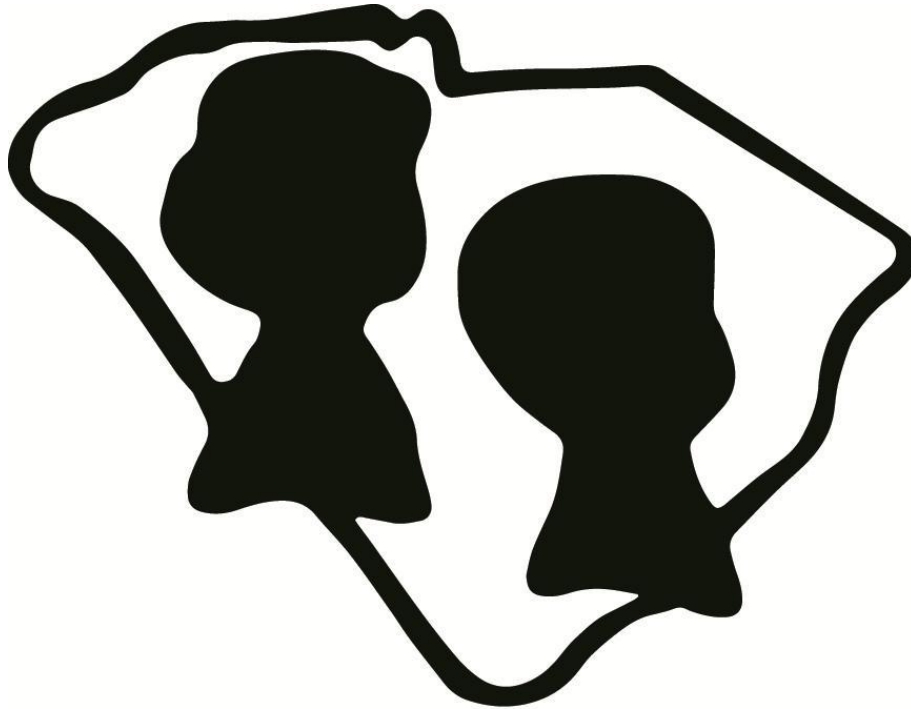


SOUTH CAROLINA EARLY CHILDHOOD ASSOCIATION



SCECA Policies and Procedures Manual

SCECA
1133 Camellia Drive N.
Surfside Beach, SC 29575
803-960-0323

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Instructions for maintaining the SCECA Policy and Procedures Manual

1. The official Policy and Procedures will be distributed to each board member at the beginning of the fiscal year meeting.
2. The Constitution and By-Laws Chairperson will make revisions of the Policy and Procedures Manual as required by the Board of Directors.
3. Each member of the Board of Directors shall be responsible for inserting revised pages of the *SCECA Policies and Procedures Manual* and removing outdated pages as directed.
4. The minutes of the current and preceding two years shall be filed in the *SCECA Policies and Procedures Manual*.
5. Policy and Procedures Manuals shall be returned to the Executive Director by members of the Board of Directors within 30 days of completion of service.

SCECA History

In 1950, the Columbia Preschool Board invited all preschool teachers in the state to a meeting at which Dr. Jimmy Hymes presented. Strong interest was expressed for forming a statewide group. A committee was appointed and representatives were sent to a meeting in Nashville. This meeting resulted in the formation of the Southern Association on Children Under Six. The South Carolina Association on Children Under Six was formally organized at a meeting at Winthrop College on March 29, 1952. Seventy-five charter members were present.

As you can imagine, the greatest undertaking in those early years was gathering the teachers of preschool children. A small band of faithful persons worked diligently and the organization has constantly grown ever since. The first two annual meetings were at Winthrop College, then in Spartanburg, Columbia, and Charleston. In addition to the annual meetings, there were annual workshops in connection with the State Social Work Conference. The annual conference has been held in various locations throughout the state and continues to offer high-quality interest sessions and keynote speakers.

Leadership for our organization has always been strong and deeply committed to the goals and principles of SCACUS. See Appendix II for a list of past presidents. As has been pointed out, SCACUS and SACUS were organized at the same time. The growth and development of the two organizations has been parallel, and they have mutually benefited from close affiliation. Many SCACUS members have served in leadership positions of SACUS. South Carolina always has one of the largest delegations at annual SACUS meetings. Membership in SCACUS has grown consistently over the years and the organization continued to be a forerunner in the field of early childhood education in South Carolina.

In 1992, the name of our organization was changed to the South Carolina Early Childhood Association following the name change of the Southern Early Childhood Association. Our purpose was also expanded to serve children through the age of eight and their families.

More information concerning historical information about SCECA can be obtained from the Executive Director.

Overview

The South Carolina Early Childhood Association is a non-profit, tax exempt, self-supporting organization drawing its members from the ranks of individuals who are working with or concerned with the best interests and welfare of young children in South Carolina. SCECA is affiliated with the Southern Early Childhood Association (SECA), a regional organization representing the following fourteen (14) southern states:

Alabama	Georgia	Mississippi	South Carolina	West Virginia
Arkansas	Kentucky	Oklahoma	Tennessee	Virginia
Florida	Louisiana	North Carolina	Texas	

The state organization is composed of seven district organizations each with their own officers. The districts are composed of the following counties:

<u>District I</u>	<u>District II</u>	<u>District III</u>	<u>District IV</u>	<u>District V</u>	<u>District VI</u>	<u>District VII</u>
Charleston	Florence	Chesterfield	Spartanburg	Greenville	Aiken	Richland
Berkeley	Williamsburg	Kershaw	Cherokee	Pickens	Edgefield	Lexington
Dorchester	Georgetown	Lancaster	Union	Anderson	McCormick	Calhoun
Colleton	Horry	Fairfield	Newberry	Greenwood	Saluda	Sumter
Beaufort	Marion	Chester	Laurens	Oconee	Barnwell	Clarendon
Jasper	Dillon	York		Abbeville	Bamberg	Orangeburg
Hampton	Marlboro				Allendale	
	Darlington					
	Lee					

SCECA Mission Statement

The mission of South Carolina Early Childhood Association (SCECA) is to enhance knowledge of early care and education professionals; to advance evidence-based best practices; to provide leadership to increase public understanding; and to support policies that result in high quality early care and education for every child from birth to age eight in South Carolina.

SCECA will accomplish its mission by embracing innovation, valuing the voice of all stakeholders, and confidently providing leadership to the field of early childhood.

SECA Mission Statement

The Southern Early Childhood Association (SECA) is an organization committed to promoting quality care and education for young children and their families.

SECA is committed to providing leadership and support to individuals and groups by:

- Enhancing the quality of young children's lives through early childhood care and education;
- Supporting families in their roles of caring for their children;
- Fostering the professional growth and status of individuals working with young children and their families;
- Increasing public understanding and support for policies and programs which ensure developmentally based services to young children and their families; and
- Focusing on Southern issues concerning children and families.

Membership/Affiliation Policy

Membership in SCECA is open to persons concerned with the needs of children from birth through age eight. Membership dues are paid to the Executive Director. Membership forms are included in each edition of the SCOPE newsletter. Forms are also available from the Executive Director or on the Association website, www.sceca.org, for prospective new members.

The SCECA Board of Directors has elected to institute a *rolling membership* policy. The membership year will be comprised of 12 calendar months from the time of initial application for membership in the SCECA organization. The initial application date will serve as the anniversary date for the individual member and all member benefits will be accrued based upon that designated twelve month period.

Members need to know:

- Individual membership expiration date can be found on mailing labels.
- Personal address and email address should be included on membership forms.
- Applicants will be notified of membership with their membership card that identifies their membership expiration date.
- SCECA members must renew according to SCECA membership dates so there will be no break in membership privileges. SCECA will carry the member 60 days past their expiration date before dropping them from the rolls.
- SCECA and SECA expiration dates will not coincide.

SCECA and SECA Services to Members

Conferences and Workshops

SCECA and SECA annually have conferences and workshops featuring outstanding speakers in Early Childhood Education, research forums, and special interest groups designed to bring the latest innovations and current ideas to members.

Publications

- The state newsletter, the *SCECA SCOPE*, is published quarterly.
- *Dimensions*, a professional quarterly journal and the SECA Reporter, a biannual newsletter, are available to all SECA and SCECA members online from SECA.

SCECA Dues

Full Members: \$45.00 (\$50.00 effective 12/1/2018)
College Students : \$25.00 (must be enrolled for 6 hours per semester) [effective 12/1/2018]

Dues paid to SCECA are distributed as follows:

\$2.50	Returned to District for Full Members
\$1.00	Returned to the District for Students
\$26.00	Prorate to SECA for all membership levels (\$26.00 effective 12/1/2018)

The amount of dues for all categories is determined by the SCECA Board of Directors and is subject to change.

SCECA/SECA Membership Privileges

SCECA members have the following privileges for membership:

- To receive the state newsletter, *SCECA SCOPE*, via mail.
- To receive the SECA journal, *Dimensions*, and *SECA Reporter* online.
- To purchase SECA books, pamphlets, and position statements.
- To receive notices of SCECA and SECA conferences and meetings.
- To be eligible for grants and scholarships awarded at the conferences.
- To pay reduced registration fees for the annual state (SCECA) and regional (SECA) conferences.
- To attend the annual business meetings of SCECA and SECA.
- To cast a vote on important business of the associations.
- To petition the SCECA and SECA Board for a hearing.
- To be eligible for election to district, state, and regional offices.
- To submit proposals for presentations at the annual conferences.
- To offer manuscripts to *Dimensions* for publication.

In addition, SCECA offers the following services to districts:

- To provide representation on the Board of Directors
- To provide a support system to influence state-level action benefiting young children and their families.
- To provide a *Policies and Procedures Manual* that defines and governs the SCECA organization and the relationship between SCECA and the individual districts.
- To provide specifically designed workshops, seminars, and keynote speeches on request.
- To provide district-wide and state-wide mailing lists of members.
- To provide membership change of address information received by SCECA Executive Director and forwarded to appropriate districts.
- To provide visits to district meetings by SCECA officers as requested.
- To provide consultation and guidance upon request.

Publications of SCECA and SECA

SCECA SCOPE

SCECA SCOPE is the official newsletter of SCECA. It is published at least four times each year and is mailed to the membership by the Executive Director. Each issue contains reports by state officials, reports from district presidents, feature articles of interest to the membership, conference and workshop information as well as specified articles. The Executive Director is the SCOPE editor.

Preliminary Conference Program

The Preliminary Program is mailed to the SCECA members by November 1st of the year prior to the annual January or February conference. It is produced by the Executive Director and the Meeting Planner.

Dimensions

- *Dimensions* is the official journal of the Southern Early Childhood Association (SECA).
- It serves the membership of SECA who are concerned with early childhood in various and dynamic ways.

- Content includes:
 1. Current information about what is happening to young children in the affiliate states and throughout the world.
 2. Relevant happenings of state and local organizations.
 3. Reports on recent research, legislative action, book reviews and workshops.
 4. Suggested activities for teachers and children.
- *Dimensions* is available online quarterly to members of the Southern Early Childhood Association. SCECA members are invited to submit articles and pictures for *Dimensions*. These contributions to the journal or materials may be submitted to the SECA editor at this address: SECA Editor, 1123 S. University Ave., Ste. 255, Little Rock, AR 72204.

SECA Reporter

SECA Reporter is published twice a year. It contains state affiliate news, notice of meetings, and other information of importance to members. SECA publishes a number of publications on topics of interest to teachers, parents, and others who work with young children and their families.

SCECA Conference

SCECA has one conference annually. The date for the conference is determined by conference location, space availability, and generally takes place in January or February each year. If SCECA hosts a regional conference for SECA, a state conference may or may not take place. The Board of Directors will determine whether to have a conference or not.

