (5 points will be deducted from that particular entry).
- Submitted hardcopy must follow below requirements (3 points will be deducted from that particular entry if anyone of the requirement is violated).
 - i. Use the cover from NR&R team, binding with transparent plastic cover at the front and card board at the back, any additional cover (included front and back cover) which indifferent to the NOM style will not be accepted.
 - ii. Use spiral bind.
 - iii. President's signature on the cover page.

Use the cover template from NR&R team, binding with transparent plastic cover at the front and card board at the back, any additional cover (included front and back cover) which indifferent to the NOM style will not be accepted.

Use spiral bind.

President's signature on the cover page.



JCI  國際青年商會香港總會
Junior Chamber International Hong Kong

Awards Entry

2018 JCIHK National Convention

Chapter: _____

Project Name: _____

Award Name: _____

Signature: _____

Notes: (1) This form is only used for one award that is eligible to JCI Award Programs (e.g. Best Community Employment Program). If your chapter intends to bid for any JCI Award Program, you have to use this form.
(2) Please type this form and signed, certified true and correct by the JCI President.

Bidbook Cover

1) For Local Awards only

The word files can be downloaded on www.icihk.org (under R&R section)

File Name:

1) JCIHK 2018 NC Local Award Submission Form Template

2) JCIHK 2018 NC JCI Award Submission Form Template

2) For Awards which are allied with JCI Awards Program only

Judges

NRRD will invite nomination of judging members from LOMs before the end of August 2018. All judging members:

(i) should have not less than **2 years** of JCI experience.

OR

shall have been the **board member** or **current member in the board** of his/her local chapter.

AND

(ii) The nominated judge should have **either judging experience OR experiences in bidbook compilation**. However, he or she must not be the current President of the LOM or the member of the National Board of Directors. If there is **more than one nomination** in one chapter, one of them could be **without judging experience** while the other one should have either **judging experience OR have experience on bidbook compilation**.

Judges

If the chapter was **set up 5 years or less**, the judging member requirement as below.

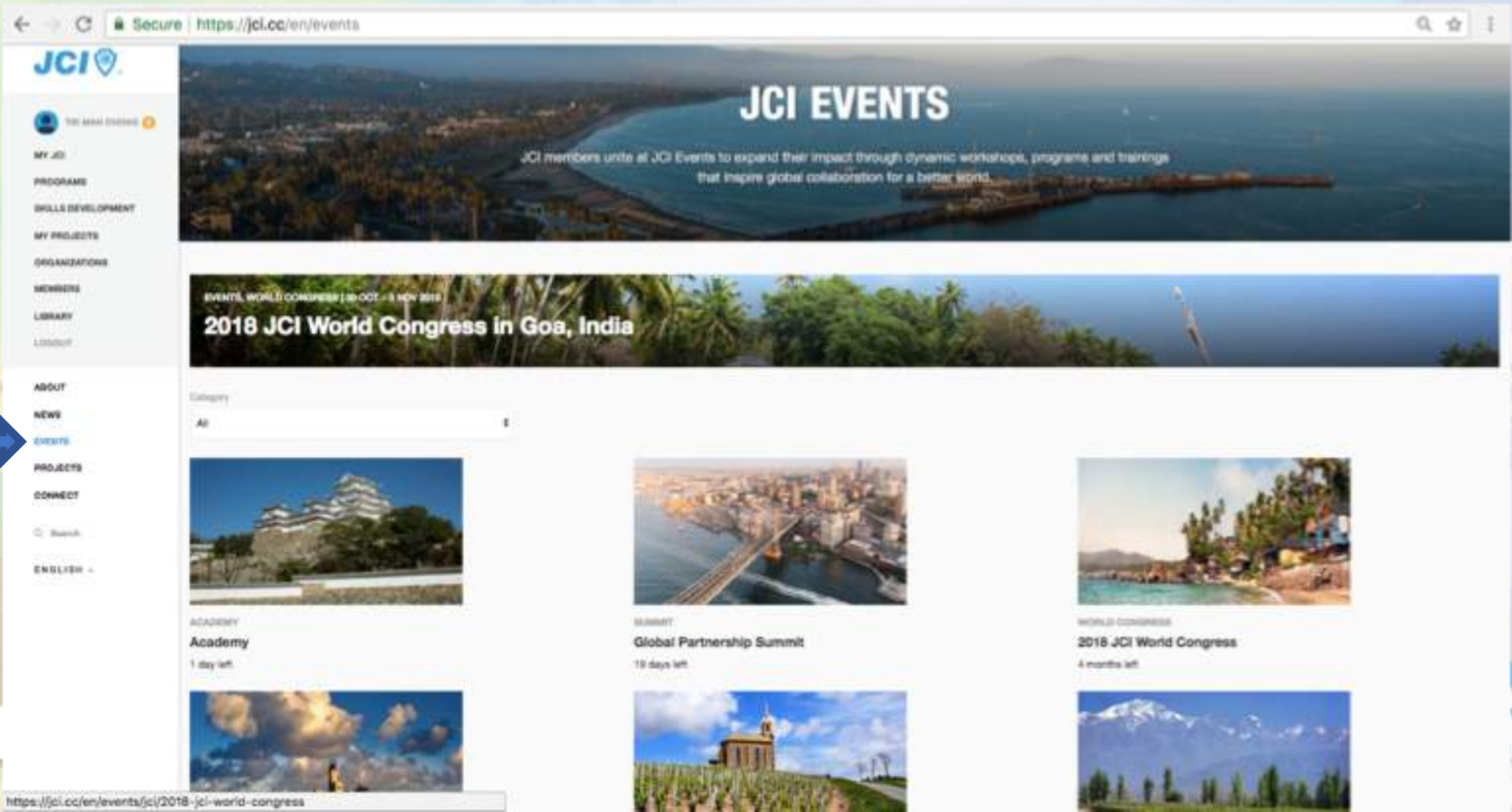
The judging member shall have been in the board at least **1 year** of his/her local chapter (not included the current President of the LOM or the member of the National Board of Directors).

