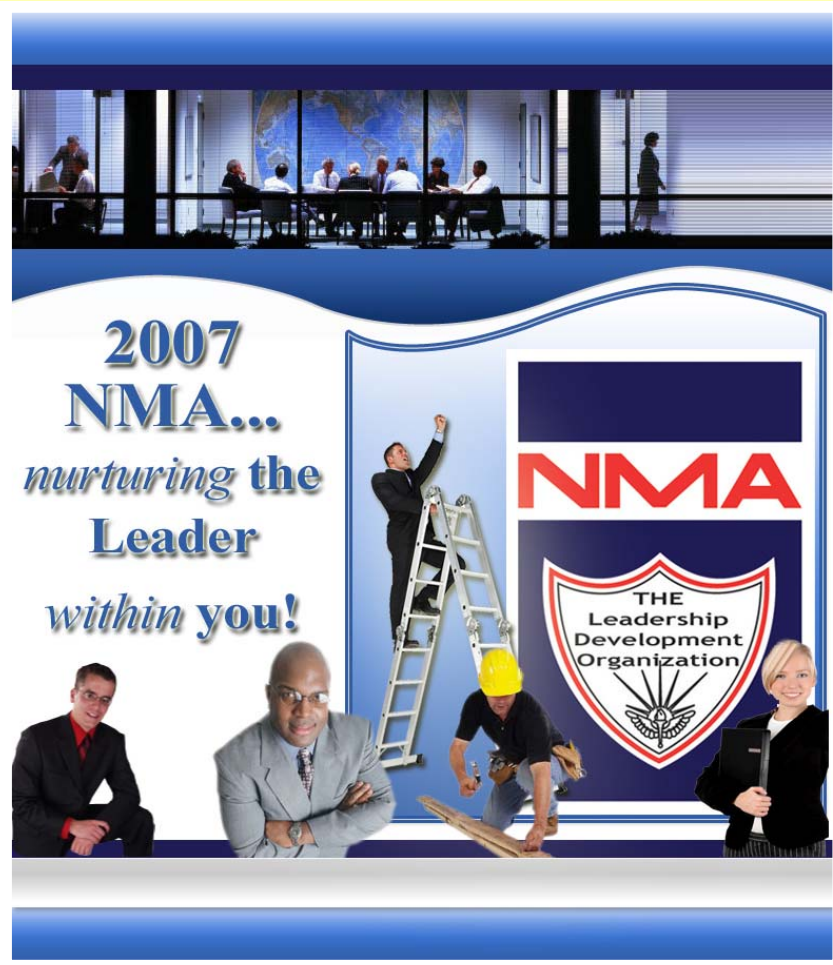


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# Community Services Guide

NMA.... THE LEADERSHIP DEVELOPMENT ORGANIZATION  
BUILDING TOMORROW'S LEADERSHIP TEAM... TODAY!





CHAPTER LEADER TRAINING MATERIALS

## *COMMUNITY SERVICES GUIDE*

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# Committees

## Purpose

One of the purposes stated in the NMA Code of Ethics is to "Promote the principles of our American Enterprise System to others by highlighting its accomplishments and displaying confidence in its future." Equally important is the support of additional worthwhile community projects that allow your organization to truly become a "good" citizen. Questions, comments or suggestions concerning this document should be directed to NMA Headquarters, Attn: Community Services Planning at [nma@nma1.org](mailto:nma@nma1.org).

## Formation

NMA Chapters and Councils are encouraged to improve public understanding of our economic system through the formation and activities of a Community Services (American Enterprise) Committee.

Establishing a committee is very simple. Recruit chapter members who enjoy working with young people and who are interested in Community Services and in promoting the values and principles of our American Enterprise System.