The annual conference provides an opportunity for members to hear outstanding speakers in the field of child development and early childhood education and to participate in a variety of interest sessions and workshops. Special interest seminars, tours, or events may be offered also.

The annual conference is open to SCECA members and non-members. Members pay a reduced registration fee. Registration information is mailed to all current members and is available upon request to other interested persons. Information about the conference is also on the website, www.sceca.org.

The annual business meeting is held during the annual conference. Election of SCECA officers is held at this meeting. Resolutions are approved by the membership and the annual Service Award is presented during this meeting. All official business that needs membership approval occurs at this time.

The SCECA Conference Manual outlines official policies, procedures, and responsibilities for annual conferences and is provided to the Conference Chairperson.

SECA Representative Attendance at SCECA Annual Conference

The SECA Board has authorized the SECA President or a designated representative from the Executive Board to attend the annual conference of each state association. Such visits help the membership to become better informed about the organization, to become acquainted with its officers, and to learn about activities in other states in the region. They also help the SECA Board know and understand the unique aspects of each state group.

The SECA President or designee will talk formally with members and state officers and will be available to:

1. Meet with the SCECA Board.
2. Bring greetings from SECA at a general session to the membership during the annual conference.
3. The SECA President or designee will not accept an honorarium should they make a presentation in the program.
4. SECA will assume the travel expenses of this visit. SCECA will provide complimentary accommodations, luncheon ticket, Board of Directors' dinner and local transportation for the SECA Representative.

A specific invitation to the SECA President to participate in the state conference should be issued by the SCECA President before the Fall Board of Directors' meeting. A request for participation should indicate specific expectations and duties of the SECA President. The SECA Representative should be involved in the process.

District Activities

The districts assume the responsibility for planning workshops and/or mini-conferences and meetings, which meet the needs of members within their region.

The SCECA Board has authorized the SCECA President or an appointed alternate to attend district functions upon request and availability. SCECA will assume the travel expenses of this visit. The district will provide a complimentary registration.

A specific invitation to the SCECA President to participate in the district conference or event should be issued by the District President well in advance of the meeting/workshop. The request for participation should indicate specific expectations for the President.

SECA Conference

SECA holds its annual conference in the winter. The conference site moves from state to state, making access easier for different associations each year. This conference also offers opportunities to hear well-known and outstanding speakers, to participate in workshops, to attend interest group sessions and special interest seminars. Special interest seminars may be offered prior to or after the close of the conference.

Board Meeting Policies and Procedures

1. Board members expenses for board meetings, including mileage and lodging will be paid for by SCECA. If a member lives within the 30 mile radius of the meeting place, SCECA will pay for mileage not to exceed one half the room rate or provide one half of the room rate.
2. Board members are to share hotel rooms during board meetings as appropriate. If a member wishes to have a private room, when sharing would otherwise be required, the board member will pay one-half of the expenses for the hotel room.

SCECA Organizational Structure

Executive Board

Elected or Appointed by: Membership/Policy

President, Chairperson

President-Elect

Vice President

Past President

Secretary

Treasurer

Member-At-Large 2nd year

Member-At-Large 1st year

SECA Representative

Parliamentarian, ex officio

Executive Director, ex officio

Meeting Planner, ex officio

Board of Directors

Appointed by: Policy/President

President, Chairperson

President-Elect

Vice President

Past President

Secretary

Treasurer

Member-At-Large 2nd year

Member-At-Large 1st year

SECA Representative

Executive Director ex officio

Parliamentarian, ex officio
Meeting Planner, ex officio
Outreach Commission Chairperson (as appointed by the President)
Membership Commission Chairperson (Vice President)
Communication Commission Chairperson (as appointed by the President)
District Presidents
Student Group Advisor
Awards Chairperson

SCECA Commissions

SCECA Board members and District level officers are divided into four commissions to help conduct SCECA business and carry out the Policies and Procedures of SCECA.

I. Outreach Commission

Appointed by: President in accordance with Policy
Appointed Chairperson
President-elect – liaison to Executive Board
District President
Past President
Parliamentarian, ex officio
Meeting Planner, ex officio
Collaboration designee appointed from outside of SCECA
President, ex-officio

Purpose:

A. Advocacy: To study and report to the Board of Directors quarterly on legislation affecting young children under eight and their families

Responsibilities:

1. To network with District presidents to develop and maintain a network for immediate action on crucial legislative issues
2. To receive and review proposed resolutions and for submitting them to the Executive Board for approval

B. Collaboration: To network with other agencies and entities that work to affect positive change for the education of young children

C. Training: To identify strategies to assist local districts in the planning and development of training sessions

Responsibilities:

1. To provide trainings and workshops when requested by districts
2. To maintain a list of qualified trainers and mentors

Responsibilities:

1. To interact with other early childhood educators and stakeholders to provide opportunities to affect positive change related to the education of South Carolina's children

II. Membership Commission

Appointed by: President in accordance with Policy
Vice President, Chairperson and liaison to Executive Board
Student Group Advisor
SCECA Treasurer
District Vice President
Awards Chairperson
Executive Director, ex officio
President, ex officio

Purpose:

A. Awards: To recognize leadership and service to this organization

Responsibilities:

1. To select the recipients of the Honorary Awards, the Conference Scholarship Award, the Conference Attendance Award, the Student Group Travel Grants, Mentoring Award, and the District Outstanding Member Awards from nominations received. Awards are presented each year at the annual conference
2. To submit nominees for the Honorary Awards and Mentor Award to the President for the State Board to vote on at the fall meeting prior to the annual conference
3. To collect tabulate votes for all except Service Award, the President tabulates the Service Award secret ballots and tells the Executive Director the results
4. To decide on the scholarship and grant winners by the first of December

B. To extend membership in SCECA to persons working directly with young children or to persons who are interested in the needs and welfare of the young child

Responsibilities:

1. To increase membership
2. To continue membership emphasis
3. To receive memberships applications at various Association meetings and at the annual conferences
4. To seek to extend the membership to those working in areas involving young children and/or those parents who work with young children
5. To conduct at least one mini-workshop during the year for District Membership Chairpersons (or at least one representative from each district). Mail to each district not represented a copy of ideas shared at the meeting.
6. To provide other organizations and institutions with membership information

C. Student Groups: To extend and promote student membership in SCECA to persons preparing to work directly with young children

Responsibilities:

1. To create/acquire a student membership list
2. To promote/encourage student groups forming in colleges
3. To disburse information to parties interested in forming student groups. (Usually containing the SCECA Student Constitution, forms, etc.)
4. To keep abreast of student group activities and news
5. To promote students' attendance to conferences and membership encouraging discounted rates
6. To create a student display, workshop, or sharing-time at conferences

III. Communication Commission

Appointed by: President in accordance with Policy

Appointed Chairperson

SECA Representative – Liaison to Executive Board

SCECA Secretary

Member-At-Large, 2nd year

Member-At-Large, 1st year

Executive Director, ex officio

President, ex-officio

Purpose:

A. To increase the visibility of SCECA within the State

Responsibilities:

1. To educate the public regarding issues and concerns affecting the lives of young children by making SCECA, its purposes, policies, events and members' accomplishments known
2. To promote support for "positions" SCECA takes on these issues and concerns

B. To oversee the publication of four newsletters annually by the Executive Director

1. To request lead articles and special interest articles
2. To solicit information from regular contributors
3. To develop guidelines for content by issue
4. To arrange for photographs of state and regional conferences for newsletters

5. To receive SCECA news from all board members and Commission/Committee Chairpersons or other SCECA members
- C. To determine types of media coverage for SCECA
 1. To maintain the News Media Directory for each district
 2. To update forms for releases to be used with newspapers, radio, television, and other news sources
 3. To maintain list of media liaisons for all news sources within each district
 4. To write news releases and send these to appropriate media liaisons for release to the news sources within the local area of the news item
 5. To search out possible media sources to which SCECA could supply new items, speakers, etc.
 6. To keep a file of published news releases and other SCECA news events
 7. To submit all publications to the Executive Director for editing prior to publication
- D. To record and preserve the history of the organization
 1. To take photographs of association activities
 2. To maintain a digital scrapbook of association activities
- E. To determine need for financial support and to present request with justification to the SCECA Finance Committee

IV. Executive Commission

Appointed by: Elected by membership/Policy

A. Awards Committee

Chairperson, Appointed by President
 Executive Director, ex officio
 President-elect
 SECA Representative

Purpose:

1. To select recipients for the SCECA Awards, Grants and Scholarships
2. To prepare the certificates, awards, and gifts for the recipients

Responsibilities:

1. To receive the nominations and applications from the Executive Director shortly after the October 25th deadline
2. To select the recipients based on the established criteria for the Honorary Awards, the Conference Scholarship Award, the Conference Attendance Award, the Student Group Travel Grants, Mentor Award, and the District Outstanding Member Awards from nominations received. Awards will be presented each year at the annual conference.
3. To secure the name of the Service Award winner from the President after the secret ballot of the Executive Board is taken at the October BOD meeting
4. To select a team of peers to review and score all nominations for awards, grants and scholarships in early November
5. To tabulate votes for all except Service Award, inform President of results
6. To decide on the scholarship and grant winners by the first of December. The Awards Chairperson will notify all of the applicants and the winners by December 1st and submit results to the President. The Awards Chairperson will also invite the winners to the Awards event planned at the annual conference.
7. To secure the Awards for all recipients and prepare certificates prior to the annual conference
8. To assist the President during the ceremony to present the awards
9. Receipts for awards should be submitted to the Executive Director for reimbursement as soon as possible prior to the conference.
10. If an Awards Reception or banquet is planned, the Awards Chairperson will assist the President in the planning and implementation of the award event.

B. Conference Planning Committee

President-elect, Chairperson and liaison to Executive Board
 President, ex officio
 Executive Director, ex officio
 Meeting Planner, ex officio
 Vice President
 Past President

Purpose: To plan the annual SCECA Conference.

Membership: This committee consists of the SCECA Conference Chairperson, President, Meeting Planner, Executive Director, and the Vice President who all work as a team in planning the conference. Other committee chairpersons are appointed by the Conference Chairperson (President-elect of SCECA) to chair all committees necessary for the completion and execution of plans for the conference.

Responsibilities:

1. Refer to the SCECA Conference Planning Manual.

C. Constitution and By-Laws Committee

President, ex officio

Past President, Chairperson and liaison to Executive Board (4/27/2018)

Secretary

Parliamentarian

Purpose:

1. To coordinate the Board-approved revision/ maintenance of the SCECA Constitution and Bylaws and the *SCECA Policies and Procedures Manual*.