***National Board Members have the right to give waiver to the judging members, but the nominee need to provide simple portfolio.*



Award Entries

<https://jci.cc/en/events>



The screenshot shows the JCI Events website interface. On the left is a navigation menu with the following items: MY JCI, PROGRAMS, SKILLS DEVELOPMENT, MY PROJECTS, ORGANIZATIONS, MEMBERS, LIBRARY, Logout, ABOUT, NEWS, EVENTS (highlighted with a blue arrow), PROJECTS, CONNECT, Search, and ENGLISH. The main content area features a large banner for 'JCI EVENTS' with the text 'JCI members unite at JCI Events to expand their impact through dynamic workshops, programs and trainings that inspire global collaboration for a better world.' Below this is a section for '2018 JCI World Congress in Goa, India' with dates '10 OCT - 3 NOV 2018'. A 'Category' dropdown is set to 'All'. The main content displays a grid of event cards:

- Academy**: Academy, 1 day left. Image shows a modern building.
- Global Partnership Summit**: Summit, 18 days left. Image shows a city skyline at night.
- 2018 JCI World Congress**: World Congress, 4 months left. Image shows a tropical beach scene.
- Academy**: Image shows a cloudy sky.
- Global Partnership Summit**: Image shows a church on a hill.
- 2018 JCI World Congress**: Image shows a snowy mountain range.

The browser address bar at the bottom shows the URL: <https://jci.cc/en/events/jci/2018-jci-world-congress>

