

## The Missouri Federation of Square 'N Round Dance Clubs, Inc.

Appendix EE

Standing Operating Procedures (SOP)

March 16, 2021

### Square Dancer of the Year Selection Committee

1. **PURPOSE:** To establish and govern the position of the Square Dancer of the Year Selection Committee for the Missouri Federation of Square 'N Round Dance Clubs, Inc.
2. **SCOPE:** This SOP applies to the Square Dancer of the Year Selection Committee, The Missouri Federation of Square 'N Round Dance Clubs, Inc. The Square Dancer of the Year Selection Committee can use this SOP to know and understand the duties of the Square Dancer of the Year Selection Committee, and should use it when performing the functions of the Square Dancer of the Year Selection Committee.
3. **AUTHORITY:** The Missouri Federation of Square 'N Round Dance Clubs Inc.
4. **References:** Missouri Federation of Square 'N Round Dance Clubs, Inc.
  - a. Constitution and Bylaws, Article VII, Section 5.
  - b. Standing Rules, Article X, Sections 1 through 5.
5. **MEMBERSHIP:**
  - a. The Square Dancer of the Year Selection Committee is a standing committee comprised of all District Presidents.
  - b. The chairman, Square Dancer of the Year Selection Committee shall be selected annually by the committee and confirmed by the President, Missouri Federation of Square 'N Round Dance Clubs, Inc., with the approval of the Board of Directors at the January meeting, to serve a one year term.
6. **AWARD:**
  - a. Each recipient will receive an official "Square Dancer of the Year" badge. The badge shall be rectangular measuring 3 ½ inches wide and 2 ¾ inches high. The badge will include the recipient's names, name of city they live in/near, club name, club logo (if there is room), name of the federation, name of the award and year of the award. If the club logo cannot be used, use a clipart couple shown on the Square Dancer of the Year perpetual plaque.
  - b. Each recipient or couple recognized as the "Square Dancer of the Year" will be entered onto a Square Dancer of the Year" honor roll. The honor roll will consist of a wooden plaque duly identified as the "Square Dancer of the Year Honor Roll." The recipient(s) name(s), and year of presentation will be engraved onto a small brass plate and affixed to the board after the official presentation. This honor roll will be on display at all state and national festivals.
  - c. Recipient(s) will receive a corsage and/or boutonniere.
  - d. Each recipient or couple recognized as the "Square Dancer of the Year" shall have their biography and a good 8" by 10" photo entered into the "Square Dancer of the Year" album.
7. **PROCEDURES:**
  - a. RESPONSIBILITIES OF THE SQUARE DANCER OF THE YEAR SELECTION COMMITTEE:

- i. To oversee the position and responsibilities of Square Dancer of the Year Selection Committee for the Missouri Federation of Square “N Round Dance Clubs, Inc.
  - ii. The committee shall study and report on matters concerning identification, nomination and selection of the Square Dancer of the Year.
  - iii. The committee shall select the recipient of the Square Dancer of the Year award prior to September 15<sup>th</sup> of each year.
  - iv. The committee shall select one couple or person to be honored as the recipient of the “Square Dancer of the Year” award.
- b. Responsibilities of the committee Chairman:
- i. Shall promote the Square Dancer of the Year program at the State Federation meetings.
  - ii. Shall set up a “Square Dancer of the Year” display at the state festival which includes:
    1. Square Dancer of the Year Album.
    2. Square Dancer of the Year perpetual plaque.
    3. Information about the Square Dancer of the Year program.
    4. Shall receive all nominations for “Square Dancer of the Year” that have been either emailed or postmarked no later than August 1<sup>st</sup>.
  - iii. Make copies of the nominations received for the nominating year and email or mail them to the committee members for consideration.
  - iv. Conduct a live meeting, zoom meeting or a phone-conference call with the committee members by September 15<sup>th</sup> to discuss the qualifications of each nominee and select most qualified nominee as the recipient of the “Square Dancer of the Year” award. This may be accomplished by voice vote, secret ballot, or show of hands.
  - v. Insure that members are aware that the selection made by the committee is to remain secret until announced at the State Festival.
  - vi. Destroy the nominations received after the state festival with the exception of the nominee(s) selected as their information is needed for the award presentation, the Square Dancer of the Year Album, Show-Me Doin’s article, etc.
  - vii. Shall arrange to have a presentation plaque made.
  - viii. Shall have the Square Dancer of the Year badge(s) made.
  - ix. Arrange for a corsage and boutonniere to be made. Sometimes this can done at or by calling a florist shop in the festival city ahead of time, or ordered no later than Friday of the festival for pickup on Saturday.
  - x. Shall have the recipient’s name(s) engraved on the perpetual plaque plate.
  - xi. Shall with the federation president present the “Square Dancer of the Year” award to the recipient(s) during the opening ceremonies of the annual state festival.
  - xii. Shall type up a biography or the information to be used during the presentation of the award. Two copies are needed. One for the presentation and one for the Square Dancer of the Year album.
  - xiii. Shall make sure that a good picture of the recipient(s) is acquired or taken during or after the presentation for the Square Dancer of the Year album. The picture received with the nomination can be used. Picture should be 8” by 10”.
  - xiv. After the Saturday evening dance and festivities, collect the album, perpetual plaque to take home.
  - xv. Take all Square Dancer of the Year material and information to the January state meeting to pass on to the next chairman.