Responsibilities:

1. To annually review the Constitution and By-Laws
2. To annually present recommendation for necessary revision of the Constitution and By-Laws to the Executive Board
3. To prepare notification of Board-approved Constitution and By-Law motions for revisions for presentation to membership for vote at the annual conference
4. To present recommended motions for revisions of Constitution and By-Laws to membership at the annual January/February conference
5. To bi-annually prepare updated or revised pages for the *SCECA Policies and Procedures Manual* according to Board-approved action (During the winter and summer with all yearly changes completed by the April Board Meeting)
6. To insure that all Board members make the appropriate page changes in their Policy and Procedures Manual
7. To maintain the *SCECA Policies and Procedures Manual*, including necessary page changes and yearly minutes
8. To review and recommend revised responsibilities, job duties, and procedures as directed by the President
9. To develop a committee section in the *SCECA Policies and Procedures Manual* to include information as specified concerning committee function and operation
10. To record minutes of all official committee meetings and submit copies of these minutes to the President, Secretary, and Executive Director as required

D. Finance Committee

Treasurer, Chairperson and Liaison to Executive Board

President, ex officio

President-elect

Vice President

Past President

Executive Director, ex officio

Meeting Planner, ex officio

Purpose:

To monitor the financial status of SCECA and all budgetary functions of the association

Responsibilities:

1. To prepare annual budget for Association to be presented by the Treasurer to the Executive Board and the Board of Directors for approval
2. To examine financial records, supervise compliance with IRS procedures, determine any fund-raising needs, and assists any committee in determining financial needs
3. To remind committee liaisons of necessary budget requests at least once a month prior to the Finance Meeting deadline
4. To obtain signature cards from all District Treasurers

5. To recommend budget revisions as necessary during the year
6. To meet once a year, prior to the April meeting to prepare the budget. Other meetings will be scheduled as necessary

E. Nominating Committee

Past President, Chairperson
 Secretary, liaison to Executive Board
 President-elect
 Member-at-Large 1st Year
 District President (appointed by President)
 President, ex officio
 Executive Director, ex officio

Purpose:

1. To select qualified nominees for vacant offices in the organization

Responsibilities:

1. To collect suggestions of nominees for each office from the Board
2. To prepare a slate of one or more qualified nominees for each office
3. To contact each nominee, outlining the duties and responsibilities of the office, and secure consent of the nominee
4. To present the slate of proposed nominees to the Executive Board at the Board meeting at least 3 months prior to the election
5. To publish information on candidates for inclusion in the conference program and on the SCECA website. The Committee Chairperson will present the slate of officers at the annual Business Meeting where nominations may be made from the floor.
6. To report the election results in the spring issue of SCOPE

A current member of the Nominating Committee may have his/her name placed on the ballot only if their term of service on the Board is complete before the new position begins.

F. Personnel Committee

President, Chairperson
 Past President
 President-elect
 Treasurer

Purpose:

1. To evaluate the performance of the Executive Director, the Publicist, the Pre-Registration Chair and the Meeting Planner during the past year. Evaluations will be completed by the March Board meeting.
2. To make recommendations to the SCECA Executive Board for continued employment

Responsibilities:

1. To conduct a performance evaluation rating scale of the Executive Director, the Publicist, the Pre-Registration Chair and the Meeting Planner
2. To evaluate the Executive Director's, the Publicist's, the Pre-Registration Chair's and Meeting Planner's performance and make recommendations to the Executive Board for continued employment

Responsibilities of Officers

President

The State President serves as the official representative of the state association and acts as the coordinating agent between the state membership and SECA.

Term: April 1 through March 31

State Duties:

1. To preside at all meetings of the Association, Executive Board and the Board of Directors
2. To preside at the District President's Meeting prior to the Executive Board meetings
3. To perform the other duties related to the office as President

4. To be an ex officio member of all commissions
5. To authorize any expenditure up to \$100 not previously approved in the budget. Any amount in excess of \$100, not included in the budget, must be approved by the Executive Board.
6. To notify members of the Executive Board and Board of Directors of all meetings
7. To appoint committees as necessary to carry on the work of the organization, with approval of the Board of Directors. Such committees shall function as specified by the *SCECA Policies and Procedures Manual* of this organization.
8. To appoint, with the approval of the Executive Board, qualified persons to fill vacancies occurring on the Executive Board
9. To serve as liaison to the Awards Committee
10. To serve on the Conference Planning Committee
11. To serve as Chairperson on the Personnel Committee
12. To write an article for the Fall SCOPE about the nominees for offices that will be up for election at the next annual conference
13. To assure that the Executive Director has filed annually IRS Form 990A which is essential to maintain SCECA non-profit status
14. To keep accurate records of transactions related to term of office
15. To distribute an updated copy of the *SCECA Policy and Procedure Manual* to all Board of Directors at the first Board Meeting following the beginning of your term of office.
16. To issue an invitation to the SECA President or a representative to attend the annual SCECA Conference prior to the Fall BOD meeting
17. To maintain and display the SCECA information at the State conference and as requested to District events
18. To present the SCECA Service Award and all awards and certificates at the annual conference
19. To conduct the secret ballot of the Executive Board at the Fall BOD meeting and tabulate votes for the Service Award
20. All official SCECA business expenses will be paid by SCECA.

SECA Duties:

1. To disseminate SECA information to appropriate persons as received
2. To attend SECA leadership workshops which are held at the annual conference (predetermined expenses paid by SCECA) and to prepare for and present SCECA information to other state presidents and SECA officers at the Presidents' event.
3. To secure requested information and submit in a timely manner to the SECA Board or Executive Director
4. To appoint, with the approval of the Executive Board, qualified persons to fill vacancies occurring on the Executive Board

President-Elect

The President-Elect should become familiar with SCECA and the SECA-SCECA relationship during the period before assuming office. The President-Elect will act for the President in his/her absence. The President-elect will automatically become President at the end of their term.

Term: April 1 through March 31

Duties:

1. To assist the President and represent this Association when requested by the President
2. To become familiar with the business of this Association
3. To fill the unexpired term of President should a vacancy occur
4. To serve as the liaison of the Outreach Commission
5. To serve as Chairperson of the Conference Committee and assist the Meeting Planner and the Executive Director in planning the annual conference
6. To attend the SECA leadership workshop at annual SECA conference. Predetermined expenses paid by SCECA.
7. To prepare exhibitor invitation cards for the SECA conference and assist Executive Director in distributing the invitations at the SECA Conference
8. To serve on the Finance Committee, the Personnel Committee, Nominating Committee and as liaison to the Executive Board from the Conference Planning Committee
9. To keep accurate records of all transactions related to term of office
10. The President-Elect may not succeed themselves in office.
11. All official SCECA business expenses will be paid by SCECA.

Vice President

Qualifications: Must have served on the State Board of Directors in the past three years. The Vice President acts for the President-Elect in his absence or fills the unexpired term, should a vacancy occur. The Vice President automatically becomes President-Elect at the end of the term.

Term: April 1 through March 31

Duties:

1. To become familiar with the business of this Association
2. To attend SECA leadership workshop at annual SECA conference. Predetermined expenses paid by SCECA.
3. To serve on the Conference Planning Committee and the Finance Committee
4. To serve as Chairperson and as liaison to the Executive Board for the Membership Commission
5. To assist President-Elect in planning annual conference
6. To serve as the Chairperson of the Sticker Station at the annual conference
7. To keep accurate records of all transactions related to the term in office
8. Vice Presidents may not succeed themselves in office.
9. All official SCECA business expenses will be paid by SCECA.

Secretary

Term: Two years: April 1 through March 31

Duties:

1. To take and keep a correct and true record of all meetings of the Association, Executive Board, and Board of Directors
2. To email edited copies of the appropriate minutes to members of the Executive Board and Board of Directors, within 2 weeks of the previous board meeting, including all handouts and attachments
3. To prepare a true copy of all Executive Board/Board of Directors official minutes to the Executive Director by April 30th of each year
4. To return to the Executive Director all official records within 30 days of completion of service
5. To serve on the Nominations Committee, the Constitution and Bylaws Committee and as liaison to the Executive Board and on the Communication Commission
6. All mileage expenses to SCECA pre-scheduled meetings will be paid by SCECA. Other official SCECA business expenses will be paid with prior Board approval.

Treasurer

Term: 2 years; April 1 through March 31

Duties:

1. To serve as Chairperson of the Finance Committee and liaison to the Executive Board
2. To serve on the Personnel Committee
3. To schedule and conduct annual budget meeting prior to March board meeting
4. To prepare an annual budget with the Finance Committee
5. To present the next annual budget to the Executive Board for approval at the March Board meeting
6. To present a financial statement to the Executive Board and Board of Directors at every meeting as well as at the annual business meeting at SCECA conference
7. To be the On-Site Registration Chairperson at the annual conference
8. To be a second signatory after the Executive Director on each district bank account and keep on file the following data: bank name and address, account name, and account number
9. To be a second signatory, if needed, for SCECA checks
10. To keep accurate records of all transactions related to term of office
11. To return to the Executive Director all official records within 30 days of completion of service
12. All mileage expenses to SCECA pre-scheduled meetings will be paid by SCECA. Other official SCECA business expenses will be paid with prior Board approval.

Members-at-Large

Term: Two years; April 1 through March 31, elected by the Executive Board in staggered fashion.

The Member-At-Large positions are elected by the SCECA Executive Board of Directors.

The Member-At-Large must be a member of an ethnic, social or cultural minority that is under-represented on the SCECA Board. This representative must have demonstrated the ability to promote practices, procedures and policies consistent with those endorsed by SCECA and must become a SCECA member if elected to the Board.

Duties:

1. To be voting members of the Executive Board and Board of Directors
2. To convey to the SCECA Board of Directors how the Association might be more responsive and knowledgeable of the differing constituencies represented in SCECA membership
3. Act as a liaison to other community agencies that share goals and objectives with SCECA
4. 1st Year Member-at-Large and the 2nd year Member-At-Large will serve as a member of the Outreach Commission and any other SCECA Committee as appointed by the President.
5. The Members-at-Large who are members of the Communication Commission will be responsible for disseminating information on Facebook, Twitter and Instagram.
6. To maintain list of media liaisons as provided by the Communication Commission
 - a. Update forms for releases to be used with newspapers, radio, television and other news sources
 - b. Update a form for submission to be used on social media sites
7. To submit news releases and send these to appropriate media liaisons for release on behalf of the State Board
 - a. To keep a file of published news releases and other SCECA news events for the last 3 years. Releases beyond 3 years will be archived with the Executive Director.
 - b. To submit all publications to the Executive Director for editing prior to publication.
8. To post edited information to the social media sites to which SCECA has accounts, such as Facebook, Instagram, and Twitter.
 - a. To insure that posts to social media are current and relevant.
 - b. To post photos only be from the annual conference or from district events where permission for use has been granted. Photos may NOT include children without expressed written permission.
 - c. To insure all posts follow the guidelines for Social Media composed by the Communication Commission. See Page 20.
9. To record and preserve the history of the organization by taking photographs during association activities.
10. All mileage expenses to SCECA pre-scheduled meetings will be paid by SCECA. Other official SCECA business expenses will be paid with prior Board approval.

Past President

Term: April 1 through March 31

Duties:

1. To serve as a voting member of the Executive Board and the Board of Directors
2. To serve on Finance Committee and the Personnel Committee
3. To serve as the Chairperson and the liaison from the Constitution and Bylaws Committee
4. To serve as Chairperson of the Nominating Committee
5. To serve on the Outreach Commission
6. To return to the Executive Director all official records within 30 days of completion of service
7. Mileage expenses to SCECA pre-scheduled meetings to be paid. Other official SCECA business expenses will be paid with prior Board approval.

SECA Representative

Qualifications: Must be a Past President of SCECA

Term: Three years; January 1 – December 31

Duties:

1. To serve as a member of the SECA Board of Directors for the duration of the term
2. To serve as a voting member of the SCECA Board of Directors and Executive Board for the duration of term
3. To serve as an active, working, contributing member of the SECA Board of Directors, assisting in all ways in carrying out the programs of the association
4. To serve as liaison on the Communication Commission
5. To serve as an officer if elected/appointed within the SECA Board of Directors
6. To communicate the interests and concerns of the state to the SECA Board of Directors
7. To read and become familiar with SECA procedures, policies, Constitution and By-Laws, minutes of past two years, finance records, and work projects
8. To perform other tasks as needed in SECA and SCECA affairs, such as making contributions to the general actions of the SECA and SCECA Board and serving on commissions and committees of both Boards
9. To communicate the viewpoint of the SECA Board of Directors to the membership through the SCECA Board
10. To attend and actively participate in the annual SECA and SCECA Conferences

11. To keep accurate records of all transactions related to term of office
12. To return to the Executive Director all official records within 30 days of completion of service
13. Expenses to official SECA related activities will be covered by SECA.

Executive Director, ex officio member

Term: Annual reappointment based on desire for continued employment and performance evaluation.