Editing Award Entries – Video Demo



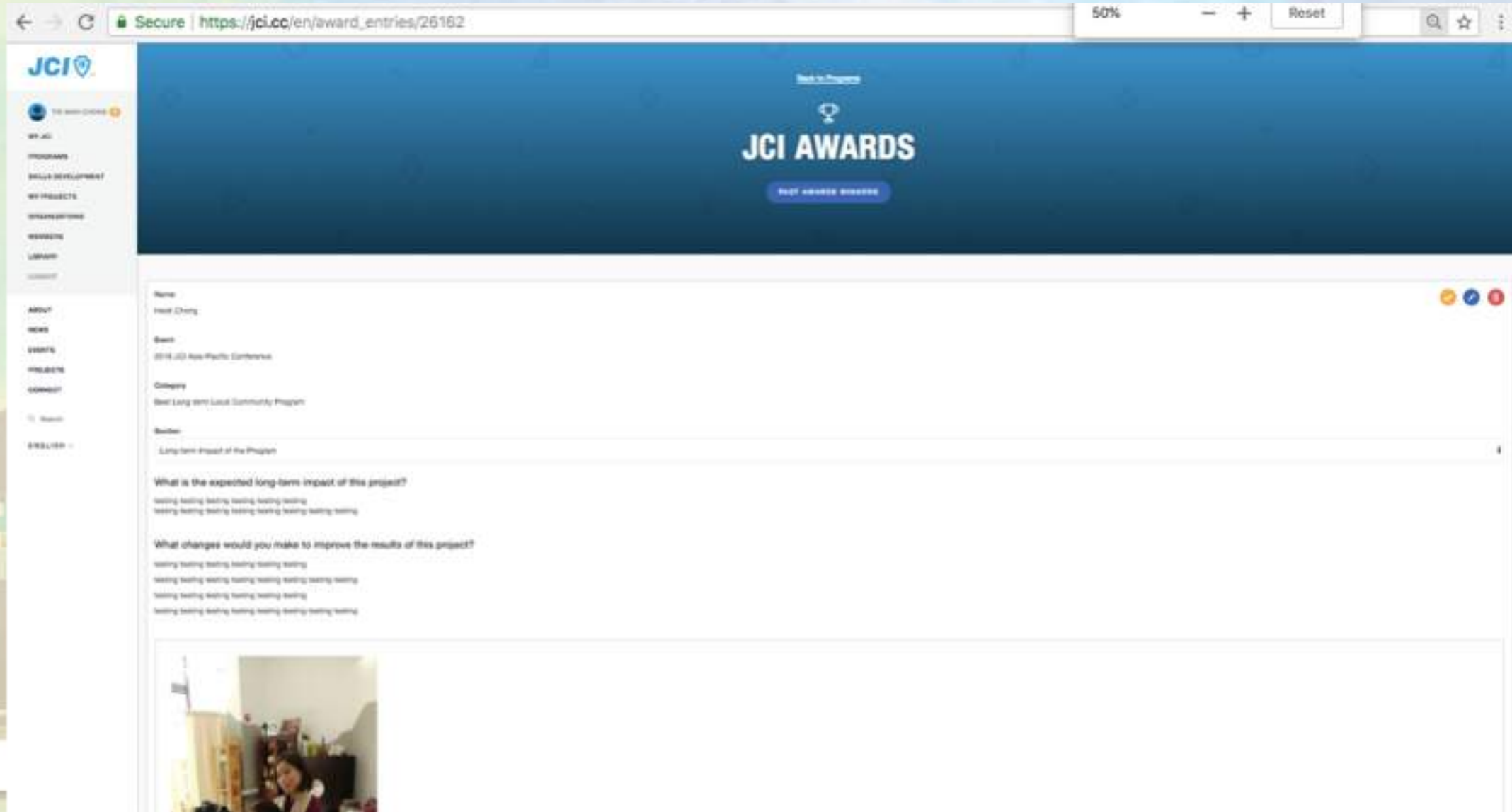
http://icikhk.org/en/e_learning_channel.php?menuid=4&groupid=288&id=0&elearningchannel_id=7

Award Entries (jci.cc)

- Cannot use html code in words limit

- No limit for the quantity of photo uploaded

- Size limited to less than 2M



Award Entries

For JCI Hong Kong Local Awards only

For example : Best Publication Award

Step 1 : Download the JCIHK 2018 NC Local Award Submission Form Template as cover
 (Link : JCI Hong Kong website > Member Area > Records & Recognition > National Convention Local Awards Submission)

Step 2 : Write the bidbook content based on the required judging criteria

Step 3 : Follow to attach 4 images to each judging criteria

Award Judging Criteria	Points
General planning and execution	15
Financing	10
Quality of content	15
Appearance and layout	15
Circulation (regularity, methods and figures)	10
Effective coverage (Local, National, JCI)	15
Improvement from last year	10
Value to JCI	10



Awards Entry

2018 JCIHK National Convention

Chapter: _____

Project Name: _____

Award Name: _____

Signature: _____



Basic Information

Name: _____

Age: _____

Gender: _____

Phone No: _____

Work Unit: _____

Job Title: _____

Address: _____

City: _____

Country: _____



Entry Information

Responsible: _____

Address: _____

NOM Information

Responsible: _____

Signature: _____

LOM Information

Responsible: _____

Phone: _____

Mobile No: _____



Basic Information

Name: _____

Age: _____

Gender: _____

Phone No: _____

Work Unit: _____

Job Title: _____

Address: _____

City: _____

Country: _____

Submission

JCI  國際青年商會香港總會
Junior Chamber International Hong Kong



Awards Entry

2018 JCIHK National Convention

Chapter: _____

Project Name: _____

Award Name: _____

Signature: _____

Notes: (1) This form is only used for any award that is added to JCI Award Programs (e.g. Best Community Engagement Program). If your chapter intends to bid for any JCI Award Program, you have to use this form.
(2) Please type this form and signed, certified true and correct by the JCI President.



Awards

Submission Requirements

- Use cover page provided by NOM
- Completed Basic Information
- Plain Layout is preferable
- 4 images inserted after each session (A4 size)

Submission



Softcopy

For JCI Awards (submitted in jci.cc)

- Use the cover template in word format
- Each e-bidbook must be uploaded to the JCI platform (www.jci.cc)
- With an approved electronic entry generated by JCI award system in pdf version
- Save the soft copy in memory stick

For JCI Local Awards

- Use the cover template in word format
- Each Local Awards have to save in pdf version
- Save the soft copy in memory stick



Submission



Hardcopy

- **Only hard copy printed from system** is acceptable.
- Awards entries must be created and edited by **using the software on the JCI website.**
- Must **be certified, true and correct by the LOM President no later than 8:00 p.m. on 20 August, 2018 (Monday) and dated, signed by NRRD team or Chamber Office Staff** for acknowledgement.
- 5 marks will be deducted for all entries from the chapter for late submission.

