

UCT

United
Commercial
Travelers

*Medal
of Honor*



Local Council
Recognition and
Incentive Program
for the **2022-2023**
Membership Year

UCT's Medal of Honor Program

UCT's Medal of Honor Program is designed to provide your council with an incentive to increase active participation in three areas: maintaining fraternal traditions, participating in community service through volunteering and making donations, and creating UCT and local council awareness through traditional and social media.

The program runs annually from **April 1 to March 31** of the next year, and gives set requirements to strive to achieve on four award levels – platinum, gold, silver and bronze medals of honor.

| Award amount for each level earned: | | | |
|---|-------------------------------------|---------------------------------------|---------------------------------------|
| PLATINUM: \$500 + certificate | GOLD: \$300 + certificate | SILVER: \$200 + certificate | BRONZE: \$100 + certificate |

- Each council may use the award money however members want, though most councils use at least part of the monetary award to support council activities and local community service projects.

Medal winners will be recognized at the UCT convention and featured in *The Sample Case* magazine. Councils will be recognized only for the highest level achieved. To be eligible, your council **MUST**:

- Achieve the total number of points** specified for the medal level you are striving for.
- Meet the mandatory program requirements** specified for the medal level you want to attain. These requirements include:
 - holding a specific number of council meetings,
 - achieving a net gain in membership and
 - submitting annual reports to the home office.

The exceptions are the Bronze and Silver medal levels, which require only the submission of annual reports.
- Meet the specified additional points** for the medal level you aspire to by engaging in chosen activities in the Fraternal, Community Service/Donations and UCT/Local Council Awareness categories.
- Submit documentation** for all requirements and activities accomplished in a folder, binder or digitally and submit it to the home office by **no later than May 1**. See *How to Set Up Your Medal of Honor Program Binder instructions on Page 10*.

That's it. It's really that simple, so why not start planning now for the medal level your council would like to achieve? If you have questions or want more details, contact us at:

Linda Fisher
800.848.0123 x1130
lfisher@uct.org

Kate Chillinsky
800.848.0123 x1148
kchillinsky@uct.org

Medal of Honor Program Overview

| | PLATINUM \$500 + Certificate | GOLD \$300 + Certificate | SILVER \$200 + Certificate | BRONZE \$100 + Certificate |
|--|------------------------------------|--------------------------------|--|----------------------------------|
| Mandatory Requirements | | | | |
| ■ Must have a net gain in fraternal members for the membership year (1 point) | Yes | Yes | No <small>(new for this year)</small> | No |
| ■ Must hold the minimum council meetings during the membership year (1 point) | 6 | 4 | 2 | 1 |
| ■ Must submit a local council activity report to the home office by March 1 (1 point) | Yes | Yes | Yes | Yes |
| ■ Must submit local council officers to the home office by June 1 (1 point) | Yes | Yes | Yes | Yes |
| Elective Activities | | | | |
| ■ Total points accumulated during the membership year for activities detailed in these guidelines (Fraternal, Community Service/ Donations and UCT/Local Council Awareness – maximum 4 points possible in each category) | 10 | 8 | 6 | 3 |
| Minimum total points required | 14 | 12 | 9 | 6 |

How to Earn Points

Listed below are the program requirements for each medal level, along with suggested activities, events, projects and donations for each of the categories A) Fraternal, B) Community Service/ Donations and C) UCT/Local Council Awareness. In addition to the points gained from the program mandatory requirements, councils need to acquire points from the different categories in order to meet the overall points for each medal level.

Mandatory Program Requirement Points

- **Council meetings**

Conduct a minimum of: **6** for a platinum medal, **4** for a gold medal, **2** for a silver medal, and **1** for a bronze medal. A council meeting in this context is a regularly scheduled meeting held for all members in a physical location or through a conference call. Cyber meetings also count as do executive committee meetings. This requirement will be enforced for councils striving for platinum, gold or silver Medals of Honor. It is not required for the bronze medal.

Documentation: Include copies of your council's meeting minutes in your Medal of Honor folder or binder. **Do not send them individually to the home office.**

- **Membership gain**

Councils working toward **platinum or gold medals MUST have a net gain in fraternal members** for the membership year April 1 through March 31. This is NOT required for the silver or bronze medal. Member deaths do not count against council numbers when determining membership gain and neither do member transfers. Special consideration may be given for council mergers.

Documentation: Membership gain will be determined at the home office after March 31.

- **Reports to the home office**

Councils working toward platinum, gold, silver and bronze medals MUST submit their annual local council activity report and local council officer form by the dates specified. These reports are sent annually by the home office to the local council secretary. Contact us if you have questions about the report and/or form. Any council that does not submit reports will not be eligible for the Medal of Honor Program.

Documentation: Include copies of the report and form in your Medal of Honor folder or binder.

Earning Elective Activity Points

A. Fraternal Category

Each activity in this category is worth one point. You may accumulate up to 4 points in this category by holding up to 4 fraternal activities, which can include, but aren't limited to, special presentations, social gatherings, New Member Outreach Program events, benefits meetings, guest speakers, etc., depending on what works best for your local council.