## Participation

### 1. DETERMINE THE SCOPE OF YOUR CHAPTERS PARTICIPATION —

in community, civic, and American Enterprise related activities; ask yourself the following:

- **What Do You Want to Do?**

*Find out which community and civic activities your members are currently involved with and see if they are willing to perform them as an NMA activity.*

- **Who Do You Want to Reach?**

*Consult with other groups in your organization to be sure you are not duplicating efforts or "stepping on toes." You may want to share sponsorship of several activities.*

- **How Do You Want to Reach them?**

*Examine the public relations benefits of your activities and work with your PR committee to obtain publicity that benefits the chapter, the organization, and the community.*

- **What Are the Needs within Your own Chapter?**

*Look at your organization's goals to tie some of your projects to them. Document these and inform your upper management of the effort. Be careful to watch that fine line between an activity and a political action. Check your constitution and bylaws for political activity clarity.*

- **Do You Want to Compete for Community Services (American Enterprise) Chapter Award?**

*Review the Awards section of this guidebook.*

### 2. SET OBJECTIVES AND GOALS.

### 3. ESTABLISH A PLAN OF ACTION AND A TIMETABLE FOR THE YEAR'S ACTIVITIES.

# Projects and Activities

## Introduction

**T**his section provides information on selected American Enterprise and Community Service projects and activities. It provides some guidance to you on putting these into effect.

The first part covers suggested “Projects” such as the NMA American Enterprise Speech Contest. The second part, “Other Community Service Activities” provides a list of activities that you may want to pursue and adapt to your chapter’s needs. Both parts are designed to stimulate interest in promoting civic responsibility and American Enterprise but are by no means the only ones acceptable. Your chapter may like to pursue activities or projects that are not listed.

If you are not sure as to whether or not your proposed activity will meet an award requirement, contact NMA headquarters for clarification and guidance.

## Projects

### 1. AMERICAN ENTERPRISE SPEECH CONTEST

#### **Purpose**

- To promote a better understanding of the American Enterprise System among high school students grades 9 – 12 (includes home schooled students).
- To involve youth in researching, writing and delivering a speech on our economic system.
- To provide an incentive for the development of communication skills that are vital to those entering the work force and to American business.
- To provide winning students financial rewards that will help them further their formal education or assist them in their careers.

#### **Guidance**

- The organization of the contest is based upon four levels of competition and is aligned with the six geographic regions of NMA.
- Recognition for winners at each level will be given in the form of trophies, plaques, etc. Every contestant, nationwide will receive a certificate of participation from NMA.
- An American Enterprise Speech Contest Planning Guide and Video is available to chapter leaders to assist in conducting and promoting the speech contest. Contact your national director or NMA headquarters for further information. [www.nma1.org](http://www.nma1.org)

COMPETITION LEVEL		PRIZES
<b>CHAPTER</b>	Competition within a school sponsored by an individual NMA Chapter (includes home schooled students)	To be determined by Chapters (not to exceed \$500 cash)
<b>COUNCIL</b>	NMA Council sponsored competition between chapter winners	To be determined by Councils (not to exceed \$500 cash)
	Chapters that do not belong to a Council may combine two or more Chapters – <b>contact Area Chairman for direction</b>	To be determined by Chapters (not to exceed \$500 cash)
<b>AREAS at Leadership Development Conferences</b>	Competition between the Council and Chapter winners within each of the six geographic areas of NMA:	1st Place – \$2,000 Bond 2nd Place – \$1,500 Bond 3rd Place – \$1,000 Bond
	Northeast            Southeast Central                Southwest Pacific South        Pacific North	
<b>NATIONAL</b>	Competition between the winners of the six Areas	1st Place – \$10,000 Bond 2nd Place – \$5,000 Bond 3rd Place – \$3,000 Bond 4th thru 6th – \$500 Cash Award

## 2. ADOPT-A-SCHOOL PROGRAM

### Purpose

- To create a climate of involvement and interaction between businesses and schools.
- To strengthen and improve school programs and curriculum, via business involvement.

### Benefits of the Program to Business

- Supports and enhances community involvement in education.
- Creates greater consumer awareness of the product, business, profession, or organization.
- Increases understanding of the business person.

### Benefits of the Program to Schools

- Increases understanding and appreciation of the educational system by the business community.
- Provides new resources and personnel.
- Increases youths understanding of business -- its organization and operation.
- Enriches curriculum through professional interface.

### Activities for the Chapter

- Present a class or a mini-course on computers, science, electronics, or in other special work fields.
- Establish courses at your place of business in special skills areas.

- Tutor students.
- Assist with programs to motivate students.
- Serve on an advisory committee or a curriculum committee.
- Establish an extracurricular club for activities like photography or electronics.
- Conduct tours at your place of business.
- Participate in a scholarship fund.
- Speak at a school assembly.
- Provide internships or job placement assistance.
- Donate surplus material and equipment to schools.
- Display student work at your place of business.
- Invite students to "shadow" you at work.
- Present awards to outstanding students for both academic and athletic achievement.