Submission

When?

- 20th August, 2018 (Monday)
- No later than 8pm (**rthk.hk** time announcement)
- By Hard Copy (5 Marks will be deducted if late submission, **Hard copy will not be accepted after 8pm of the day.**)

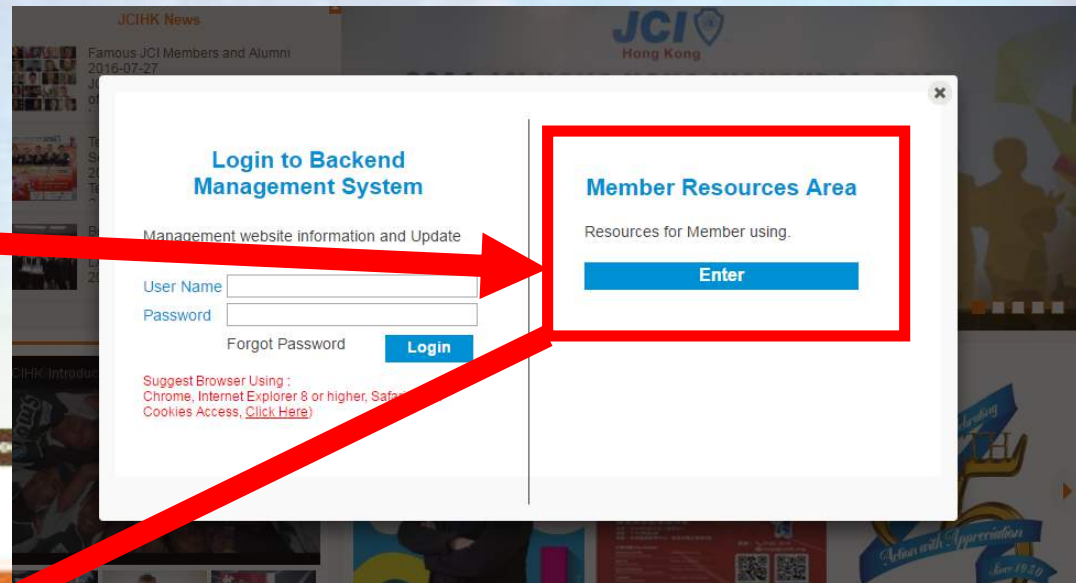
How?

- **Create & Edit Entry :**
 1. by the web tool (www.jci.cc)
 2. by the format system generated
- Confirm your online entry by 20th August, 2018 (8pm)
- Submit hard copies to JC office with electronic copy (USB Drive as backup)
- Completed entry must be **APPROVED** by LOM Ps (press the APPROVE button on your jci.cc account)

