



*Daughters of Penelope*  
Penelope of the Year Packet

# *Daughters of Penelope*

## *Penelope of the Year*

### **ELIGIBILITY, RULES, REASONS FOR DISQUALIFICATION AND PROCEDURES FOR PENELOPE OF THE YEAR**

A Global Penelope of the Year shall be selected and announced at the AHEPA Family Supreme Convention. The qualifications, method of selection, and submission procedure listed below shall be followed to qualify. Please type or print in English only. All acronyms must be spelled out in their entirety the first time they are used or mentioned in the application.

#### **ELIGIBILITY:**

Any member of the Daughters of Penelope in good standing with her Chapter and whose chapter is in good standing with Global Headquarters and has been a member for a minimum of 5 years shall be eligible.

Current Grand Lodge officers, Past Grand Presidents and current District Governors shall not be eligible. (PGP's have received the highest honor of the Order.)

When a member has been previously selected District Penelope of the Year, the candidate's name cannot be resubmitted to Supreme Convention Committee for three (3) years.

The Global Penelope of the Year award is the SECOND HIGHEST HONOR bestowed upon a member. The recipient of the Global Penelope of the Year award shall receive the honor one time only. There will not be a second or third runner-up.

#### **REASONS FOR DISQUALIFICATION CAN INCLUDE:**

No photo, candidate in the organization less than 5 years, improper certification, use of incorrect form, not in English, not sent properly, not received timely and more than one application received from a chapter or district.

#### **CHAPTER LEVEL:**

Chapters may use one of the selection process options which works best for them.

**Option #1:** The Chapter President shall appoint a committee of three (3) people. The committee will evaluate the chapter's members and present one candidate, to the general chapter assembly, stating her qualifications and why she would make a good candidate.

**Option #2:** Chapter members may nominate a sister(s) from the floor at a chapter meeting, and the assembly decide upon the candidate.

The Chapter Penelope of the Year winner may be awarded a Chapter Penelope of the Year Pin by her chapter.

#### **Completion of the Application by the Selected Candidate:**

- The chapter member selected must complete the Global Penelope of the Year application
- The fillable form can be found on the Daughters of Penelope Website
- Please type or print in English only
- Only include activities occurring during your membership as a Daughter of Penelope
- All acronyms must be spelled out in their entirety the first time they are used or mentioned in the application
- If the space provided is inadequate, additional sheets may be used

#### **Instructions For Submitting Application:**

Following the completion of the chapter candidate's application, it must be signed by the Chapter President and Secretary and sent by the chapter to the District Governor no later than two weeks prior to the District Convention by USPS Priority Mail, UPS or FedEx. (*No return signature is necessary, as tracking is provided*), or otherwise delivered to the District Governor two weeks prior to the District Convention.

## **DISTRICT LEVEL:**

The District Governor, at the beginning of her administration shall appoint a Chairman to chair the District Penelope of the Year Committee. The Chairman should be familiar with the duties and procedures of the Penelope of the Year Committee.