Duties:

1. To provide an accurate record of the names and addresses of state officers and mail to the SECA office a copy of the State Officers Form upon election and as changes in information provided occur
2. To provide a current copy of the state constitution to the SECA office. Submit revisions as they occur.
3. To submit copies of SCECA newsletter to members of SECA Executive Director and the SECA President and to the SECA office
4. To receive all funds of the Association and to deposit funds in a bank
5. To keep monthly balance sheets, correct to date, so that the financial status may be ascertained at each meeting of this Association
6. To be responsible for the disbursement of all funds and pay promptly all budgeted and authorized bills
7. To be an ex officio member of the Executive Board, serving without vote
8. To conduct background checks on potential officers and secure bonding insurance for the State Treasurer and each District Treasurer
9. To arrange for an audit of the SCECA accounts at the end of the fiscal year and send copies of the audit to the Finance Committee
10. To serve as a member of the Finance Committee and assist in preparing an annual budget
11. To conduct quarterly audits of all district bank accounts at each BOD meeting with the State Treasurer
12. To send SCECA prorated dues to SECA office with membership lists monthly
13. To produce, publish and coordinate mailings of SCECA SCOPE at least quarterly for an annual stipend of \$1500.00.
14. To assist the Conference Planning Committee with:
 - A. To collect bids and to help select a pipe and drape vendor company
 - B. To assist the Exhibits Chair with all facets of the Exhibits Committee duties
 1. Maintain contact list of potential exhibitors and send out packets 4 months before the conference
 2. Develop the information packet and exhibitor contract
 3. Assist in drawing up the floor plan for the exhibit space
 4. Assist in assigning booth spaces in the order that requests are received and taking into consideration the electrical needs of the vendors
 - C. Assist the Conference Chair, President and Meeting Planner in planning the annual conference.
 - D. To serve as Co-Chair of the Onsite Registration Committee during the annual conference
 - E. To secure liability insurance for the annual conference.
15. To visit conference sites and determine acceptability of contract and to sign the contract
16. To deposit all conference monies
17. To pay all conference bills promptly
18. To serve on the Membership Committee, Publications Committee, Nominating Committee, Finance Committee and the Conference Planning Committee
19. To attend SECA leadership workshop at annual SECA conference. Predetermined expenses paid by SCECA.
20. To certify membership of members of the Board of Directors at the beginning of every membership year.
21. To review all publications submitted by commissions, committees and the Publicist prior to publication
22. All official SCECA business expenses will be paid by SCECA, with Board approval.

Parliamentarian, ex-officio member

Purpose:

- To enable SCECA, with due regard for each member's opinion, to arrive at the general consensus with questions and concerns
- To conduct the business of the Association in an orderly and expeditious manner.

Meetings: Executive Board Meetings
 Board of Directors' Meetings
 Annual Business Meeting

Duties:

1. To ascertain that the Association business is conducted in accordance with the rules contained in the current edition of Robert's Rules of Order, Newly Revised in all cases to which they are applicable and in which they are not inconsistent with the by-laws and any special rules of order this association may adopt
2. To receive an updated copy of the *SCECA Policy and Procedures Manual* and prepare copies for the president to distribute at the first Board Meeting
3. To update the SCECA Constitution and Bylaws as needed. Prepare a notice of a Constitution change for publication in SCOPE at least 90 days prior to the annual business meeting (publish in the Preliminary Program)
4. To serve on the Outreach Commission and the Constitution and Bylaw Committee.
5. All SCECA business expenses will be paid by SCECA with board approval.

Meeting Planner, ex officio member

Term: Annual reappointment based on desire for continued employment and performance evaluation.

Purpose: The SCECA meeting planner will work with the Executive Director and the Conference Chairperson to plan and implement the SCECA Conference.

Duties include:

1. To serve on Finance Committee and the Outreach Commission
2. To work with the Executive Director to tour and select future conference sites
3. To work with the Conference Chairperson, the Executive Director and the hotel event coordinator:
 - a. To determine the room setups for each day of the conference
 - b. To order and oversee the AV needs for the conference
 - c. To prepare the agenda for all general sessions and the SCECA Business Meeting
 - d. To help select and order the food and beverages for any and all events that require food and beverages during the conference
 - e. To follow up with the hotel/convention center with making sure the local Fire Marshall is notified and has approved the plans for the conference.
4. To work with the Conference Chairperson in making arrangements for the SECA VIP and keynote speakers. This will include transportation to and from airports, inclusion in special eating events, and coordinating with the Conference Chairperson on specific travel schedules for making hotel reservations
5. To produce the preliminary and final program for the conference
6. To be responsible for sending the program to CCCCD to get the correct DSS credit coding for each session.
7. To submit to the Executive Director pertinent information for both conference programs
8. To coordinate with the Executive Director to get the program information in a timely manner to get printed and delivered in time for the mailing of the preliminary program and for the delivery of the final program to the conference site
8. To serve on the Finance Committee and help prepare the conference budget for the conference
9. To be evaluated by the members of the Personnel Committee prior to the April Board meeting
10. All SCECA business expenses will be paid by SCECA with Board approval.
11. The meeting planner will be paid a \$7725.00 stipend for services rendered in coordinating all of the above services for each SCECA sponsored conference.

Student Group Advisor, ex officio member

The Student Group Advisor will work with higher education partners who are student advisors that want to start or to maintain a SCECA Student Group on their respective college campus or high schools.

- A. Appointed by the President
- B. Is a non-voting position

Term: April 1 through March 31

Duties:

1. To assist high school/collegiate advisors in maintaining and/or setting up a SCECA Student Group at their respective schools
2. The SCECA Student Group Manual will be the reference guide in setting up the student group affiliated with SCECA.
3. To serve on the Membership Commission

4. All SCECA business expenses will be paid by SCECA with Board approval.

District Presidents

The president of each of the SCECA districts will serve as a voting member of the SCECA Board of Directors. The District President serves as the official representative from their respective districts to the state Board during their term as district president.

Term: April 1 through March 31

Duties:

1. To serve as a voting, active, contributing member of the SCECA Board of Directors, assisting in all ways to carry out the programs of the association.
2. To communicate the interests and concerns of the district membership to the Board of Directors
3. To attend all SCECA pre-scheduled Board of Directors' meetings during the year and at conference
4. To communicate the viewpoint of the Board of Directors to the district membership through the respective district boards
5. To attend and actively participate in the annual SCECA Conferences
6. To read and become familiar with SCECA Policies and Procedures, Constitution and By-Laws, minutes of past two years and any other necessary reports as specified and provided by the SCECA President and the Board of Directors
7. To represent SCECA as requested by the SCECA President and the Board of Directors
8. To provide, in a timely manner, written reports and/or articles for the newsletter or Board of Directors' meetings (email or bring 3 hard copies for President, Secretary and Executive Director)
9. To insure that bank signature cards are returned to the Executive Director and to keep accurate records related to the Board of Directors and deliver to his/her successor in office all official records within 30 days of completion of service
10. To bring quarterly financial audits from the District Treasurer to the BOD meetings. The Executive Director and State Treasurer will check quarterly audits.
11. To participate with the District Treasurer and an appointed member to conduct a self-audit of the District accounting by the end of the fiscal year, March 31. The SCECA Treasurer is available to assist if requested.
12. To provide to the SCECA President the current slate of district officers and current district constitution upon taking office
13. To confirm dates of local meetings with SCECA President
14. To perform other tasks as needed in SCECA affairs
15. To provide nominee for Outstanding District Member Award by the October 25th deadline. Submit to the Executive Director.
16. To secure items for SCECA Silent Auction and the SECA DIV-DEV Silent Auction. All items need to be brought to the SCECA Conference. The SECA Representative will collect DIV-DEV items.
17. All mileage expenses to SCECA pre-scheduled meetings will be paid by SCECA. Other official SCECA business expenses will be paid with prior Board approval.

SCECA Board of Directors

Members:

- Executive Board
- District Presidents
- Commission Chairpersons
- Executive Director
- Meeting Planner
- Parliamentarian

Responsibilities:

1. The Board of Directors shall be charged with the responsibility of furthering the mission of the Association, the study of teaching and its principles, the preservation of its ideals, ethics, and the extension of the association throughout the state of South Carolina.
2. The Board of Directors serves the term of their office as elected. Only the Secretary, Treasurer, Members-at-Large and SECA Representative may serve more than one year in their current office.
3. The Board of Directors must meet at least once annually. A special meeting may be called by the President or any six (6) members of the Board of Directors, provided due notice of such meeting, including time, place, and specific purpose to be transacted, is given to each member of the Board of Directors.

4. The Board of Directors meets quarterly. It is charged with supervision over the affairs of SCECA. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business with the association.
5. Voting members shall include Executive Board and Presidents of the seven districts.
6. Committee Chairpersons, Ad Hoc Committee Chairpersons, Parliamentarian, Meeting Planner and Executive Director have voice, but no vote at board meetings.
7. All members are expected to attend all scheduled meetings. If you miss more than two (2) meetings, the SCECA President will remove you from your position and appoint another person to take your place. District Presidents may send another District Board member in their place but cannot miss more than two (2) meetings before the SCECA President appoints an interim President.
8. With prior approval of the Board, official SCECA business expenses will be paid.

Duties:

1. To consider all amendments to the Constitution and Bylaws, and make recommendations to the Association regarding proposed amendments
2. To approve the annual budget
3. To hire and/or recommend continued employment of the Executive Director, the Meeting Planner, the Pre-Registration Chair and the Publicist after evaluations are completed each year

Executive Board

The Executive Board is vested with the authority to manage and control the business and property of the association. Executive Board membership is set by virtue of the Constitution and includes the following:

President	Treasurer	Two Members-At-Large, elected by Executive Board
President-Elect	SECA Representative	Past President
Vice-President	Executive Director, ex-officio	Meeting Planner, ex officio
Secretary	Parliamentarian, ex-officio	

These members serve the term of their office on the Executive Board. Elected officials have the right to vote. Non-elected members of the Board have voice, but no vote. A member of the Executive Board serves as liaison between each standing committee/commission and the Board. At each Executive Board meeting, they will be responsible for updating the Board on the work of their committee/commission. Liaison persons may make required standing committee/commission reports or may request that the Chairperson present the report to the Executive Board.

Liaison assignments are as follows:

- President: Personnel Committee
- President-Elect: Outreach Commission, Conference Planning Committee
- Vice President: Membership Commission, Awards Committee
- Past President: Constitution and By Laws Committee
- Secretary: Nominating Committee
- Treasurer: Finance Committee
- SECA Representative: Communication Commission

Other responsibilities include the following:

1. To approve the plans and decisions of all committees/commissions prior to anything being presented to the Board
2. To determine the length and date of the annual conferences
3. To employ, annually, an Executive Director, a Meeting Planner, and Pre-Registration Chair, after recommendations from the Personnel Committee. A website manager is employed by the Executive Board each year.
4. To monitor the membership of SCECA Committees/commissions insuring that each has a diverse membership including: ethnicity, sex, state-wide geographic residence, age, and occupation
5. To discuss and determine long-range goals and objectives of the association
6. To hold meetings prior to the annual meeting, or a special meeting may be called by the President or any three (3) members of the Board of Executive Board, provided due notice of such meeting, including time, place, and specific purpose to be transacted, is given to each member of the Executive Board
7. The Executive Board meets at pre-scheduled times during the year and at the annual conference.
8. A majority of the members of the Executive Board shall be necessary for a quorum for the transaction of business of the association.
9. All publications must be submitted to the Executive Director for editing prior to publication.
10. Mileage and refreshments to pre-scheduled meetings are provided by SCECA. Mileage is paid at the rate of

\$.35 per mile.

11. Other official SCECA business expenses will be paid with prior Board approval.

Website Manager

Employed annually by the Executive Board.