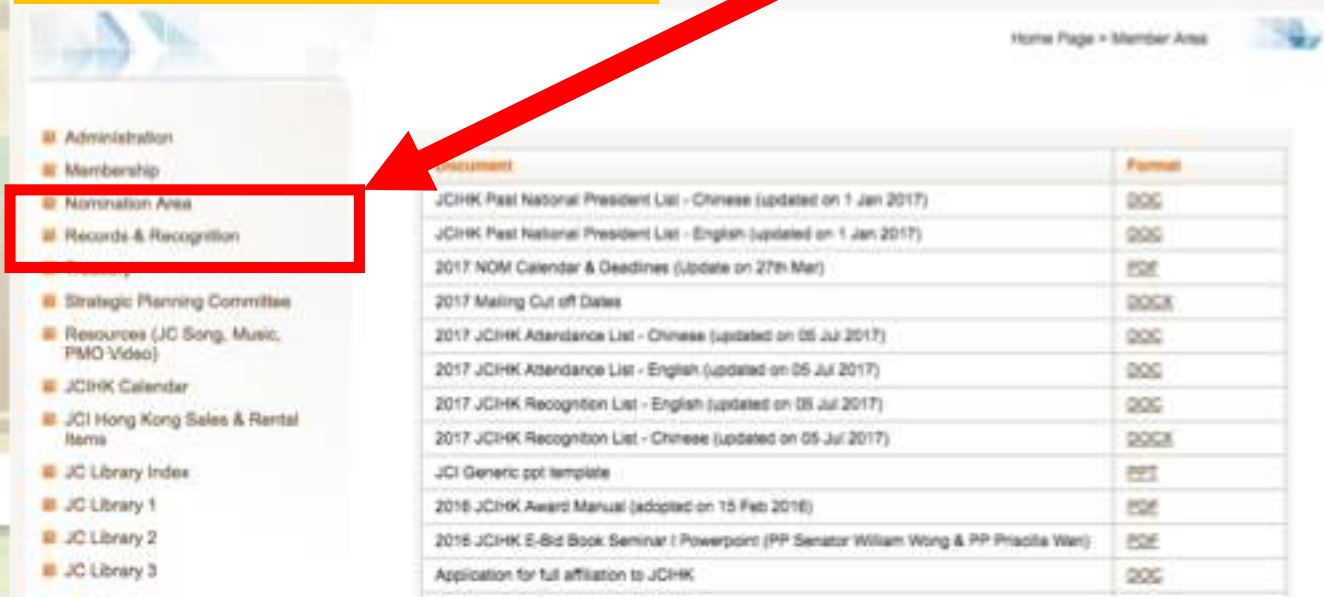


REFERENCE

<http://www.jcihk.org/>



Records & Recognition



JCI World Congress Award Submission

**6 AUG 2018
11:59PM**

Pre-Entry Form
Submission

Deadline

**6 SEP 2018
11:59PM**