**8. Criteria for the Award:**

- a. Recipient(s) demonstrates good sportsmanship, citizenship, integrity, and ethics that are becoming of a good square or round dancer.
- b. Recipient(s) promotes the well-being of square or round dancing through participation in activities associated with the conduct of club business.
- c. Recipient(s) promotes the well-being of square or round dancing by supporting club activities and lessons.
- d. Recipient(s) unselfishly assists at club dances by sharing functions, such as kitchen duty, food serving, and setup and breakdown of facilities to ensure that they are accomplished in a timely and considerate manner.
- e. Recipient(s) promotes square and round dancing when possible by participating with other dancers in such activities as demonstration dances, parades, fairs, or other community event(s) in an effort to inspire interest and growth in square and round dancing.
- f. Recipient(s) volunteer to participate, when possible, as square or round dancers while providing service or entertainment to residents in health or residential care facilities. Other examples of volunteer activities include participating in school education programs, toy for tots, assisting with special dances to raise money for charitable causes, or any other charitable cause or function requiring the services of volunteers.

**9. Guidelines for clubs/districts to follow in making nominations:**

- a. Recipient(s) must be a current member of a club affiliated with The Missouri Federation of Square 'N Round Dance Clubs, Inc.
- b. All dancers, regardless of the number of years they have been dancing, are eligible for this award.
- c. Nominees must be nominated by the member's club or a club within the same district and supported by at least two presidents of affiliated clubs (or representatives to the district if the club has no president) from the nominating district. Nominations will be forwarded to the district president for endorsement. The district president shall forward the nomination to the Square Dancer of the Year Selection Committee Chairman so it is emailed or mailed no later than August 1<sup>st</sup>.
- d. Nominations will not be held over to the following year.
- e. Dancers not selected to receive the award during the current year may be nominated again the following year(s).
- f. Each person/couple is eligible to receive this award only once.
- g. Nominations will consist of a one-page submission containing the following":
  - i. Name(s) of nominees.
  - ii. Address and phone number of the nominees.
  - iii. Name of the federation club submitting the nomination
  - iv. Name, address and phone number of a contact within the club.
  - v. A paragraph describing why the nominees should be recognized.
  - vi. A list of accomplishments related to square/round dancing achieved by the nominee(s).
  - vii. Nominations must include an endorsement by the District of which the nominee's club is a member.

**10. Guidelines for Presenting the Award:**

- a. The "Square Dancer of the Year" committee Chairman shall with the federation president present the "Square Dancer of the Year" award to the recipient(s) during the opening ceremonies of the annual State festival.
- b. The committee chairman shall read the biography of the recipient(s).
- c. Ask the recipient(s) to come to the stage/podium.
- d. The Committee chairman shall with the State President present the recipient(s) with a plaque, badge, corsage, and boutonniere.
- e. Following the presentation, put the biography and picture of the recipient(s) in the Square Dancer of the Year album and the engraved plate on the perpetual plaque.
- f. Give any receipts or bills to the state treasurer for payment or reimbursement.

## Annex A: Timeline

January – Prior to the convening of the state federation meeting, the District President’s Committee will meet for the purpose of selecting a chairman of this committee and other business as needed. The name of the committee chairman shall be given to the state federation president for the purpose of confirmation by the board of directors.

During the committee report, remind the members of the board of directors to talk about this award at their district and club meetings. Remind them that the deadline for submitting nominations is July 31<sup>st</sup>.

February – Revise the cover letter and nomination form so it includes the current committee chairman’s name, address, phone and email.

April – Distribute a copy of the newly revised cover letter, nomination criteria, and the current year’s nomination form with the committee chairman’s name, address, phone number and e-mail address at the state federation meeting.. (This may also be included in the state festival packet.) Provide the “Square Dancer of the Year” nomination material to the state webmaster for posting on the state website.

Take the “Square Dancer of the Year” box to the state meeting to give to the person handling the Showcase of Ideas for the National Square Dance Convention. It will be returned at the July meeting.