Duties:

1. To maintain the www.sceca.org website.
 - a. To insure that all information posted on the SCECA website is current and relevant.
 - b. To post photos only from the annual conference or from district events where permission for use has been granted. Photos may NOT include children without expressed written permission.
 - c. To submit all publications to the Executive Director for editing prior to publication.
 - d. Maintain the website and send monthly reports to the Executive Director.
 - e. Notify the Executive Director or Communication Chair of any problems incurred with the website.
2. The stipend for the Publicist will begin at \$900 annually plus any added expenses that are invoiced to the association. The stipend will be paid yearly by the Executive Director.
3. This position is subject to annual evaluation by the Communication Commission and the Personnel Committee for continued employment. Date to be completed is March 31 of each year.

SCECA Social Media Guidelines

A. GENERAL GUIDELINES

Sharing early childhood news, events, promoting district work through social media is an excellent, low-cost way to engage the community and build our association. Members are encouraged to repost and share information with co-workers and friends that is available to the public.

B. GUIDELINE KEY POINTS

- Be Knowledgeable
- Be Aware
- Avoid Inappropriate Comments
- Remain Positive
- Be Helpful and Add Value
- Be Transparent

C. SEEK APPROVAL

Any post on any social media MUST be approved by the Executive Director.

D. MAINTAIN CONFIDENTIALITY

Do not post confidential or proprietary information about the association, its members, or any organization associated with the association. Use good ethical judgment and stay in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

E. MAINTAIN PRIVACY

Do not discuss a situation involving named or pictured individuals or groups on a social media site without their permission. As a guideline, do not post anything that you would not present in any public forum. Be careful and be respectful. What you say directly reflects on the Association. Discuss with the Executive Director the circumstances in which you are empowered to respond directly to users and when you may need approval.

F. DO NO HARM

Let your Internet social networking do no harm to the association!

G. MAINTAIN TRANSPARENCY

The line between professional and personal business is sometimes blurred: Be thoughtful about your posting's content and potential audiences. Be honest.

H. CORRECT MISTAKES

If you make a mistake, admit it. Be upfront and be quick with your correction.

I. THINK BEFORE YOU POST

There is no such thing as a "private" social media site. Search engines can turn up post and pictures years after the publication date. Comment can be forwarded or copied. Archival systems save information even if you delete a post. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clearheaded.

J. RESPECT YOUR AUDIENCE

Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the Early Childhood Community. You should also show proper consideration for other's privacy and for topics that may be consider sensitive – such as politics and religion.

K. BE ACCURATE

Make sure that you have all the facts before you post. It is better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible.

L. BE TIMELY

Regularly monitor postings and content. Aim for standard times for postings and updates. The recommended minimum frequency is two to three times a week. Be sure not to overload your updates. Followers will stop paying attention if your overload them with information.

M. DISTRICT SOCIAL MEDIA

District Presidents will report to the Executive Director to edit and she will send to the Publicist or the Members-at-Large to have items posted on social media. Districts will not have their own personal social media accounts.

SCECA Resolution Guidelines

Goal:

The purpose of a resolution is for the South Carolina Early Childhood Association to propose a plan of action or to declare a position on an issue.

Objectives:

1. To encourage and facilitate discussion and debate on matters related to the concerns and business of SCECA.
2. To facilitate an awareness of SCECA concerns related to young children.
3. To formalize statements of position concerning issues related to children.

Procedures:

1. *Robert's Rules of Order, Revised* shall be the parliamentary authority governing the presentation of resolutions.
2. Resolutions must be relevant to the purpose of SCECA and within range of feasibility for implementation.
3. Who may introduce a resolution:
 - a. The Executive Board of a local district organization
 - b. Six members of SCECA
 - c. The SCECA Executive Board
 - d. SCECA Committees and/or Commissions
4. When can a resolution be introduced?
 - a. Resolutions shall be mailed to the SCECA Executive Board not later than 30 days prior to the Business meeting of the annual SCECA conference.
 - b. At the Executive Board's option, it may determine action on late submissions resulting from unusual and special circumstances (such as late-breaking event). However, the other criteria for consideration shall not be waived, even under special circumstances.
5. Format for submitting a resolution for processing:
 - a. Resolutions are to be typed double-spaced. Each resolution shall include the sponsors, the original signatures, addresses and telephone numbers of the officers and/or members submitting the resolution as well as a designated spokesperson who may be contacted by the Executive Board regarding the resolution.
 - b. Each resolution must include a statement of the process and/or disposition for implementing the intent of the resolution, accompanied by the complete names and address of all agencies, organizations, legislators, and other individuals to whom copies are to be disseminated. **Failure to comply with this requirement can be expected to result in no consideration of the resolution.**
 - c. A designated spokesperson for those submitting resolutions must initiate an appointment with the Executive Board no later than 24 hours prior to the annual business meeting for purposes of clarification and must meet and confer with the Board upon its request. **Failure to so meet and clarify may result in no consideration of the resolution.**
 - d. SCECA Executive Board members will receive copies of the resolutions from the District Board that is sponsoring the Annual Conference no later than 9:00 a.m. on the day prior to the annual business meeting.

- e. Copies of the resolution will be distributed by the Executive Board at or before the SCECA annual business meeting.
- f. The SCECA President will present each resolution to the membership.
- g. Resolutions shall be approved by a simple majority of the members present and voting and the business meeting.
- h. Issues of concern (not resolutions) may be introduced from the floor at the SCECA annual business meeting following consideration of all resolutions.

SECA Resolutions

SECA provides an opportunity for the membership to take action on concerns and issues through resolutions presented and acted upon at the business meeting held during the annual conference.

Proposed resolutions should be sent to the SECA office of Resolutions Chairperson two months prior to the conference. These are studied for content and wording and avoiding of duplication. The Resolutions Committee sees that resolutions are available in written form for study by members before voting. Resolutions are presented at the meeting with the Resolutions Committee's recommendation.

Resolutions may not be brought to the membership without previous consideration by the Resolutions Committee and the Board of Directors.

SECA Resolution Guidelines

Goal: The purpose of a resolution is for the South Carolina Early Childhood Association to propose a plan of action or to declare a position on an issue.

Objectives:

1. To encourage and facilitate discussion and debate on matters related to the concerns and business of SECA.
2. To facilitate an awareness of SECA concerns related to young children relevant to the purpose of SECA and within range of feasibility for implementation.
3. To identify possible statements of position concerning issued related to children.

Procedures:

Procedures for introducing resolutions to the SECA membership at the annual business meeting:

1. *Robert's Rules of Order, Revised* shall be the parliamentary authority governing the presentation of resolutions.
2. Who may submit a resolution?
 - a. The Executive Board of a state affiliate organization
 - b. The Executive Board of a local affiliate of a state affiliate organization
 - c. Twenty-five members of SECA who have attached their signatures to a resolution
 - d. The SECA Advisory Board
 - e. SECA committees
 - f. The SECA Board of Directors
3. When can a resolution be introduced?
 - a. Resolutions will be received by the Chairperson of the Resolutions Committee or the SECA President no later than sixty (60) days before the annual SECA business meeting.
 - b. Resolutions from the SECA Board of Directors may be submitted to Resolutions Committee at the pre-conference Board meeting.
 - c. Emergency resolutions from SECA committees may be submitted prior to the Resolutions Committee meeting at the Annual SECA Conference.
4. Format for submitting and processing a resolution:
 - a. Resolutions are recommended to be typed and double spaced. Resolutions must include the sponsor(s), the original signature(s), address(es), and telephone number(s) of the officers or members signing the resolution, and names and addresses for dissemination.
 - b. Each resolution must include a statement of the process and/or disposition for implementing the intent of the resolution.
 - c. Those submitting resolutions must initiate an appointment with the Resolutions Committee no later than 24 hours prior to the annual SECA meeting for purposes of clarification and to receive recommended input from the SECA Board of Directors. The final draft of the resolution must meet a determined by the Resolutions Committee.

- d. The SECA Board of Directors will receive copies of regular resolutions at the first session of the Board meeting at the annual conference and emergency resolutions at the Board meeting prior to the SCEA Business Meeting-Resolutions.
- e. Copies of the resolution will be distributed by the Resolutions Committee at or before the SECA annual business meeting.
- f. Resolutions shall be approved by a simple majority of the members present and voting and the business meeting.
- g. The Chairperson of the Resolutions Committee is responsible for processing each resolution through the President of SECA unless other instructions are so stated in the resolution.
- h. An announcement of the approved resolution will be printed in *Dimensions*.
- i. Issues of concern which were not presented or processed as resolutions may be introduced from the floor at the SECA annual business meeting for the consideration of the Board of Directors.

Format for Resolutions

After reviewing Robert’s Rule of Order to determine the best format for resolutions, the following was recommended and adopted by the SECA Board of Directors as a “Preferred Format.” This standardization will save hours and paper while providing consistency to the process.

WHEREAS, T.....; and
 WHEREAS, A.....; and
 WHEREAS, T.....; therefore be it
 RESOLVED, That.....; and be it further
 RESOLVED, That.....;

The resolutions Committee strongly requests that each resolution containing specific data contain a reference for that data as a footnote. SECA, P.O. BOX 55930, Little Rock, Arkansas 72215-5930

SECA Legislative Platform

Child Care Services

SECA will support:

1. Increased availability of licensed childcare services through government funding and/or tax benefits to families and to employers for direct provision of child care.
2. Supplemental funding to provide care for children of the working poor.
3. Continuance of child care eligibility when incomes of ADC families rise above the present cut-off level.
4. Improved licensing standards which address group size, teacher/child ratio, caregiver education/training, and program criteria.
5. Use of developmentally appropriate methods, materials and curricula.
6. Mandatory licensing for all child care programs.
7. Use of school facilities and provision of specialized programs for before and after school care.
8. Investigation of the child care insurance crisis and provision of affordable insurance rates.
9. Employment of child care specialists in childcare licensing divisions.

Public School Programs:

SECA will support:

1. Provision of full day kindergarten programs for parents who choose to utilize the service.
2. Use of developmentally appropriate methods, material, and curricula.
3. Provision of trained kindergarten aides on at least a part-time basis.
4. Provision of developmentally appropriate programs for four-year olds taught only by teachers with educational background in the development of four year olds and practical experiences with four year olds.
5. Kindergarten programs taught only by teachers with educational background on development of five year olds and practical experiences with five year olds.
6. Use of developmentally appropriate measures for screening and assessment.
7. Careful articulation of preschool, kindergarten and primary programs for continuous progress without pushing formal work in academic areas into the preschool and kindergarten levels.
8. Services for helping parents understand the necessity and importance of developmentally appropriate programs.
9. Support employment of early childhood education specialists in State Department of Education.

10. The direct leadership of early childhood professionals in the development of curricula and standards of public school early childhood programs.

Parents:

SECA will support:

1. Programs designed to involve parents in meaningful ways in their children's schooling.
2. Provision of parent education programs.
3. Provision of programs directed to the prevention of teenage pregnancy.
4. Provision of family support programs to insure optimal development of children and families.

Early Childhood Educators/Child Care Providers:

SECA will support:

1. Specific certification requirements for teachers of N, K-3 (4) children consistent with the NCATE guidelines for teacher education.
2. Released time and financial support for on-going professional development and renewal for teachers, aides, and child care workers.
3. Certification requirements for principles of N, K-3 (4) schools which include (1) courses in early childhood development and education and (2) teaching experience with children within these age levels.
4. Provision of high quality pre-and in-service education opportunities and requirements for child care personnel.
5. Requirement of careful background checks before workers are employed.

Financing:

SECA will support:

1. Efforts to halt cuts in federal funds for child care, nutrition for young children and expectant mothers, food supplement programs.
2. Efforts to increase compensation for all personnel who work in the care, education and protection of children.