World Congress bidbook
submission

Deadline

**30 Oct - 5 Nov
2018**

World Congress



Award Period



**22 SEP
2017**

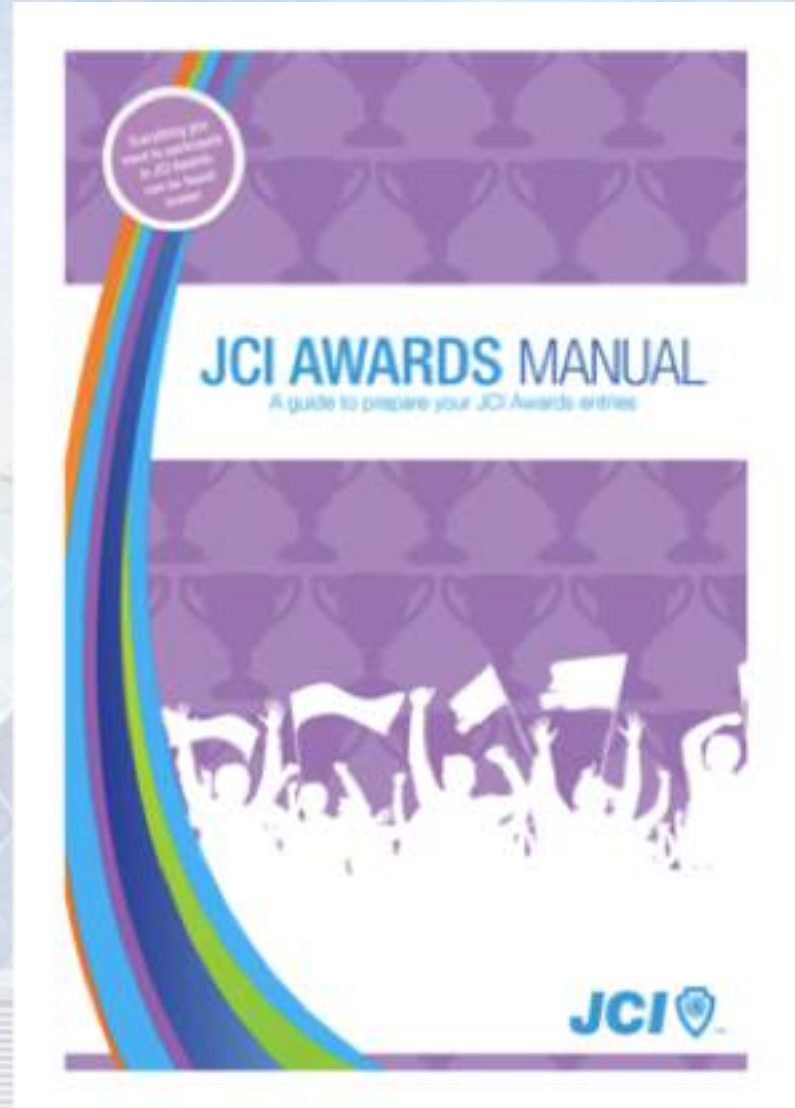
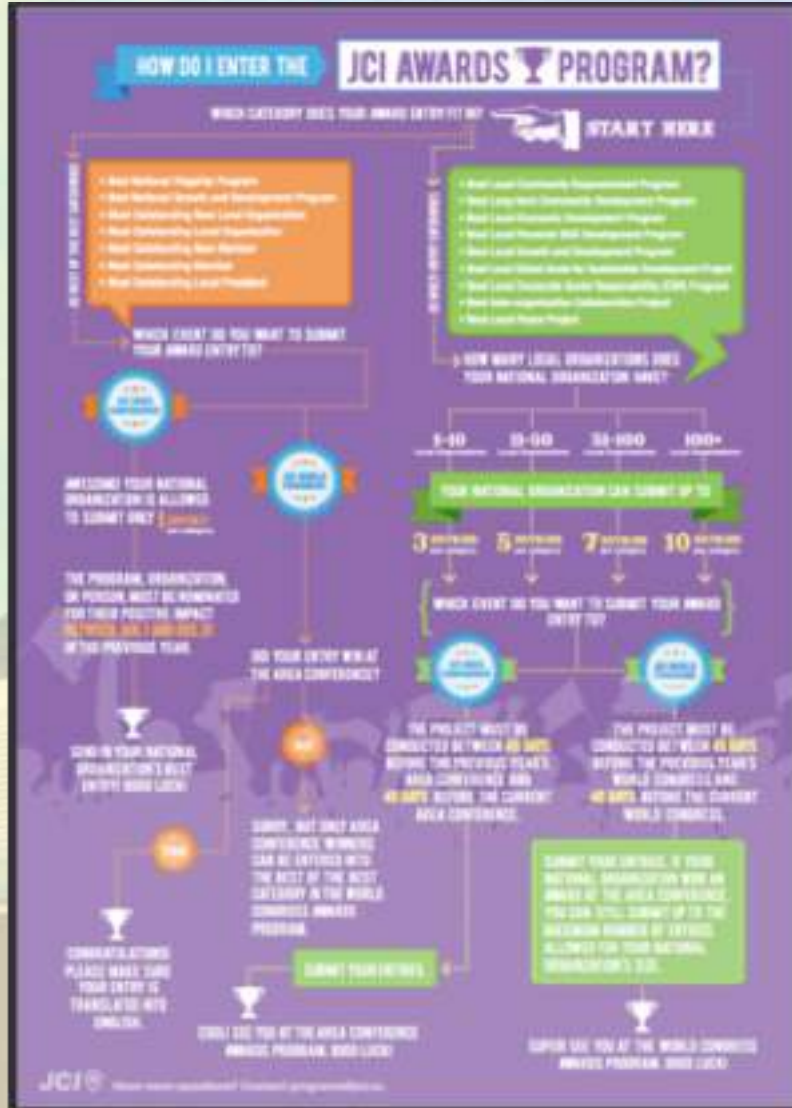
Multi-Entry