Example: If your council holds an event, in-person, by phone or online, to recognize 50-year members, installs new officers, sponsors a member under age 50, and sponsors a holiday party, it will be awarded 4 points.

Please note that installing new officers, sponsoring guest speakers, and holding social hours, New Member Outreach Programs, and Know Your Benefit Nights may all be done via phone or video conference. Purchasing anniversary awards to present later will be considered a presentation. Attending your regional council convention and/or UCT convention though they are held as phone or video conferences will be accepted.

1. Conduct a fraternal activity.

Examples: installation of council officers, recognition of new members, presentation of anniversary awards, attending regional or UCT conventions

Documentation: Photos, if possible, included in your Medal of Honor folder or binder

2. Hold a council social gathering.

Examples: a social hour for new members, a council picnic, a holiday party for members, a golf outing or bowling night for members

Documentation: Photos included in your Medal of Honor folder or binder

3. Hold a New Member Outreach Program.

Guidelines can be obtained by visiting the Member Hub on UCT's website or by contacting the home office

Documentation: Copy of completed paperwork included in your Medal of Honor folder or binder

4. Hold a Know Your Benefits Night.

A Know Your Benefits Night usually takes place during a council meeting and is designed for members to share and discuss UCT's available products, benefits and discounts.

Documentation: Photos included in your Medal of Honor folder or binder

5. Sponsor a guest speaker at a council meeting.

Your guest speaker can be from a cause or charity your council supports or a representative that can talk about financial planning, home security, cancer prevention, etc.

Documentation: Photos included in your Medal of Honor folder or binder

6. Sponsor at least one new or reinstated member under age 50.

Documentation: Copy of the membership application included in your Medal of Honor folder or binder

Documentation: Copy of nomination form included in your Medal of Honor folder or binder

B. Community Service/Donations Category

Each activity in this category is also worth one point. You may accumulate up to 4 points in this category by holding up to 4 community service activities or making up to 4 donations, which can include, but aren't limited to, council community service projects, volunteering in the name of UCT, coordinating a Join Hands Day project, making local, regional or home office donations, etc., depending on what works best for your local council.

Example: If your council holds one community service project, organizes a Join Hands Day event, works with local schools to conduct a safety poster contest, and makes three separate \$100 donations to local causes and charities, it will be awarded 4 points.

1. Participate in or hold community service activities.

Activities must be conducted as members representing UCT and can be held on behalf of any one or combination of organizations. Activities can be in the form of volunteering at an event, fundraising for a charity or cause, sponsoring sports teams, sending students to summer camps, volunteering at a homeless shelter or food bank, taking part in community clean-up and recycling projects – whatever is specifically important to your local community.

Documentation: Photos and/or thank you notes from causes and charities you volunteer for

2. Participate in the annual Join Hands Day event.

Your event MUST BE reported to the home office per the Join Hands Day guidelines in order to qualify: The official day for Join Hands Day is the first Saturday in May. However, UCT councils may conduct their events at any time during the year in order to qualify.

Documentation: Photos and/or copy of Join Hands Day project description form

3. Hold an annual UCT Safety Poster Contest.

Documentation: Photos and/or thank you note from schools

4. Make a minimum donation of \$250 to UCT Charities.

Documentation: Copy of check and/or thank you note from UCT Charities

5. Make a minimum donation of \$250 to the Ann Marshall Scholarship Program.

Documentation: Copy of check and/or thank you note from the Ann Marshall Scholarship Program

6. Make a TOTAL minimum donation of \$300 to local causes or charities.

Documentation: Copy of check and/or thank you note from the causes or charities

7. Sponsor scholarships for local students.

Only one point is given regardless of the number of scholarships awarded.

Documentation: Copy of checks distributed and/or thank you notes from students

8. Make a total minimum donation of \$250 in in-kind donations (supplies, food, clothing, etc.) to local charities.

Documentation: Thank you notes from charities.

C. UCT/Local Council Awareness Category

Each activity in this category is also worth one point. You may accumulate up to 4 points in this category by holding up to 4 UCT/local council awareness activities, which can include, but aren't limited to, setting up/updating a Facebook page, wearing UCT T-shirts, using UCT banners, creating and distributing press releases and/or council newsletters, etc., depending on what works best for your local council.

1. Create and distribute a local council newsletter at least three times during the year.

Documentation: Copies of newsletters included in your Medal of Honor folder or binder

2. Set up and keep updated a local council Facebook page.

If your council already has an established Facebook page, you must keep it updated during the year for this point. Examples of updates include posting local council project photos and sharing UCT home office information.

Documentation: Name of your Facebook page included in your Medal of Honor folder or binder so that we can check it online

3. Promote UCT awareness during at least three events throughout the year by using local council banners, wearing UCT T-shirts, etc.

Documentation: Photos included in your Medal of Honor folder or binder

4. Distribute at least 2 press releases, PSAs or media alerts promoting local council activities to local media outlets (newspapers, radio, TV) during the year.

Note: you are not responsible for information being published, since you have no control over that. You must simply show proof that you tried.