SCECA Past Presidents

1. Miss Susan Williams (d)
2. Mrs. Mary C. Brickhouse
3. Mrs. J. R. Southwell
4. Miss Rea Lindler

54. Mrs. Sandra Hackley, 2012-13
55. Mr. David Winchester, 2013-14
56. Mrs. Jenn Moon Adams, 2014-15
57. Mrs. Jennifer Gillespie, 2015-16
58. Mrs. Reggie Eargle, 2016-2017
59. Mrs. Vaudrien Ray, 2017-2018
60. Mrs. Kristine Jenkins, 2018-2019
61. Fedrick Cohens, 2019-2020

5. Mrs. H. A. Sargent
6. Mrs. James Wright
7. Mrs. Sam M. Ford
8. Mrs. Douglas Jeter
9. Dr. Rosemary Althouse (d)
10. Mrs. Letha Sprague Shadel
11. Mrs. J. W. Jenny
12. Mrs. C. E. Hinton
13. Mrs. Joyce Veale
14. Mrs. Faith Sellers
15. Mrs. Patty Jones
16. Mr. Gary Foil
17. Mrs. Jean James
18. Mrs. Sherry Robinson
19. Mrs. Linda Reynolds
20. Dr. Lillian Hart (d)
21. Dr. Sylvia Weinberg
22. Mrs. Norma Neely (d)
23. Dr. Kevin Swick (d)
24. Dr. Mac Brown
25. Dr. Steven Graves
26. Mrs. Rhonda Corley
27. Mrs. Jeanne Greene
28. Ms. Cindy Nail
29. Dr. Sandy Robinson
30. Mrs. Billie Phillips (d)
31. Mrs. Margie Weber, 1989-90
32. Mrs. Sally Herstine, 1990-91 (d)
33. Dr. Jeanene Varner, 1991-92
34. Dr. Horace Wood, 1992-93
35. Mrs. Billie Phillips, 1993-94 (d)
36. Mrs. Cindy Galloway, 1994-95
37. Ms. Phyllis Ford, 1995-96 (d)
38. Mrs. Alice Kirkland, 1996-97
39. Mr. Richard Latham, 1997-98
40. Mrs. Chris Phillips, 1998-99
41. Mrs. Noelle Patrick McInerney, 1999-2000
42. Mrs. Judy Whitesell, 2000-01
43. Mrs. Cindy Galloway, 2001-02
44. Mrs. Becky Wardlaw, 2002-03
45. Mrs. Elaine Sanner, 2003-04
46. Mr. Dan Wuori, 2004-05
47. Mrs. Anita McLeod, 2005-06
48. Ms. Crystal Campbell, 2006-07
49. Mrs. Deni Titcomb, 2007-08
50. Dr. Floyd Creech, 2008-2009
51. Dr. Christine Ferguson, 2009-10
52. Mrs. Stephanie Seay, 2010-11
53. Dr. Herman Knopf, 2011-12

Mentoring Award Recipients

1998 – Phyllis Ford and Judy Whitesell
 1999 – M J Baughman and Dick Latham
 2000 – Mrs. Billie Phillips
 2001 -- Noelle Patrick McInerney

Service Award Recipients

Lorraine Godfrey (deceased)
 Dr. Kevin Swick (deceased 2014)
 Faith Sellers
 Jeanne Greene
 Dr. Rosemary Althouse (deceased 2014)
 Gary Foil
 Rhonda Corley
 Fan Brooke
 Cindy Fail

2002 – Jeanne Greene
2003 – Cindy Galloway
2004 – Deni Schofield
2006 – None given
2007 – Cassie Norvell
2008 – Anna Chesser
2009 – Angela Steele
2010 – Dr. Sheila Marino
2011 – None given
2012 – Reggie Eargle
2013 - Sandra Hackley
2014- Marilyn Izzard
2015- Melissa Covert
2016- Amy Black
2017- Sarah Griffin
2018- Dr. Jim Lane
2019- Katie Nichols
2020- None given

CONSTITUTION

South Carolina Early Childhood Association

Article I – Name

The name of this organization shall be the “South Carolina Early Childhood Association” (SCECA).

Article II – Purpose

- Section 1. To increase awareness of the needs of children birth through eight and their families by providing opportunities for better coordination among parents, teachers, doctors, religious and social workers and others concerned with the child birth through eight and the family.
- Section 2. To aid teachers by promoting workshops and conferences, and to establish health and educational standards for nursery schools, kindergartens, and other child care facilities, including family childcare.

BYLAWS

Article I – Membership

- Section 1. All persons concerned with the interest of children birth through age eight and their families shall be eligible for active membership in this Association upon payment of annual dues.
- Section 2. Active members in good standing shall be entitled to vote, hold office and to participate in the discussion at meetings of this Association. They shall receive newsletters and announcements of conferences.
- Section 3. Honorary members shall be named by the Executive Board with the approval of the Board of Directors.
- Section 4. All members, active and honorary, shall be members of the Southern Early Childhood Association. (SECA)
- Section 5. The membership year will be for twelve months from the date of membership application. The Executive Director will send out a membership card with a member’s personal expiration date as soon as the membership is processed.

Article II – Revenue

- Section 1. Annual dues and conference fees shall be determined by the Executive Board.
- Section 2. The fiscal year shall begin April 1 and end on March 31.

Article III – Officers, Nominations, Elections and Terms in Office

- Section 1. Officers: The officers of the South Carolina Early Childhood Association shall be: President, President-Elect, Vice President, Past President, Secretary, Treasurer, two (2) Members-at-Large, and a SECA Representative.
- Section 2. Elections of officers shall be held annually and a majority of the votes of the membership of the Association for any office shall constitute an election.
- Section 3. Term of Office:
1. The Vice President shall be elected annually for a one (1) year term. The Vice President shall automatically become President-Elect at the end of the term.
 2. The Secretary and Treasurer shall be elected for a term of two (2) years with staggered terms of office.
 3. The Members-At-Large shall be elected by the Executive Board for a term of two (2) years with staggered terms in office.

4. The President-Elect, at the close of the term of office, shall automatically become President for a term of one (1) year.
 5. The SECA Representative shall be elected for a three (3) year term. Effective 1995.
 6. No officers, with the exception of the Secretary and the Treasurer, shall serve consecutive terms in the same office.
- Section 4. Newly elected officers and/or standing commission Chairpersons shall assume all duties of their respective office on April 1st of the year following their election.
- Section 5. The duties of the officers shall be those specified in the *SCECA Policies and Procedures Manual* of this Association.

Article IV – Executive Board

- Section 1. The Executive Board shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, two (2) Members-At-Large, the Past President, the SECA Representative, the non-voting Executive Director, the non-voting Parliamentarian, and the non-voting Meeting Planner.
- Section 2. The Executive Board shall:
- A. Be vested with the authority to manage and control the business and property of this Association.
 - B. Approve plans of work of all committees before presenting it to the Association for its approval.
 - C. Determine the length and date of the annual conferences.
 - D. Hold meetings prior to the annual meeting, or on call of the President or any three (3) members of the Executive Board provided due notice of such meeting, including time and place of specific purpose, is given each member of the Executive Board.
 - E. Annually employ an Executive Director, a Meeting Planner, a Pre-Registration Chair and a Publicist.

Article V – Board of Directors

- Section 1. The Board of Directors shall consist of the Executive Board, the District Presidents, all commission Chairpersons, Meeting Planner, Executive Director and the Parliamentarian. The voting members are the elected Executive Board and the District Presidents.
- Section 2. The Board of Directors shall be charged with the responsibility of furthering the objectives of this Association, the study and teaching of its principles, the preservation of its ideals, its ethics and its extension throughout the State of South Carolina.
- Section 3. The Board of Directors shall:
- A. Consider all amendments to the Constitution and Bylaws, and make recommendations to the Association regarding proposed amendments.
 - B. Approve the annual budget.
 - C. For the purpose of more efficient administration, divide the state into districts.
- Section 4. The Board of Directors shall meet at least annually. A special meeting may be called by the President or any six (6) members of the Board of Directors, provided due notice of such meeting, including time, place, and specific purpose is given to each member of the Board of Directors.
- Section 5. A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

Article VI - Committees

- Section 1. The President, with approval of the Board of Directors, shall appoint such committees or commissions as necessary to carry on the work of the Association. Such committees shall function as specified by the *SCECA Policies and Procedures Manual*.

Article VII – Amendments

- Section 1. The Constitution and By-Laws may be amended at any annual conference by two-thirds (2/3) vote of members present, provided that the amendment has been previously considered by the Executive Board and the Board of Directors.

Article VIII – Dissolution

- Section 1. In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations which themselves are exempt from Federal Income Tax as organizations described in Section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any prior or future Internal Revenue Code or the Federal, State, or local government for exclusively public purpose.
- Section 2. The Executive Board and/or elected officers shall designate one or more organizations within accordance of Article IX, Section 1.

Article IX – Parliamentary Authority

- Section 1. The rules contained in the current edition of *Roberts Rules of Order, Newly Revised* shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order this Association may adopt.

SCECA Executive Director Evaluation Form

(To be completed by the Personnel Committee- President, Past President, President-Elect, 2nd year Member-at-Large, and Treasurer - before the Executive Board Meeting in March)

Completed by:

Date:

Item being Evaluated				
BUSINESS MANAGEMENT	Substantially Fulfils	Usually Fulfils	Occasionally Fulfils	Rarely Fulfils
1. Receive all funds of the Association and deposit them into the bank				
2. Keep monthly balance sheets, correct to date, so that the financial status may be ascertained at each meeting of the association.				
3. Disburse all funds and pay promptly all budgeted and authorized bills.				
4. Conduct background checks and secure bonding insurance for district treasurers.				
5. Conduct quarterly audits of district bank accounts with the State Treasurer.				
6. Arrange for an audit of all SCECA accounts at the end of the fiscal year and send copies of the audit to the finance committee.				
BOARD DUTIES	Substantially Fulfils	Usually Fulfils	Occasionally Fulfils	Rarely Fulfils
7. Serve as an ex-officio member of the Executive Board.				
8. Serve as a member of the Finance Committee and assist in preparing the annual budget.				
9. Serve on the Membership and Communication Commission.				
10. Receive and process membership.				
11. Serve on other committees as requested				
12. Certify the membership of all Board of Directors members at their renewal date.				
13. Publish the SCOPE Newsletter and coordinate bulk mailings quarterly				
14. To review all publications submitted by commissions, committees and the Publicist prior to publication				

Executive Director Continued Page 2

ANNUAL CONFERENCE DUTIES	Substantially Fulfils	Usually Fulfils	Occasionally Fulfils	Rarely Fulfils
15. Visit conference sites and determine acceptability of contract and sign the contract.				
16. Mail conference preregistration forms.				
17. Assist the Exhibits Chair to develop a mailing and contact list for potential exhibitors, prepare the information packet and mail exhibitors' contracts at least 3 months prior to the conference.				
18. Assists the Exhibits Chair in preparing the floor plan and assigning booth spaces.				
19. Secures liability insurance for the annual conference and Directors and Officers Insurance for the Board of Directors and treasurers				
20. Solicits bids for pipe and drape companies for the conference.				
21. Serves as the Co-Chair of Onsite Registration at the conference with the State Treasurer				
21. Deposits all conference monies.				
23. Pay all conference bills.				
24. Process the onsite conference registrations. (additional compensation of \$5.00/person)				
25. Collaborate with the Meeting Planner and Conference Chair to order all food and beverages for any food events.				
26. Produce and publish four SCOPE newsletters annually. Additional compensation determined by the Board of Directors.				
SECA Duties	Substantially Fulfils	Usually Fulfils	Occasionally Fulfils	Rarely Fulfils
27. Send SCECA dues to SECA and provide information concerning membership inquiries from SECA.				
28. Attend the SECA Leadership Workshop at the SECA Conference.				