- At the District Convention only one delegate from each Chapter will be seated on the committee to select the District Penelope of the Year. It is the duty of the Chairman to confirm this rule.
- Each member of the Committee shall print their name, chapter # and telephone number on a committee sign in sheet for the Committee Chairman.
- CURRENT CANDIDATES WILL NOT PARTICIPATE IN THE PROCESS.
- **The Chairman will read the following rules and procedures to the committee members before proceeding to read the applications:**
  - ◇ The POY Committee Chairman is not eligible to score the candidates/applications.
  - ◇ The Committee Chairman shall select one member of the Committee to serve as Committee Secretary to assist in tallying the score sheets.
  - ◇ The Chairman shall provide a copy of the official Penelope of the Year Tabulation Sheet to each delegate on the committee and explain the tabulation sheet to the committee members.
  - ◇ The delegates on the Committee shall enter points on the tabulation sheet for each category for each candidate as the application for that candidate is being read by the Chairman.
  - ◇ The chairman shall cover (hide) the certification page and photo of each application that identifies each candidate. Each candidate will be referred to by a letter or number.
  - ◇ It is the duty of the Chairman to read to the committee the entire application, without identifying the candidate by name and without reference to the city, chapter or other identifying descriptions, such as organization names, university and church names, etc.
  - ◇ Stop at each level to allow committee members to score the section on their tabulation sheet.
  - ◇ The members of the Committee are not to discuss the applicants or the information from any of the applications. Members may ask the Chairman to reread a section of the application that is being read but may not go back to a prior application once the Chairman has moved on to another application.
  - ◇ When all applications have been read to the Committee, the members will then turn in their sheet to the Chairman.
  - ◇ The Chairman and Committee Secretary are solely responsible for tallying the scores made on the tabulation sheets by the Committee members and the Chairman will then privately inform the District Governor of the Winner.
  - ◇ The District Chairman, along with the District Governor, will present the pin to the winner during the convention.
  - ◇ If the winner is not present, and a chapter member is, it may be presented to them to present later to the recipient.
  - ◇ In the event of a tie: The committee chair shall recall the committee into session and the entire committee will only re-evaluate the two tied candidates to determine a winner.
  - ◇ Chairman to render a report to the delegates of the convention, including number of applications received and if any disqualified, give reason(s) for disqualification without disclosing the applicant(s) identity.
  - ◇ Disqualified applications will be returned to the Chapter with an explanation of the reason for the disqualification.

## **OUTGOING DISTRICT GOVERNOR'S INSTRUCTIONS:**

It is the obligation of the Outgoing District Governor to sign and submit the original copy of the District Penelope of the Year application with photo to DOP Headquarters, by USPS Priority Mail, UPS or FedEx no later than two weeks prior to the Supreme Convention. *(No return signature is necessary, as tracking is provided)*. If the District Convention is held after the deadline the application must be sent on the Monday following the District Convention.

The Outgoing District Governor, after the application has been signed will also scan the application and photo to one PDF and email to DOP HQ at [dophq@ahepa.org](mailto:dophq@ahepa.org) and Penelope of the Year Chairman Tessie Bourdamis at [tbourdamis@comcast.net](mailto:tbourdamis@comcast.net) with a read receipt to ensure it was received.

## **SUPREME CONVENTION LEVEL**

### **INSTRUCTIONS TO THE COMMITTEE CHAIRMAN & COMMITTEE MEMBERS**

- The Supreme Convention Committee Chairman, appointed by the Grand President, should be familiar with the duties and procedures of the Penelope of the Year Committee.
- The Supreme Convention Committee Chairman to receive the Penelope of the Year Applications from DOP HQs at least one day prior to the Committee Meeting to review the applications to assure compliance with all qualifications. Any application that is disqualified will be marked. The Chairman will report to the committee, if any applications were disqualified and why and not read the disqualified applications to the committee.
- At the Supreme Convention only one delegate from each District will be seated on the committee to select the Global Penelope of the Year. It is the duty of the Chairman to confirm this rule.
- Each member of the Committee shall print their name, district #, chapter # and telephone number on a committee sign in sheet for the Committee Chairman.
- CURRENT CANDIDATES WILL NOT PARTICIPATE IN THE PROCESS.
- **The Chairman will read the following rules and procedures to the committee members before proceeding to read the applications:**
  - ◇ The POY Committee Chairman is not eligible to score the candidates/applications.
  - ◇ The Chairman shall provide a copy of the official Penelope of the Year Tabulation Sheet to each delegate on the committee and explain the tabulation sheet to the committee members.
  - ◇ The delegates on the Committee shall enter points on the tabulation sheet for each category for each candidate as the application for that candidate is being read by the Chairman.
  - ◇ The chairman shall cover (hide) the certification page and photo of each application that identifies each candidate. Each candidate will be referred to by a letter or number.
  - ◇ It is the duty of the Chairman to read to the committee the entire application, without identifying the candidate by name and without reference to the city, district, chapter or other identifying descriptions, such as organization names, university and church names, etc.
  - ◇ Stop at each level to allow committee members to score the section on their tabulation sheet.
  - ◇ The members of the Committee are not to discuss the applicants or the information from any of the applications. Members may ask the Chairman to reread a section of the application that is being read but may not go back to a prior application once the Chairman has moved on to another application.
  - ◇ When all applications have been read to the Committee, the members will then turn in their sheet to the Chairman.
  - ◇ The Chairman and Committee Secretary are solely responsible for tallying the scores made on the tabulation sheets by the Committee members and the Chairman will then privately inform the Grand President of the Winner.
  - ◇ In the event of a tie: The committee chair shall recall the committee into session and the entire committee will only re-evaluate the two tied candidates to determine a winner.
  - ◇ Disqualified applications will be returned to the District Governor with an explanation of the reason for the disqualification.
  - ◇ The Supreme Convention Chairman, along with the Grand President, will present the pin to the winner during the convention. If the winner is not present, the award will be presented to the District Governor.
  - ◇ Chairman to render a report to the delegates of the convention, including number of applications received and if any disqualified, give reason(s) for disqualification without disclosing the applicant(s) identity.