**15 SEP
2018**

****Any awards submission
not submitted in Pre-Entry Form
will not be considered**

Please submit this Pre-entry Form and Judge Nomination Form
to NRRD Heidi Chong (heidi.chong@jcihk.org) and
c.c. to NGLC Senator Kannis Leung (kannis.leung@jcihk.org)

on or before 6th August, 2018 23:59 .



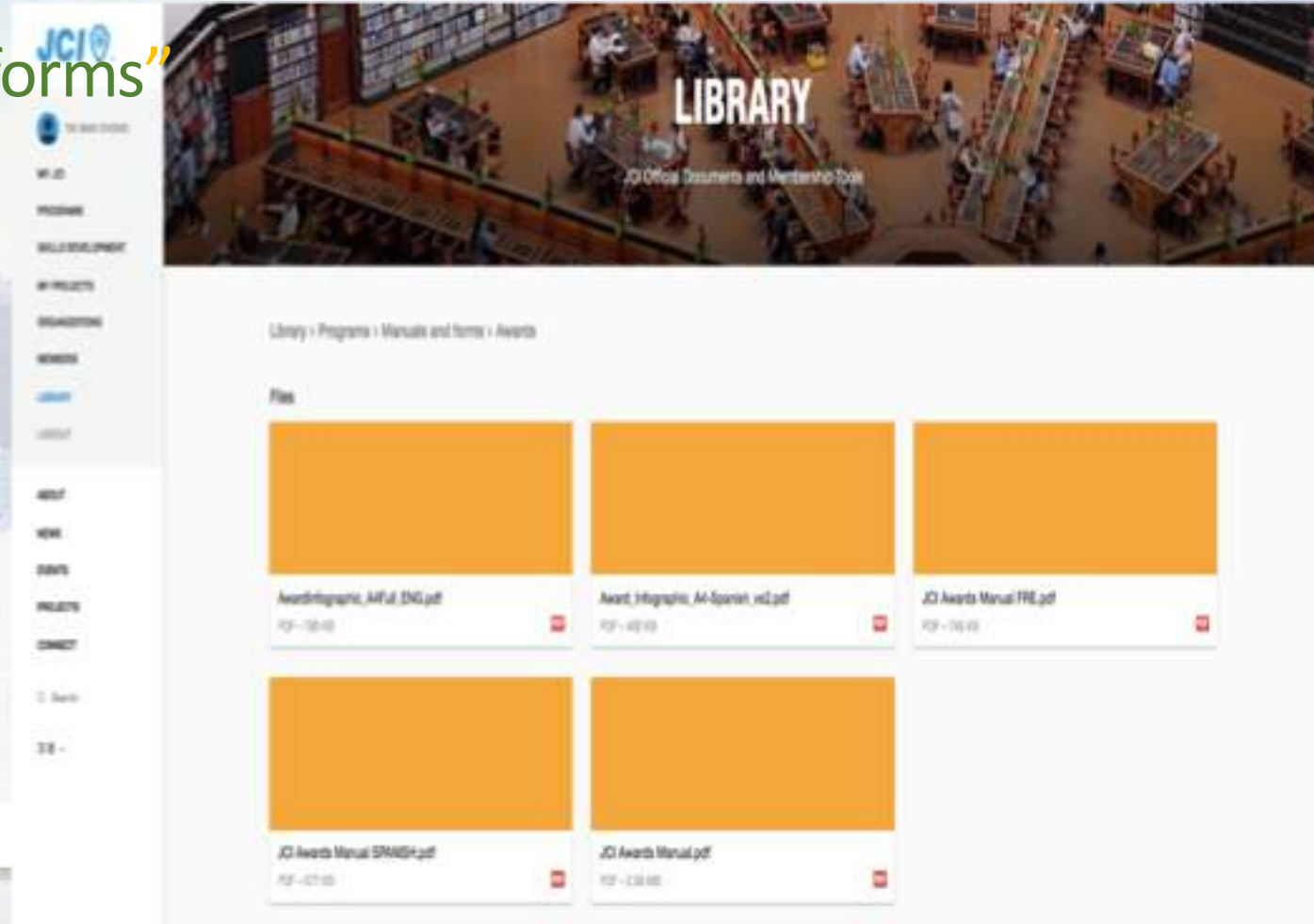
JCI Awards Program

Login to www.jci.cc and go to **LIBRARY**,

➔ Programs

➔ Select the folder – “Manuals and forms”

➔ Go to the folder – “Awards”



The screenshot displays the JCI Library website interface. On the left is a vertical navigation menu with the JCI logo at the top and various menu items including 'HOME', 'ABOUT', 'PROGRAMS', 'WELL-BEING', 'MEMBERSHIP', 'EVENTS', 'CONTACT', and 'DONATE'. The main content area features a large banner image of a library interior with the word 'LIBRARY' and the subtitle 'JCI Official Documents and Membership Tools'. Below the banner, a breadcrumb trail reads 'Library > Programs > Manuals and forms > Awards'. The 'Files' section contains four document thumbnails, each with an orange header and a red download icon:

- Award Infographic, AP/AL ENG.pdf (10/10/10)
- Award Infographic, AP-Spanish, v02.pdf (10/10/10)
- JCI Awards Manual TPE.pdf (10/10/10)
- JCI Awards Manual SPANISH.pdf (10/10/10)
- JCI Awards Manual.pdf (10/10/10)

Award Category – Multi-Entry



Award Category

- Best Local Peace Project
- Best Inter-organization Collaboration Project
- Best Local Community Empowerment Program
- Best Local Corporate Social Responsibility (CSR) Program
- Best Local Economic Development Program
- Best Local Global Goals Project
- Best Local Growth & Development Program
- Best Local Personal Skill Development Program
- Best Long-term Local Community Program

P.S. Maximum FIVE entries of each category below will be selected and submitted

The online JCI Awards Program System

The Online JCI Awards Program System

The entire JCI Awards Program is run on the JCI website. All entries are submitted, approved and judged online.

Only active members registered on the JCI website will be able to access the online awards system. If you have any trouble accessing the awards portal, check with your National President or another national officer to make sure you are registered as an active member in the online database.

Entering an Award Entry

1. Login to www.jci.org and navigate to MY JCI → PROGRAMS → AWARDS → MY ENTRIES.
2. Under "Add a new entry" select the desired category from the dropdown menu and fill in the name of the project or person (depending on the category) that you are entering, and press "Add Entry."
3. At the top of the page, you will see all of the award entries you are working on. The category, name of the entry, and action buttons are listed corresponding to each entry.
 - Click "Edit" to fill in information and upload photos.
 - Click "View" once you have filled in all of the information to see what the entry will look like when judges view it.
 - Click "Delete" if you no longer want to edit or submit the award into the program.
4. Once you have completed entering information into the entry form, click "Submit" to send for approval from your National President.
Note: Once you have submitted an entry for approval, the entry can no longer be edited.