### **Guidance**

Meet with the principal of the school or schools you would like to adopt and explain your program. This meeting should be at the end of one school year for implementation the following year, as most schools plan ahead for a year's activities. If you have a NMA council in your area, you may want to present the idea and involve as many chapters as possible. This will give awards credit to all chapters and the council involved. If you use the council approach, it is advisable to go through the local school district(s) for implementation.

## **3. JUNIOR ACHIEVEMENT**

### **Purpose**

- To teach students about business and economics.
- To help students become better informed citizens, consumers, and strong believers in the private enterprise system.

### **Activities for the Chapter**

- The JA program has a four "stairstep" approach to educating students. The following covers two of the steps that can be implemented by your chapter.

Project Business is an educational program in which the chapter may participate. It serves to increase our youth's awareness on how the free enterprise system operates. The program is designed to supplement the existing curriculum in the classroom and help students to understand the fundamentals of economics. It is aimed at teaching eighth and ninth graders about business and career opportunities and how economic principles work in the real world.

The representative from the sponsoring chapter is referred to as a business consultant and works closely with the teacher during the 10 to 12 week program. The sponsoring chapter, which furnishes the business consultant, pays all costs associated with the program. These

costs cover materials developed by JA and, for this program, include a 16 chapter economic text used to structure the course.

Applied Economics is a social study elective course offered to high school juniors and seniors. Students learn economic theory from a JA text, and run their own company. With a computer and management simulation software borrowed from JA, they make economic decisions, see the impact of their decisions on the market place, and analyze the results. A business consultant visits the classroom weekly to offer an even closer view of business and economics.

#### **4. MINI-COMPANY PROGRAM**

At the start of the program year the student members, under the guidance of adult volunteers, form into groups of approximately 25. Each group subsequently functions as a small business that meets one night a week for two hours. Their activities could include:

- Selling stock to capitalize
- Electing officers
- Choosing a product to manufacture
- Keeping books and mapping out marketing plans
- Paying salaries, rent, and taxes, as appropriate
- Producing, promoting, and selling their company's product

At the end of the school year, they:

- Liquidate their company
- Publish an annual report
- Return dividends to the stockholders

The program year roughly parallels the school year and is open to all eleventh and twelfth grade students.

There are several basic elements needed to start a Mini-Company; a Coordinator, a Sponsor, Advisers, Students, and a Business Center.

- Coordinator - A volunteer who organizes and supervises the program. His/her primary responsibility is the initial opening of the program and the supervision of the company's operations.
- Sponsor or Sponsoring Firm - Chapter, individual, or business which agrees to finance the organization.
- Advisers - Adults or chapter members who act as consultants to the mini-company. Two or three people are needed and they should be knowledgeable in the areas of management, sales, and production.
- Students - The teenagers who will comprise the company acting as board of directors, officers, workers, and salespeople. They are recruited in their high schools.

***How do you find students?***

The traditional way of recruiting students is through an assembly program in the high schools. Other methods include presentations to individual classrooms or presentations over the school's PA system.

- Business Center – The place to meet is the final ingredient for a company. Important factors affecting the choice of allocation include accessibility, good lighting, storage space, and the availability of any equipment necessary to manufacture or assemble the company's product.

**Guidance**

- For more information on any of the projects covered contact Junior Achievement, Inc., One Education Way, Colorado Springs, CO 80906, (719) 540-8000 or [www.ja.org](http://www.ja.org).

**5. TOASTMASTERS INTERNATIONAL — GAVEL CLUBS**

**Purpose**

- Provides Toastmasters International communications and leadership program, through sponsorship by NMA chapter, for speech development of youth.

**Membership**

- High School students grades 9-12 who cannot qualify for membership in a Toastmasters Club due to age (must be under 18) or other circumstances.

**Sponsorship by the Chapter**

- Application for Certification will include a one-time Certification Fee of \$50.00.
- Certificate of Affiliation and kit of materials will be received by the sponsoring chapter on behalf of the Gavel Club.
- Annual dues of \$48.00 for each Gavel Club are billed in November. Clubs applying for certification in mid-year pay pro-rated annual fees.
- Provide educational materials similar to the items used in Toastmaster Clubs.