### **Point System:**

The following point system and official tabulation sheet will be used by both District and Supreme committee members in determining the Penelope of the Year:

### **Potential Point Total – 25 points**

Chapter Level - 8 points

District Level - 7 points

National Level - 5 points

Volunteer Activities - 4 points

Church Activities (non-monetary) - 1 point

# Daughters of Penelope

## Penelope of the Year Application

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code \_\_\_\_\_ Country: \_\_\_\_\_

Chapter Name & Number \_\_\_\_\_ District Number \_\_\_\_\_

**CHAPTER CERTIFICATION:** Upon selection of a candidate from your chapter, please complete the following section. Forward the completed application and photo of the candidate attached on a separate sheet and include their name, district and chapter number and forward to your District Governor. See Eligibility, Rules And Procedures For Penelope Of The Year, Chapter Level Instructions For Submitting Application.

This is to certify that \_\_\_\_\_  
(Name of Candidate)

was selected by Chapter \_\_\_\_\_  
(Name and Number)

as the candidate for DISTRICT PENELOPE OF THE YEAR.

\_\_\_\_\_  
Chapter President's Signature

\_\_\_\_\_  
Chapter Secretary's Signature

(If the candidate is holding the position of Chapter President or Chapter Secretary, then the Chapter Vice President should be the second signature.)

THE FOLLOWING SECTION TO BE COMPLETED BY THE OUTGOING DISTRICT GOVERNOR TO WHOM THIS APPLICATION WAS SENT.

Upon the selection of the candidate from your District Convention, please complete the following and forward this page, the completed application, and photo to Headquarters, no later than two (2) weeks prior to the Supreme Convention. See Eligibility, Rules And Procedures For Penelope Of The Year, Outgoing District Governor Instructions for submitting application.

### DISTRICT CERTIFICATION

This is to certify that \_\_\_\_\_ was selected by District Number \_\_\_\_\_ as their candidate for Penelope of the Year by the District Convention held on \_\_\_\_\_ in the city of \_\_\_\_\_ In the state of \_\_\_\_\_.

\_\_\_\_\_  
Signature of Outgoing District Governor







**VOLUNTEER SERVICE (Outside of the DOP/AHEPA Family)**

Only include services or activities which occurred during your membership as a Daughter of Penelope.

<b>CIVIC</b>	<b>Year(s)</b>

<b>CULTURAL</b>	<b>Year(s)</b>

<b>EDUCATIONAL (Volunteer contributions to the field of Education)</b>	<b>Year(s)</b>

<b>OTHER ORGANIZATIONS</b>	<b>Year(s)</b>

<b>CHURCH (Non-Monetary)</b>	<b>Year(s)</b>

**PENELOPE OF THE YEAR TABULATION SHEET**

Candidate Number	Service to DOP Chapter (0-8 pts.)	Service to DOP District (0-7 pts.)	Service to DOP National (0-5 pts.)	Volunteer Services (0-4 pts.)				Church (0-1 pts.)	Grand Total
				Civic	Cultural	Educational	Other		
1									
2									
3									
4									
5									
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