Transferring a Previous Entry to a Current Award Program

1. Login to www.jci.org and navigate to MY JCI → PROGRAMS → AWARDS → MY ENTRIES.
2. Under the MY PREVIOUS ENTRIES section located at the bottom of the page, every entry that you created that was fully submitted to a previous Award Program is listed here. The category, name of the entry, and action buttons are listed corresponding to each entry.
 - Click "View" to view the entries at any time.
 - Click "Copy to another program" to transfer to another active awards program.
3. Select the program you want to transfer the entry to. You will only be allowed to transfer the entry if there is another active awards program.
4. Then click "Copy."
5. You will now see the entry listed under MY ENTRIES for the program that you have selected.
Note: The system will only transfer the text into the new entry. You will have to attach the photos manually.

JCI World Congress Judge Nomination

**6 AUG 2018
11:59PM**

World Congress
Award Judge
Nomination
Deadline



- ◆ up to 6 judges will be selected
- ◆ National President has the final rights to appoint the qualified awards judges to 2018 JCI World Congress.

NOMINATION FORM FOR 2018 World Congress AWARD JUDGE

Eligibility: The qualification of awards judges shall be
(i) the Individual Member of his/her local chapter for at least 2 years and
(ii) who is/has been the National Board of Directors of NOM or LOM President,
(iii) obtain 2 years bidbook compilation experience.
National President has the final rights]

Personal Particulars of Nominee	
Nominee Name	
Chapter	
Year Joined JC	
Tel (Office)	
Tel (Mobile/Pager)	
E-mail address	
JC Experience	
Highest JCI position held	(Year)
Highest NOM position held	(Year)
Highest LOM position held	(Year)

JCI World Congress Judge Nomination

The qualification of awards judges :

- (i) Individual Member of his/her local chapter for at least 2 years
- (ii) who is/has been the National Board of Directors of NOM or LOM President.
- (iii) obtained bid book compilation experience.

Submission

Useful Links

- **JCIHK Website:**
for submission of e-Bid Books (National Convention)
<https://jci.cc/en/events>
- **JCIHK Website**
<http://www.icihk.org> → Members → Resources → Administration
// Records & Recognition
- **JCI Website:**
for submission of e-Bid Books (World Congress)
<https://jci.cc/en/events>

1. JCI.CC

2. JCI library

https://jci.cc/en/library



- TSE MAN CHONG
- MY JCI
- PROGRAMS
- SKILLS DEVELOPMENT
- MY PROJECTS
- ORGANIZATIONS
- MEMBERS
- LIBRARY**
- LOGOUT

Library

Folders

- | | | |
|---------------------------|--------------------------------|----------------------|
| Active Citizen Framework | FAQ Documents | Identity & Marketing |
| JCI Foundation | JCI Media | JCI Senate |
| Local Resources | National & Local Organizations | National Resources |
| Official Documents | Partners | Peace is Possible |
| Programs | Skills Development | Website Tutorials |
| World Cleanup Day Toolkit | | |

3. Official Documents

4. JCI Plan of Action

JCI Active Citizen Framework

A Better World Begins Here

ANALYZE

Examine Community Needs

To enable communities to achieve sustainable impact, the community's needs must be analyzed and understood first in order to identify their root causes.

REVIEW | Monitor and Evaluate Results

It is important to monitor progress throughout the project to determine if the goals and intended impact are on track to be achieved. Finally, analyze data to measure the resulting positive change.



EXECUTE

Take Action

Once the need and root cause have been identified, active citizens take action by mobilizing resources, rallying support and implementing the project plan. By combining resources, the community is enabled to achieve even greater sustainable impact.

DEVELOP | Formulate Sustainable Solutions

By uniting with stakeholders from all sectors of society, projects are formulated to address the community's core needs and their root causes. Collaborators outline a project plan including goals, actions and desired outcomes. Solutions target three integrated stages of community development that drive a community toward prosperity.

① Health and Wellness

② Education and Economic Empowerment

③ Peace, Prosperity, and Sustainability



JCIHK Award Submission

06.08.2018 (Mon)	JCI HK Award Judge Nomination Deadline JCI HK Bidbook Pre-entry Form Submission Deadline JCI World Congress Award Judge Nomination Deadline JCI World Congress Award Pre-entry Form Submission Deadline
20.08.2018 (Mon)	JCI HK Bidbook Submission Deadline (before 8pm)
30.08.2018 (Thu)	JCI HK Award Judge Briefing Session
02.09.2018 (Sun)	JCI HK Award Judging Day
06.09.2018 (Thu)	JCI World Congress Bidbook Submission Deadline
21-23 .09. 2018	52nd National Convention and Award Presentation
30.10 – 5.11 2018	JCI World Congress

For any enquiries, please contact National R&R Team :

- National Records and Recognition Officer, Julia Chu

Email : julia.chu@jcihk.org

- National Records and Recognition Director, Heidi Chong

Email : heidi.chong@jcihk.org

- National General Legal Counsel , Senator Kannis Leung

Email : kannis.leung@jcihk.org

Q&A Time

Open Discussion