- Programs for Gavel Clubs shall be administered by World Headquarters under procedures and regulations established by Toastmasters International Board of Directors.
- It is recommended a coordinator be appointed from a local Toastmasters unit who will work closely with the Gavel Club. Ideal situation would be Toastmasters who are members of the NMA sponsoring chapter.

**Guidance**

- Toastmasters International, P O Box 9052, Mission Viejo, CA 92690  
(949) 858-8255 [www.toastmasters.org](http://www.toastmasters.org)

## 6. TOASTMASTERS INTERNATIONAL — YOUTH LEADERSHIP PROGRAM

**Purpose**

- Principles of Toastmaster's communication and leadership program are taught in an eight session speech course by members of existing local Toastmaster's clubs.

**Membership**

- High school students grades 9-12 who may or may not be members of Gavel clubs.

**Sponsorship by the Chapter**

- Toastmasters Clubs receive points for presenting these sessions and tend to constantly look for groups to teach. Contact local Toastmaster Clubs for participation.
- Costs to participants are minimal and will be paid by the sponsoring chapter.

**Guidance**

- World Headquarters will provide the name and telephone number of the local Youth Leadership Chairman. [www.toastmasters.org](http://www.toastmasters.org)

## 7. TOASTMASTERS INTERNATIONAL — COMMUNICATIONS VIDEO SERIES

- **Be prepared to SPEAK** - A step by step simple illustrative video guide for preparation and delivery of a speech.
- **Be prepared to LEAD** - Applied Leadership Skills for Business Managers. Learn how to develop your own skills and how to build the trust of your team members.
- **Be prepared to SELL** - How to sell an Idea, Proposal or Product to a Group. Learn to design your presentation for success and deliver it with enthusiasm and assurance.
- **Be prepared for MEETINGS** - How to Lead Productive Meetings. Learn how a facilitator leads their team through a tough problem-solving meeting.

**Purpose**

- Video seminars to help develop verbal communications and leadership skills.

**Attendance**

- Speech contest contestants, chapter members and all company employees.

**Sponsorship by chapter**

- 25 minute lunch-time video seminars sponsored by the Chapter as an American Enterprise audio/visual program.

**Guidance**

- Toastmasters International Communications Series (Video), Telephone: (800) 989-8273

**8. MAKING THE GRADE**

The “Making the Grade” program provides school supplies to children in need.

**Purpose**

- The purpose of the program is similar to “Toys for Tots.” “Making the Grade” program supports children by providing school supplies (paper, pencils, pens, crayons, notebooks, ruler, erasers, etc.) they need (but can’t afford) before school commences.
- This program, starting at a local level, offers tangible benefits for the student, the chapter, and the community. By supporting the education of our youth, by showing we care and by equipping them to succeed in class.

**Benefits**

Who benefits from this program?

**THE CHILDREN**

- Contact Child Protective Services, church programs, foster homes, or the principals at various schools to find children in need of school supplies.
- Critical rule: protect & maintain the child’s anonymity.

**THE CHAPTER**

- A new and exciting community service activity that the chapter can receive credit for on the R1 Monthly Activity Report.

**THE COMMUNITY**

- Mobilize other community organizations (Optimist, Big Brothers/Sisters, businesses, churches, etc.) to help donate or participate in this beneficial program.

**Chapter Participation**

The Sequence of the Activities:

- **MAY** — Chapters contact organizations (school districts, agencies, volunteer support groups, etc.) to identify children in need.

- **JUNE** — Ask local businesses to donate school supplies or funds to purchase supplies for the program; ask them to become a partner in this program.
- **JULY** — Select date in August and reserve a suitably large meeting area (auditorium, ballroom, etc.); ask a hotel, business, or civic club to volunteer such facilities; begin assembly of school supplies into separate packages; arrange for donated refreshments and snacks; launch public relations news releases and notices (remember - children's names are not published nor broadcast)
- **AUGUST** — Chapter gathers children together to distribute school packages. Or the agencies, that expressed a need for these packages, may distribute them.

School years vary across the country but the goal of the program remains the same: distribute the needed supplies prior to the start of the school year.