Comments:

Meeting Planner Evaluation Form

(To be completed by the Conference Planning Committee – before the Executive Board Meeting in March)

Completed by:

Date:

Items being Evaluated				
BOARD DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
1. Serves as an ex-officio member of the Executive Board.				
2. Serves as a member of the Finance Committee and assist in preparing the annual conference budget.				
3. Serves as liaison to the Executive Board from the Conference Planning Committee.				
ANNUAL CONFERENCE DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
4. Visits conference sites with Executive Director and determine conference sites.				
5. Makes sure the hotel/convention center files a report with local Fire Marshall.				
6. Determines the room setups for conference meeting space.				
7. Orders and oversees the AV needs for keynotes and other special sessions throughout the conference				
8. Creates the agenda for General Sessions and SCECA Business Meeting with the President and Conference Chairperson.				
9. Collaborates with the Executive Director and the Conference Chair to order all food and beverages for any conference food events.				
10. Works with Conference Chairperson to arrange transportation and room reservations for keynotes and SECA VIP.				
11. Works with Conference Chairperson to produce the preliminary program and contact CCCCD to get the correct DSS credit coding.				
12. Submits the program information for the preliminary and final program for the conference and submit to the Executive Director for editing and printing in a timely fashion.				
13. Submits articles about the conference to the Executive Director for SCOPE.				
14. Prepares a Call for Proposals for conference sessions.				
15. Selects session presenters and schedules the sessions and communicates that information with the presenters.				

Comments:

SCECA Webmaster Evaluation Form

(To be completed by the Communications Commission Chair and the Conference Planning Committee – before the Executive Board Meeting in March)

Completed by:

Date:

Items being Evaluated				
BOARD DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
1. Submit a budget request to the Finance Committee annually.				
PUBLICATION DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
2. Maintain the SCECA website, www.sceca.org.				
3. Submit all print media to the Executive Director for editing prior to publication.				
4. Publish all information on the website in a timely manner.				
5. Maintain the website and send monthly reports to the Executive Director.				
56Notify the Executive Director or Communication Chair of any problems incurred with the website.				
PUBLICIST CONTRACT	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
1. Evaluation of the Webmaster duties will be constructed to reflect the independent contractor’s contract to SCECA.				

Comments:

SCECA Pre-Registration Chair Evaluation Form

(To be completed by the Communications Commission Chair and the Conference Planning Committee – before the Executive Board Meeting in March)

Completed by:

Date:

Items being Evaluated				
BOARD DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
1. Submit a budget request to the Finance Committee annually.				
PRE-REGISTRATION DUTIES	Substantially Fulfills	Usually Fulfills	Occasionally Fulfills	Rarely Fulfills
1. Process the registration form in the box on the bottom, write a receipt, put a sticky on the check for the items the check covers.				
2. Enter information into the Pre-Registration spreadsheet (name, code for registration status, pre-conference sessions/Advocacy Luncheon, amount paid, check number, bank, who paid, center/school affiliation, Membership status, home address, city, state, zip) on the computer.				
3. Prepare registration packets: put name on the front, print name badge, add the tickets for preconference sessions, luncheon tickets, tickets for tours, receipt, membership card and place in the Registration boxes in ABC order.				
4. Punch holes in the registration forms and alphabetize them into the Registration notebooks for reference.				
5. Prepare the deposit sheet with the checks listed and amounts, breakdown sheet of reference items and total of the deposit. Send checks with sticky notes and the deposit sheet to the Executive Director weekly or every two weeks for the Executive Director to verify and to deposit into the bank.				
6. Manage the Pre-Registration desk during the duration of the annual conference.				

Comments:



District President's Report

President [Click here to enter text.](#)

District [Click here to enter text.](#)

Date: [Click here to enter text.](#)

Regular meetings are held: When? [Click here to enter text.](#) Where? [Click here to enter text.](#)

1. What activities has your group completed or hosted since our last meeting?

[Click here to enter text.](#)

2. What activities have you planned for the next 3 months? (Include specifics and dates)

[Click here to enter text.](#)

3. How can the SCECA Board help you or your District?

[Click here to enter text.](#)

4. Any concerns you feel we should address as a SCECA Board?

[Click here to enter text.](#)

District Officers Information Form

Districts need to have at least 4 officers elected by their membership. Term begins on April 1 of the year elected. You may have more officers than the four listed.

District [Click here to enter text.](#)

President [Click here to enter text.](#)

Address [Click here to enter text.](#)

Email [Click here to enter text.](#) Cell Phone [Click here to enter text.](#)

Vice President [Click here to enter text.](#)

Address [Click here to enter text.](#)

Email [Click here to enter text.](#) Cell Phone [Click here to enter text.](#)

Secretary [Click here to enter text.](#)

Address [Click here to enter text.](#)

Email [Click here to enter text.](#) Cell Phone [Click here to enter text.](#)

Treasurer [Click here to enter text.](#)

Address [Click here to enter text.](#)

Email [Click here to enter text.](#) Cell Phone [Click here to enter text.](#)

Disbursement Report for SCECA Membership Grant

District [Click here to enter text.](#)

Past President: [Click here to enter text.](#)

President: [Click here to enter text.](#)

1. Our district received a \$1000 Membership Grant at the SCECA Conference on [Click here to enter text.](#) (date).
2. The monies were used for: (list how the monies were used and how much each event cost)
 - A. [Click here to enter text.](#)
 - B. [Click here to enter text.](#)
 - C. [Click here to enter text.](#)
 - D. [Click here to enter text.](#)
3. We spent \$ [Click here to enter text](#) of the grant and plan to apply the balance of \$[Click here to enter text](#) on [Click here to enter text](#) prior to the conference.

Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575
by the SCECA Board meeting in May.

District Membership Grant Application

District [Click here to enter text.](#)

District President: [Click here to enter text.](#)

District [Click here to enter text.](#) is applying for the District Membership Grant of \$1000 to be awarded at the next SCECA Conference. We have completed the Disbursement Form for the previous Membership Grant. A new grant will not be considered if the Disbursement form is not completed. The deadline to apply for the Membership Grant is December 31 and the district must have less than \$2500 in the district funds to qualify for the grant.

List the district plans for the Membership Grant monies. Be specific as to amounts you plan to spend of each activity or training.

Mail application to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575
by December 31.

District Meeting Agenda

Date: [Click here to enter text.](#)

Members Present: [Click here to enter text.](#)

Agenda:

1. Welcome by the President [Click here to enter text.](#)
2. Reading of the previous meeting's minutes by the Secretary [Click here to enter text.](#)
3. Financial Report by the Treasurer [Click here to enter text.](#)
4. President's Report [Click here to enter text.](#)
5. Old Business: [Click here to enter text.](#)

6. New Business: [Click here to enter text.](#)

- 7 Speaker or program: [Click here to enter text.](#)

8. Adjournment: [Click here to enter text.](#)

Submitted by: [Click here to enter text](#), Secretary

SCECA DISTRICT _____ REIMBURSEMENT FORM

Name: _____ Date: _____

Address: _____

Cell #: _____

Office Held: _____

Reimbursement is for:

Round trip Mileage: _____

Supplies: _____

Food/Snacks: _____

Other: _____

Total reimbursement: _____

Signed: _____

For Treasurer's Use: Check # _____ Amount Paid: _____ Date issued: _____ Receipts attached: _____

End of the Year District Treasurer's Report

District [Click here to enter text.](#) For the Year Ending on March 31, [Click here to enter text.](#)

Beginning Cash Balance: [Click here to enter text.](#)

Income: [Click here to enter text.](#)

Membership prorate from SCECA: [Click here to enter text.](#)

Workshop/Conference/Training Income: [Click here to enter text.](#)

District Membership Grant: [Click here to enter text.](#)

Other Income: [Click here to enter text.](#)

Interest Income: [Click here to enter text.](#)

Expenses: [Click here to enter text.](#)

Professional Speaker Fees: [Click here to enter text.](#)

Advertising/ Mailings: [Click here to enter text.](#)

Office Supplies/Expenses: [Click here to enter text.](#)

Travel: [Click here to enter text.](#)

SCECA Conference travel for Officers: [Click here to enter text.](#)

Snacks & Drinks for Meetings: [Click here to enter text.](#)

Awards given: [Click here to enter text.](#)

Bank fees: [Click here to enter text.](#)

Other expenses: [Click here to enter text.](#)

Ending Cash Balance: [Click here to enter text.](#)

Submit a copy of your bank statement dated March 31.

Information submitted by [Click here to enter text.](#)

Date submitted: [Click here to enter text.](#)

KEVIN SWICK FAMILY & SCHOOL-COMMUNITY PARTNERSHIP AWARD

Summary:

This award is established to support early childhood programs in their local work to engage in partnerships with their families and the schools-communities that they serve.

Who was Dr. Kevin Swick?

Kevin J. Swick was a Professor of Early Childhood Education in the Department of Instruction and Teacher Education at the University of South Carolina - Columbia. Dr. Swick was a true pioneer in the early childhood field, leading the field in examining our relationships with families from all walks of life. He worked extensively in researching family/school-community partnerships, supporting diverse families and service learning. Dr. Swick published over 100 journal articles and wrote over 25 books. He was active in early childhood professional groups, presided as President of the South Carolina Early Childhood Association from 1981-1982, as President of the Southern Early Childhood Association from 1985-1986, and worked with parent and family programs throughout the United States. He received his Ph.D. in 1970 from the University of Connecticut.

Purpose of the Grant:

To honor the memory of Dr. Kevin Swick and his lifelong work in the field of family/school-community partnerships. Dr. Swick spent his career helping educators design and support family engagement programs at the local level. This award would recognize early childhood programs which demonstrate exemplary family and community partnerships. The award funds can be used to support ongoing or innovative practices in this area.

Eligibility Criteria:

Any early care and education program/practitioner that demonstrates exemplary work with families and communities of young children is eligible to apply.

The program/practitioner must meet the following criteria:

- Program/practitioner serving children/families from birth – 8 years old
- Legally operating
- Demonstrate family engagement strategies
- Demonstrate community partnerships

The Awards Committee will select the recipient of the award based on a rubric. The deadline for applying will be **October 25**. The award will consist of a check in the amount of \$250 and a framed certificate.

Nomination Form
KEVIN SWICK FAMILY & SCHOOL-COMMUNITY PARTNERSHIP AWARD

This award is to be given annually to honor the memory of Dr. Kevin Swick and his lifelong work in the field of family/school-community partnerships. Dr. Swick spent his career helping educators design and support family engagement programs at the local level. This award would recognize early childhood individuals or programs, which demonstrate exemplary family and community partnerships. The award funds can be used to support ongoing or innovative practices in this area. The recipient ***does not*** need to be a member of SCECA to receive the award.

Please submit a one-page narrative about the nominee and include the following:

1. Description of the work the program/practitioner has done with families and school-communities of young children.

2. Reasons why this program/practitioner is deserving of this honor.

Name of Program/Practitioner Being Nominated: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

NOMINATION FORM SCECA MENTORING AWARD

The SCECA Mentoring Scholarship is open to a deserving current member of SCECA. The award is given to a person for being a mentor to other early childhood students or educators within South Carolina.

Name of Nominee: [Click here to enter text .](#)

Home Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Leadership Roles in SCECA
2. Professional experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of the Mentoring Award.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA Education Scholarship

Purpose of scholarship: The SCECA Educational Scholarship is open to a deserving current member of SCECA. Scholarship applicant must be an individual who provides for the welfare and education of young children in South Carolina.

NOTE: *Any current member of the SCECA Board of Directors is not eligible for this award.*

Eligibility: intended for an undergraduate seeking either: an Associate Degree, CDA, Child Development Diploma, ABC Credentials, or Bachelor's Degree.

Criteria: The SCECA Education Scholarship, in the amount of \$500.00, will be given in your name at the college or university that you attend and can be used to aid in tuition or purchasing of books and/or materials for coursework .