July - Nominations will be received by the Square Dancer of the Year Selection Committee Chairman by either email or postmarked no later than August 1<sup>st</sup>.

Get the “Square Dancer of the Year” box from the person who took it to the National Square Dance Convention.

First Week of August - Scan and email the nominations to those committee members who have email. Otherwise, copy and mail paper copies of the nominations to those members who do not have email or prefer to receive paper copies. (Keep track of any copy and postage expenses and submit your receipts to the state treasurer for reimbursement using the state reimbursement form.)

August / September - Conduct a live meeting, zoom meeting or a telephone conference call with the committee members by September 15<sup>th</sup> to discuss the qualifications of each nominee and to select the most qualified nominee as the recipient of the “Square Dancer of the Year” award. The committee should decide how they want to vote: voice vote, secret ballot, show of hands or email. Selection should be kept secret until announced at the state festival.

September / October – Check with the state festival registration committee to see if the recipient(s) is/are registered to attend the state festival. So as not to give away who the recipient is, ask about all of the nominees.

If you think the recipient(s) are not going to attend the state festival, contact the president of the district or club from which the recipient(s) is from to try and make sure the recipient is going to attend the opening ceremonies.

1. Arrange for the "Square Dancer of the Year" plaque to be made.
2. Arrange for the "Square Dancer of the Year" badge(s) to be made.
3. Arrange for corsage and/or boutonniere to be made.

## (Year Date) Square Dancer(s) of the Year Nomination Form

Deadline: Post marked or emailed to Committee Chairman no later than August 1, \_\_\_\_.

Nomination may be made for an individual or a couple for the award.

**Nominee(s) Information:**

Name(s): ..... Member of club: .....

Address: .....

City: ..... State: ..... ZIP: .....

Phone: ..... E-Mail: .....

Describe why the nominee(s) should be recognized with this award:  
(Please attach a picture)

.....  
.....  
.....  
.....  
.....

List the accomplishments related to square/round dancing achieved by nominee(s)

.....  
.....  
.....  
.....

Federated club submitting the nomination: .....

Name of Club Contact: ..... Phone Number: .....

Address of Club Contact: .....

Signatures of at least two supporting club presidents from the nominating district:

President..... Club Name.....

President..... Club Name.....

**District Endorsement:**

As President of the ..... District, I / we endorsement of the nomination of  
..... to be considered for the 2021 Square Dancer of the Year  
Award.

..... Date.....

Signature of the District President

## ANNEX C: Nomination Instructions



## Criteria for Square Dancer of the Year Award

1. Recipient(s) must be a current member of a club affiliated with the Missouri Federation of Square 'n Round Dance Clubs, Inc.
2. All dancers, regardless of the number of years they have been dancing are eligible for this award.
3. The recipient(s) must be nominated by the member's club or a club within the same district and supported by at least two presidents of affiliated clubs (or representatives to the district if the club has no president) from the nominating district. Nominations will be forwarded to the district president for endorsement. The district president shall forward the nomination to the Square Dancer of the Year Selection Committee Chairman by email or postmarked no later than August 1<sup>st</sup>. Nominations will not be held over to the following year.
4. Each person is eligible to receive this award only once.
5. Nominations will consist of a one-page submission containing the following:
  - a. Name(s) of nominees
  - b. Address and phone number of nominees
  - c. Name of federation club submitting the nomination
  - d. Name, address and phone number of a contact within the club
  - e. A statement as to why the nominees should be recognized
  - f. A list of accomplishments related to square/round dancing achieved by the nominee(s)
  - g. An endorsement by the district of which the club is a member.

## Suggested guidelines for clubs/districts to follow in making nominations

1. Nominee(s) demonstrate good sportsmanship, citizenship, integrity, and ethics that are becoming of a good square or round dancer.
2. Nominee(s) promotes the well-being of square or round dancing through participation in activities associated with the conduct of club business.
3. Nominee(s) promotes the well-being of square or round dancing by supporting club activities and lessons.
4. Nominee(s) unselfishly assists at club dances by sharing functions, such as kitchen duty, food serving, and setup and breakdown of facilities to ensure they are accomplished in a timely and considerate manner.
5. Nominee(s) promotes square and round dancing when possible by participating with other dancers in such activities as demonstration dances, parades, fairs, or other community events in an effort to inspire interest and growth in square and round dancing.
6. Nominee(s) volunteer to participate, when possible, as square or round dancers while providing service or entertainment to residents in health or residential care facilities. Other examples of volunteer activities include participating in school education programs, Toys for Tots, assisting with special dances to raise money for charitable causes, or any other charitable cause or function requiring the services of volunteers.