## 9. HIGH SCHOOL FINANCIAL PLANNING PROGRAM

### **What is the High School Financial Planning Program?**

- A six unit course
- Acquaints students with basic financial planning concepts
- Illustrates how these concepts apply to every day life

### **Purpose**

- Teach students what financial planning is
- Teach what it can do for students
- Provide opportunity to apply the process
- Teach effective use of all financial resources

### **How Program Fits Into Secondary Education**

- Easy Classroom integration
- Taught in a variety of established classes
- Taught in as few as 10 classroom hours

### **Method Of Instruction**

- School instructor
- Team concept
- School instructor
- Financial Services professional

### **All Necessary Materials Provided**

- Comprehensive instructor's manual
- Extensive student workbook

### **Benefits**

- Identify and prioritize personal money management goals

- Develop personal spending and savings plans
- Track income and spending to stay within budget
- Comprehend the effect of time on the value of money
- Understand the cost of using credit
- Protect their assets as they begin to accumulate money

**Make A Difference In The Way Young People Look At Their Finances**

- Money management is a disciplined behavior
- Difficult concept to master, however easier mastered when learned young in life

**Information**

Visit the National Endowment for Financial Education's Website at [www.nefe.org](http://www.nefe.org) or call (303) 224-3511.

**10. OTHER COMMUNITY SERVICE AND AMERICAN ENTERPRISE ACTIVITIES**

- Ask local high school or college students to attend monthly meetings. Introduce students and have them make a short presentation on their career goals, etc.
- Assist a local Girl Scout or Boy Scout troop. Conduct a tour of your facility, escort them to other activities, or make a presentation.
- Sponsor student essay contests. Prize could be savings bond or stock portfolio (if not restricted to employees' children only), etc.
- Make presentations to schools. Remember adult education as well as student education.
- Sponsor a traveling exhibit.
- Assist with community projects.
- Assist your company with its bond drive and make it a yearly activity. Have a special drive within the chapter. Buy bonds for the chapter.
- Sponsor a book fair at a school, or within the company. Invite an author to sign books at a meeting. Promote local authors.
- Work as a school advisor.
- Work with students with poor motivation. Show by example what an education, or lack thereof, can do.
- Assist the local boys and girls club or organization.
- Sponsor a medical function, i.e., blood analysis, blood pressure checks in facility for several days, or have a medical specialist or doctor as a speaker.
- Sponsor films for schools or the general public. These can be rented or borrowed from NMA or other places.
- Auction off a company executive for hours of an executive's time.
- Utilize NMA retirees to assist with community activities. Sometimes they have more time and would like to stay involved.

- Present Science Fair Awards such as savings bonds, books, or plaques, etc.
- Be a resource for new career opportunities. Make presentations or invite students to your facility.
- Make presentations early in the year to students to coordinate summer employment opportunities.
- Conduct field trips or plant tours.
- Sponsor a health fair in your community or company.
- Sponsor a "cleanup" project for roads in your community, or help build/repair community structures.
- Sponsor museum trips.
- Do "stay-in-school" counseling.
- Sponsor 5/10k runs or sports tournaments.
- Assist with summer camp activities or sponsor a child.
- Contact your local Chamber of Commerce and offer assistance with community activities.
- Assist with "Special Olympics."
- Sponsor a time and service auction -- auction babysitting services, skateboard lessons. Utilize chapter members' expertise.
- Sponsor a family night or activity.
- Sponsor a drug rehabilitation speaker. Have kids who are involved or have been involved in a rehab program as speakers.
- Become involved in Business Week in America.
- Become involved in Management Week in America.
- Sponsor school trips.
- Put on a fashion show. Utilize men, women, and children from your company as models and charge a fee. Use for an American Enterprise project.
- Provide advice on "real world" industry and work problems to business schools.
- Provide job interview training for local schools.
- Provide American Enterprise materials to the community. Become a resource for procuring information and pamphlets.
- Sponsor a Business Experience Week at your company. Invite students to follow an executive or employee around for several days. Let them role-play.
- Sponsor senior citizen speakers.
- Sponsor a blood donation drive at your facility.

- Provide finances for a local teen group to make a radio or TV commercial on drug abuse or drunk driving, etc.
- Provide career counseling.
- Promote City Government Awareness. Have a speaker at the meeting.
- Assist with adult retraining.
- Sponsor a "white elephant" auction within your company or chapter.
- Coordinate the sponsorship of activities with other company organizations. (This should help with expenses).
- Prepare a "Free Enterprise Kit" consisting of resource material to stimulate interest and further education of the American Enterprise System.
- Sponsor "Project Linus."
- Sponsor "Habitat for Humanity" activities.
- Junior Achievement Shadow Program.
- Sponsor Holiday Food Drive.
- Students for Free Enterprise.
- Junior Achievement "Bowl-A-Thon."