Documentation: Copies of your press releases, PSAs and/or media alerts included in your Medal of Honor folder or binder

5. Distribute fact sheets or flyers about your local council and its activities at least twice during the year.

Documentation: Copies of your facts sheets and/or flyers included in your Medal of Honor folder or binder

6. Sponsor a local council UCT booth or table at a county fair, area health fair, convention, etc.

Documentation: Photos included in your Medal of Honor folder or binder

7. Submit at least 4 photos of local council activities to the home office during the year.

Email high resolution photos to fraternal@uct.org or mail glossy prints to UCT, Attention: Linda Fisher, 1801 Watermark Drive, Ste. 100, Columbus, OH 43215.

Documentation: Make sure to specify that photos are to be counted toward your Medal of Honor efforts when you send them

Council Recognition Reporting Form

Following the March 31 membership year close, please check off the appropriate boxes showing which award level your council achieved and complete all requested information. **Make sure all supporting documentation is included with this form and submitted by May 1.** Include in your folder or binder the Activity Checklist and send to the Fraternal Department at the home office.

Send to UCT:
1801 Watermark Drive, Suite 100
P.O. Box 159019
Columbus, OH 43215-8619

Tel: 614.487.9680
Toll-free: 800.848.0123
Fax: 614.487.9675

Medal of Honor Reporting Form

TO: Fraternal Department

DATE: _____

WE DID IT!

We went for the: Platinum Medal Gold Medal Silver Medal Bronze Medal

Enclosed is the documentation showing the necessary requirements met to accomplish our goal.

Council Name: _____ Council No. _____

Secretary-Treasurer _____

Activity Checklist

| We did it! We went for: <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze | PLATINUM \$500 + Certificate | GOLD \$300 + Certificate | SILVER \$200 + Certificate | BRONZE \$100 + Certificate |
|--|--|---|---|---|
| <ul style="list-style-type: none"> ■ Achieved a net gain in fraternal members for the membership year (1 point) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | No | No |
| <ul style="list-style-type: none"> ■ Held the minimum council meetings during the membership year (1 point) | <input type="checkbox"/> 6 | <input type="checkbox"/> 4 | <input type="checkbox"/> 2 | <input type="checkbox"/> 1 |
| <ul style="list-style-type: none"> ■ Submitted a local council activity report to the home office by March 1 (1 point) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <ul style="list-style-type: none"> ■ Submitted local council officers to the home office by June 1 (1 point) | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <ul style="list-style-type: none"> ■ Earned the required points for elective activities in each category (list activities below): (Up to 4 points in each category) <p>A. Fraternal Activities</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>B. Community Service/Donations Activities</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>C. UCT/Local Council Awareness Activities</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> | <input type="checkbox"/> Minimum 10 Points | <input type="checkbox"/> Minimum 8 Points | <input type="checkbox"/> Minimum 6 Points | <input type="checkbox"/> Minimum 3 Points |
| Total points accumulated | | | | |

How to set up Your Medal of Honor Program Binder

Your council's Medal of Honor mandatory requirements and elective activities should be documented by requirements and categories in your program folder or binder with the Council Recognition Reporting Form and Checklist in the very front. Please don't document chronologically. Dividers should be used to denote sections, and it's helpful to include a list of activities at the beginning of each category. For example:

Council Recognition Reporting Form (page 8)

Activity Checklist (page 9)

Section 1. Program Mandatory Requirements

- Council Meetings (copies of meeting minutes)
- Reports to the Home Office (copies of local council activity report and local council officer form)

Section 2. Fraternal Category

- Conduct a Fraternal Activity (photos of installation of officers, presentation of anniversary awards, etc.)
- Hold a Council Social Gathering (photos of council picnic, bowling night, etc.)

Section 3. Community Service/Donations Category

- Participate in or Hold Community Service Activities (photos, thank you notes from causes and charities, etc.)
- Make a Minimum Donation of \$250 to UCT Charities (copy of check)

Section 4. UCT/Local Council Awareness Category

- Create and Distribute a Local Council Newsletter at Least Three Times During the Year (copies of newsletter)
- Distribute at Least Two Press Releases, PSAs or Media Alerts Promoting Local Council Activities to Local Media Outlets During the Year (copies of press release, PSAs and/or media alerts)

Submitting your binder digitally.

If you are submitting your binder digitally, scan your documents into one file and email it to lfisher@uct.org.

Of course, you will have more documentation under each category, but this hopefully serves as an example. If you have questions, please contact us.

UCT Contact Information

Home Office:
1801 Watermark Drive, Suite 100
P.O. Box 59019
Columbus, OH 43215-8619

Tel: 614.487.9680
Toll-free: 800.848.0123
Fax: 614.487.9675

Vice President, Membership & Communications
Kate Chillinsky
800.848.0123 x1148
kchillinsky@uct.org

Public Relations Manager
Linda Fisher
800.848.0123 x1130
lfisher@uct.org

Special Projects Coordinator
Anita Neal
800.848.0123 x1100
aneal@uct.org

Graphic Design
David Knapp
800.848.0123 x1108
dknapp@uct.org