## Nomination for Square Dancer(s) of the Year

The deadline for submission of nominees will be August 1, 202\_ (post marked or e-mailed). Enclosed are forms you may use for nominating a candidate. The use of this form is not mandatory but the information called for on the form is necessary and serves as a guide. The supporting signatures and the District Endorsement at the bottom of the form, including the signature of the District President are mandatory.

If you have questions or need further assistance, do not hesitate to contact your District President or me.

Thank you for your help.

Mail or e-mail completed form to:

Committee Chairman Name

Mailing

Address

Phone number

e-mail address

## Annex E: Awards

### 1. PRESENTATION PLAQUE

A picture of the plaque is included for working purposes. **Do not remove from this SOP.** The plaque should be a nice quality wooden plaque, 9 x 12 inches. There are several ways companies can do the engraving or printing of the metal. Either way is good.

See the picture of the plaque for wording and arrangement.

Most companies have the state logo. A copy of the square dance graphic is on the internet to use. You can copy to flash drive or send to them by email.

### 2. RECIPIENT NAME BADGE

A picture of the name badge(s) is included for working purposes. Do not remove. The badge is plastic with letters engraved into the plastic. However, there are other options available. Size should be 3 ½ inches wide by 2 ¾ inches tall.

If you cannot get the club logo for the club that the recipient(s) belong to, use the Missouri Federation logo or just a square dancer on the badge.

### 3. ENGRAVED PERPETUAL PLAQUE

Take the plaque or the previous year's plate and a blank plate to an engraver and have the current recipient's name(s) and year engraved on the plate. By taking the plaque or previous year's plate with you, you can ensure that the same type font and font size is used. **DO NOT LEAVE THE PLAQUE OR THE PREVIOUS RECIPIENT'S PLATE WITH THE ENGRAVER.** Be sure to have the correct spelling of the recipient(s) name.

### 4. CORSAGE AND/OR BOUTENNIERE

The lady's corsage is usually two red roses with baby's breath. The gentleman's boutonniere is usually one white carnation. You can use what the floral shop recommends.

### Engraved Perpetual or Honor Roll Plaque



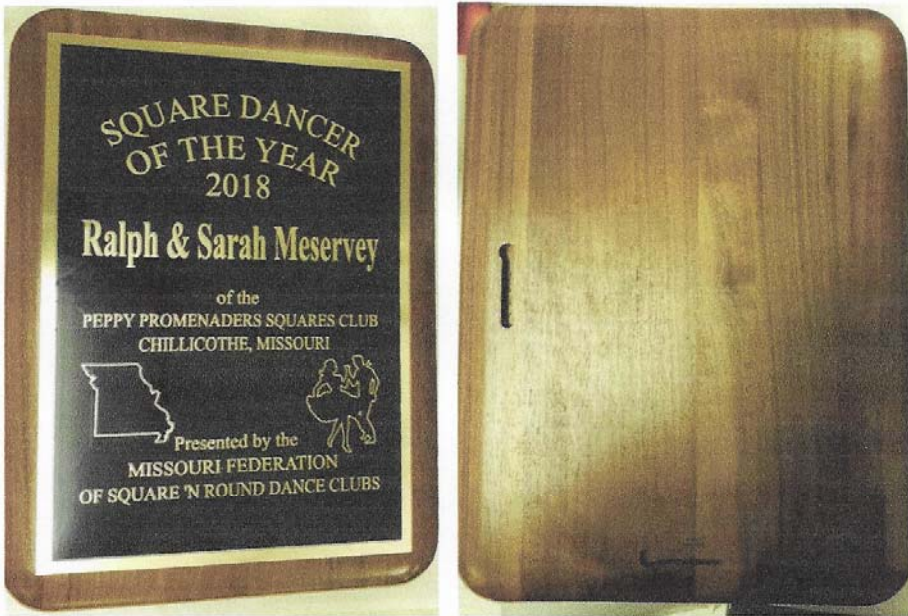
Remove previous year's plate and the next blank plate to take to the engraver along with the correct wording for the new plate.

### Corsage and/or Boutonniere

Lady's corsage (usually 2 red roses and baby's breath). Gentleman's boutonniere (usually one white carnation) or get a recommendation from the florist.

If you do not have access to a business that can do the plaques and the engraving, do not hesitate to ask another district president, festival chairman, a previous chairman, etc. for help.

### Square Dancer of the Year Plaque



Nice quality wooden plaque 9 x 12 engraved with information as shown above.

### Square Dancer of the Year Badges



Plastic badge 3 ½" x 2 ¾" tall engraved as showed.