# Awards

## Chapter Community Services Award

This award is presented to chapters in each size group that have demonstrated creativity and innovation in community service activities, including promoting the American Enterprise System within their own chapter, company, organization, or community. A first place plaque and second and third place certificates will be presented to the top achievers in each size group at NMA's National Conference in the fall.

### COMMUNITY SERVICES AWARD

- a. **Description** - This award is presented to Chapters, in each size group, which have demonstrated creativity and innovation in promoting the American Enterprise System within the Chapter, company, organization, and community during their administrative year. Chapters selected to receive this award will be recognized at the Association's National Conference.
- b. **Qualifications** - To be considered for this award, a Chapter must participate in the Association's Chapter Recognition Program by submitting a monthly Chapter Activity Report (**R-1 Form**) to Association Headquarters. Also, Chapters must complete an activity in each of the two categories listed in Section D of the **R-1 Form** under American Enterprise/Community Service.
- c. **Nomination Submittal** - The **R-1 Form** will be used by the Association staff to document and score Chapter participation. No other documentation is required.
- d. **Final Selection** – This award will be presented to qualifying Chapters that have met the requirements listed in section b and c above, and the number of combined points on the R1 Form in the American Enterprise/Community Services Area listed in section e below. The Association staff will tabulate the points earned by qualified Chapters during their administrative year.
- e. **Points Required**

$$.2 \times \text{*Membership figure} + 35 = \text{Minimum Points Required}$$

\*Membership figure is the number of paid members that have been reported to NMA as of the last day of the chapter's administrative year.

A chapter with 75 members would need the following points to qualify for this award:

$$(75 \times .2 = 15 \text{ points})$$

$$(35 + 15 = 50 \text{ minimum points required for CS Award})$$

## Examples of Award Winning Programs

Following are examples ONLY of programs from recent winners of the Community Services (formerly American Enterprise) Award and is not to be taken as a guide to the number of committee members a chapter should have for each size group. That will vary depending upon the needs and projects of your chapter. Activities representing chapters from each size group are listed.

### 1. LARGE SIZE CHAPTERS

#### **American Enterprise**

- Committee of nine members
- Completed all activities in categories under Community Services (American Enterprise) Area on R-1 form.

#### **Options**

- Sponsored National Youth Programs
  - JA
  - Students in Free Enterprise
  - Project Business
- Published three plus American Enterprise Articles
- Had Spotlight Speaker
- Had Featured Speaker -- Company President & Chief Operating Officer
- Other: Close-Up, Career Guidance, Scouting, Youth Resources

#### **Management Week in America**

- Proclamations from - City, County and State
- Speaker
- Article in Chapter Newsletter
- Article in Company Newsletter
- Article in Local Newspaper

### 2. MEDIUM LARGE SIZE CHAPTERS

#### **American Enterprise**

- Committee of seven members
- Completed activities in all Community Services Area on R-1 form.

#### **Options**

- Sponsored National Youth Program -- JA
- Published three American Enterprise Articles
- Had Spotlight Speaker
- Had Featured Speaker
- Other: Explorers

#### **Civic Activities**

- Special Olympics
- Thanksgiving Food Program
- March of Dimes Walk-A-Thon
- Bloodmobile Drive

#### **Management Week in America**

- Proclamation
- Speaker
- Local Manager of the Year

**Civic Activities**

- JA Bowl-A-Thon
- Children's Hospital Toy Drive
- 50's Sock Hop Fund Raiser for Boys Home
- Christmas Food Drive

**3. MEDIUM SIZE CHAPTERS**

**American Enterprise**

- Committee of 14 members
- Completed activities in all categories under Community Services (American Enterprise) Area on R-1 form.

**Options**

- Sponsored National Youth Programs
  - JA
  - Applied Economics
  - Economics
  - Project Business
- Published three American Enterprise Articles
- Had Spotlight Speaker
- Had Featured Speaker
- Other: Explorers Post

**Civic Activities:**

- Food Drive
- Rebuilt Playground (for Woman's Shelter)
- 3 Wishes Program (Christmas toys for underprivileged children)
- Book Fair

**Management Week in America**

- Proclamations from both Mayor and Governor
- Local Manager of the Year

**4. MEDIUM TO SMALLER SIZE CHAPTERS**

**American Enterprise**

- Committee of three members
- Completed activities in all categories under Community Services (American Enterprise) Area on R-1 form.