The following information must be provided for consideration of the scholarship:

1. Completed application form.
2. Proof of enrollment in an accredited college, university, of technical school. **(10 points)**
3. Proof of membership in SCECA or SECA (Current membership card) **(10 points)**
4. Recommendation from an Administrator, immediate supervisor or college professor on school letterhead. **(20 points)**
5. Address and contact person of institution currently enrolled. **(10 points)**
6. Statement of goals and/or reasons for pursuing this level of education (limit this response to one page). **(50 points)**

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

Application Form
SCECA Education Scholarship

Name: Click here to enter text

Home Address: Click here to enter text..

Phone: Home #Click here to enter text..

Cell # Click here to enter text..

Personal email address: Click here to enter text..

Center/School: Click here to enter text..

School Address: Click here to enter text

City, State Zip: Click here to enter text.

Cell # Click here to enter text..

Grade(s) Taught: Click here to enter text.

Subject(s): Click here to enter text.

Total Years Experience as Classroom Teacher: Click here to enter text.

Principal/Administrator: Click here to enter text..

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA ATTENDANCE SCHOLARSHIP FORM

The SCECA Attendance Scholarship is awarded to a current SCECA member who needs help with finances to attend the SCECA Conference. The award is a check for \$300.00 to help pay for registration and hotel costs. The award will be given at the conference.

NOTE: Any current member of the SCECA Board of Directors is not eligible for this award.

Name of Nominee: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Present Position: [Click here to enter text..](#)

Cell Phone: [Click here to enter text..](#)

Nomination Submitted by: [Click here to enter text..](#)

Home Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text..](#)

Submit a short narrative about why this person is deserving of the award.
Please sign and give your position and relationship to the nominee.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA CONFERENCE SCHOLARSHIP FORM

“First Time Attendee “

The SCECA Conference Scholarship is awarded to a current SCECA member who is attending the SCECA Conference for the first time. The award is a check for \$250.00 to help pay for registration and hotel costs. The award will be given at the conference.

Name of Nominee: [Click here to enter text.](#)

Home Address: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Nomination Submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Submit a short narrative about this first time attendee and why this person is deserving of the award. Please sign and give your position and relationship to the nominee.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA Student Group Start up Grant

Purpose of the Grant:

The SCECA Student Group Start Up Grant is open to Early Childhood Advisors who want to establish a professional membership group affiliated with the South Carolina Early Childhood Association on their high school or two/four year college/university campus. SCECA's Student Group Chairperson will assist the Student Advisor with the steps to establish a new group and supply a SCECA Student Group Constitution.

Eligibility:

- The high school or college affiliate who will be the Student Group Advisor must be a current member of SCECA and teach at a high school or college/university in SC.
- The grant is for a new student group organization. If a group had a SCECA affiliated student group and it has been inactive for a period of at least three years, the Student Group Advisor may apply for the grant to activate the student group again.
- The Student Advisor submits the grant application.
- The Student Advisor further agrees to write an article for the SCOPE newsletter about how the grant was helpful in starting the student group from your school to encourage other high school or colleges/universities to consider starting a student group.

Criteria:

This grant in the amount of \$250.00 can be used to facilitate the organization of a student group on a high school or college/university campus in SC. The grant money may be used as follows:

- Up to \$100 can be used to pay for the officers' membership in SCECA.
- The balance of the grant money may be used to for programs, speakers or to send officers to the SCECA Conference.

The following information must be submitted along with this application:

- Completed application form by the Student Advisor
- Description of proposal (no more than one page stating the goals and/or plans for the establishment of an active Student Group)

Deadline:

The deadline for applying will be **October 25**. The grant will be a check to the Student Group in the amount of \$250.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

Application Form
SCECA STUDENT GROUP START-UP GRANT

Name of the Student Group/School: [Click here to enter text.](#)

Address of the Student Group's school: [Click here to enter text.](#)

Phone number of Student Group Advisor: [Click here to enter text.](#)

Name of all student members of the group applying for the grant:

[Click here to enter text.](#)

Submitted by: [Click here to enter text.](#)

Address: [Click here to enter text..](#)

Cell Phone: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Student Group Advisor Signature: [Click here to enter text.](#)

Please attach the short narrative about why your group would like to attend the conference and the brief explanation/break-down of how the monies will be spent with this application.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA STUDENT GROUP TRAVEL GRANT

This award is available to all current student group members of the South Carolina Early Childhood Association (SCECA) who are interested in attending the SCECA Conference. Three awards are available in the amount of \$400 each and are to be used for conference expenses only. These expenses include: conference registration, accommodations, mileage and food. All members of the group applying must be current student members of SCECA.

Application requirements include:

- A short narrative as to why your group would like to attend the conference
- A brief explanation/breakdown of how the monies will be spent
- Application must be signed by the Student Group Advisor and the advisor must attend with the conference with the students.

Please note that the recipients of the grant will be required to write a short summary of their experience to be published in the next edition of SCOPE, the SCECA newsletter, following their attendance at the conference. Deadline for submitting the article is 30 days after the conference.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

Application Form
SCECA STUDENT GROUP TRAVEL GRANT

Name of the Student Group/School: [Click here to enter text.](#)

Address of the Student Group's school: [Click here to enter text.](#)

Phone number of Student Group Advisor: [Click here to enter text.](#)

Name of all student members of the group applying for the grant:

Submitted by: [Click here to enter text.](#)

Address: [Click here to enter text..](#)

Cell Phone: [Click here to enter text.](#)

Personal email address: [Click here to enter text.](#)

Student Group Advisor Signature: [Click here to enter text.](#)

Application needs to include:

- A short narrative as the why your group would like to attend the conference
- A brief explanation/breakdown of how the monies will be spent
- Application must be signed by the Student Group Advisor and the advisor must attend with the conference with the students.

Applications must be received no later than Oct. 25th for the January Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

SCECA Early Childhood Grant

In 2014, SCECA combined the Center Materials Grants and Teacher Grants into new SCECA Early Childhood Grants. In 2018, the Executive Board approved funding for **SIX** \$1000 grants. These grants will be awarded at the SCECA Conference.

Deadline is October 25th. All applications must be **received** by Becky Wardlaw, SCECA Executive Director, 1133 Camellia Drive N., Surfside Beach, SC 29575. All applications that are received after October 25th will not be considered.

Who is eligible? All members of SCECA are eligible to apply for the Early Childhood Grant. A person can apply individually or collectively for a center or classroom. Where you work or what your job is will not affect who can apply. All applicants will be considered equally.

No member of the SCECA Board of Directors is eligible to apply for the Early Childhood Grant.

Application Process:

The application will consist of three parts:

1. The information page: This page will be the only one with your personal information on it. The Awards Committee will not include it when the applications are sent for the blind reading.
 - A. If applying individually please include your personal home address, phone number and email address so that the committee chairperson can notify you after the grant winners are decided.
 - B. If applying on behalf of your center or classroom, please include the center or school address. Your immediate supervisor (director or principal) must have knowledge of the application and sign on the line provided.
2. The order page: This is the section where you do the research and give us your order. You must list what you plan to order if you are chosen for the grant, the company to order from and the expected cost of your order. Please be sure to include 7 % tax and shipping. There is no restriction in what can be ordered as part of the grant. The only limitation is the amount cannot exceed \$1000. If your order exceeds the \$1000 limit, you will be responsible for the overage amount and the difference must be paid before the order is completed.
3. The narrative page: This is your chance to let the readers understand why you are applying, what you are applying for and how you plan to use what you order. This section should not exceed one page typed.

Please send one copy of the personal information page, one copy of the order page(s) and three copies of the narrative. Mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575. Must be received by October 25th.

All applicants will be notified by December 1st either by phone call or email of the results. Six applicants will be awarded \$1000 grants. You must attend the annual conference and be recognized during the annual conference. Becky Wardlaw will conduct a 1 hour session on Saturday to finalize the ordering process prior to placing the orders. SCECA hopes that the orders will be delivered within a few weeks of the close of the conference.

Any questions can be directed to Becky Wardlaw, SCECA Executive Director at ed4sceca@gmail.com or by calling 803-960-0323.

Personal Information:

This information is for the applicant.

Name: Click here to enter text.

Home Address: Click here to enter text.

Cell phone number: Click here to enter text.

Personal email address: Click here to enter text.

Place of employment: Click here to enter text.

Present position or job: Click here to enter text.

Center/School Address: Click here to enter text.

Center/School Phone number: Click here to enter text.

Other applicants if this is a group application: Please list names and phone contact information only. Please continue on the back of this page if necessary.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

Name: Click here to enter text.

Cell Phone number: Click here to enter text.

If applying for your center or school, the signature of your supervisor (Director or Principal) is required:

Signature: _____

Ordering Information:

Please list what you would like to purchase with the \$1000 grant.

Be specific with the company, item or ordering number and the item(s) cost.

Be sure to include 7 % tax and shipping costs.

You may use the form(s) below or submit order forms from the company(s) you want to order from.

Be aware that prices may change and adjustments may need to be made if you are a grant winner.

Company: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Item #	Description	Cost per unit	Total cost
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Company: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Item #	Description	Cost per unit	Total cost
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Narrative:

Please type your reason for applying for this grant, what you would like to purchase with this grant and how you plan to use this purchase. ***Do not identify yourself or your place of work in this narrative.***

[Click here to enter text.](#)

NOMINATION FORM
RHONDA CORLEY FRIEND OF CHILDREN AWARD

This award is to be given annually to an outstanding South Carolinian who is a strong advocate for the needs of South Carolina's children. The recipient does not have to be a member of SCECA to receive the award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Professional experience in the field of Early Childhood or related field
2. Recognition – Honors
3. Education
4. Other professional and civic affiliations
5. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached.

Applications must be received no later than Oct. 25th for the Conference Awards.
Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

NOMINATION FORM
ROSEMARY ALTHOUSE HIGHER EDUCATION AWARD

This award is to be given annually and will recognize outstanding research, service, or teaching in higher education related to Early Childhood Education and Developmentally Appropriate Practice.
The recipient does not need to be a member of SCECA to receive the award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Professional experience in the field of Early Childhood at the Higher Education level
2. Recognition – Honors
3. Education
4. Other professional and civic affiliations
5. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached.

Applications must be received no later than Oct. 25th for the Conference Awards.

Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

NOMINATION FORM
JEANNE GREENE ADMINISTRATOR AWARD

This award is given annually to an outstanding person who serves in an administrative position who works for the needs of South Carolina’s children. The recipient must be a current member of SCECA and work with public, private or church related centers.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Leadership Roles in SCECA
2. Professional experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25th. Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

NOMINATION FORM
SAUNDRA GROUND EARLY CHILDHOOD EDUCATOR AWARD

This award is given annually to an outstanding educator (childcare worker, teacher, teacher assistant, etc.) who works with children in South Carolina. The recipient must be a current member of SCECA.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. Must be a SCECA member
2. Experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25th. Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

NOMINATION FORM
NOELLE PATRICK McINERNEY STUDENT AWARD

This award is given annually to a deserving student of Early Childhood Education. The recipient does not have to be a member of SCECA to receive the award. One year's membership is also included in this award.

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Information submitted by: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

Please submit a one-page narrative about the nominee and include the following:

1. School attending
2. Experience in the field of Early Childhood
3. Recognition – Honors
4. Education
5. Other professional and civic affiliations
6. Reasons why this person is deserving of this honor

Pertinent and supplementary material may be attached. All information must be received no later than October 25th. Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575

Outstanding District Member Award

District [Click here to enter text.](#) would like to submit the name of

Name of Nominee: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

City, State Zip: [Click here to enter text.](#)

Present Position: [Click here to enter text.](#)

Cell Phone: [Click here to enter text.](#)

For the Outstanding District Member Award, give a short bio of why this person is deserving of this award. List his/her positions held in the district and how he/she has contributed to the district. Use the back of this sheet if necessary.

[Click here to enter text.](#)

Signature of District President: [Click here to enter text.](#)

Complete and mail to Becky Wardlaw, 1133 Camellia Drive N., Surfside Beach, SC 29575