**Options**

- Sponsored National Youth Program: Hugh O'Brian
- Published three American Enterprise Articles
- Had Spotlight Speaker
- Had Featured Speaker
- Other: Career Counseling, Scholarships, Science Fair, Women Engineer's Workshop

**Civic Activities:**

- Blood Drive
- Bowl-A-Thon
- March of Dimes Walk-A-Thon
- Children I.D. Program
- Special Olympics
- Food/Clothing Drive

**Management Week in America**

- Proclamation
- Speaker
- Newsletter and Newspaper Articles
- Local Manager of the Year

**5. SMALLER SIZE CHAPTERS**

**American Enterprise**

- Committee of five members
- Completed activities in all categories under Community Services (American Enterprise) Area on R-1 form.

**Options**

- Sponsored National Youth Program
- Published three American Enterprise Articles
- Had Spotlight Film
- Had Featured Speaker
- Other: Presentation on Productivity to College Group

**Civic Activities:**

- Special Olympics
- Miniature Golf Tournament (proceed benefit homeless shelter)
- March of Dimes Walk-A-Thon

**Management Week in America**

- Proclamations
- Luncheon
- Local Manager of the Year

**6. COMMUNITY CHAPTERS**

**American Enterprise**

- Committee of 3 members

**Options**

- Sponsored National Youth Program
  - HOBY, CLEW Program
  - Hugh O'Brian
  - Project Business
- Had Spotlight Programs
- Other: Science Fair, Career Day, 4-H Judging

**Management Week in America**

- Proclamations
- Speaker
- Luncheon
- Local Manager of the Year

## Community Service or American Enterprise Awards given by the Chapter

These awards may be given by the chapter to individuals in the chapter, organization, or community who have distinguished themselves through exceptional American Enterprise and/or community service.

**Examples:**

- Chapter member who has organized and led American Enterprise or community activities that have significantly affected the achievement of a Chapter Community Service Award
- Community leader who practices and represents outstanding American Enterprise ideals
- An individual who has promoted the American Enterprise system to the benefit of the organization
- Local high school student who has presented a paper or made a speech on the American Enterprise system or who volunteered his/her time and talent to a worthwhile community activity
- Awards may be chosen from the NMA Awards and Merchandise Brochure.

**Examples:**

- Shield of Excellence Award
- Distinguished Recognition Award
- Medallion Award
- Certificates

Be sure to review all requirements for each of these awards. Available in the Recognition and Awards guidebook.

## Resources Available

The following is a list of resources for American Enterprise activities. You need to contact the source identified for ordering instructions and costs. This is just a start; you may find additional programs through other sources.

### **THE FREEDOM LIBRARY**

The Free Enterprise Resource Catalogue is available from The Freedom Library located at Hillsdale College in Hillsdale, Michigan. It includes audio/visual aids, printed materials, organizations, and corporate programs and resources available to the public.

### **CONTACTS**

#### **Free Enterprise Economic Education Materials**

Hillsdale College – Public Affairs  
33 E. College Street  
Hillsdale, MI 49242  
PH: 517-437-7341 and ask for Hillsdale Press  
Fax: 517-437-0160 or 800-437-2268  
<http://www.hillsdale.edu/FreedomLibrary>

#### **Students in Free Enterprise**

1959 East Kerr Street  
Springfield, MO 65803-4725  
(417) 831-9505  
<http://www.sife.org>

#### **The United States Chamber of Commerce**

1615 H St., N.W.  
Washington, D.C. 20062  
(202) 659-6000  
<http://www.uschamber.com>

#### **Toastmasters International Communications**

PO Box 9052  
Mission Viejo, CA 92690  
(949) 858-8255  
<http://www.toastmasters.org>

#### **Junior Achievement, Inc.**

One Education Way  
Colorado Springs, CO 80906  
(719) 540-8000  
<http://www.ja.org>

#### **Future Business Leaders of America**

1912 Association Way  
Reston, VA 22091  
(703) 860-3334  
<http://www.fbla.org>

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