

# JUNIOR UKRAINIAN ORTHODOX LEAGUE

OF THE

UNITED STATES OF AMERICA



*"Dedicated to our Church – Devoted to its Youth"*

**HANDBOOK AND GUIDE**

**2007**

## **JUNIOR UOL HANDBOOK AND GUIDE**

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## **INTRODUCTION -- AIMS AND PURPOSES**

The Ukrainian Orthodox League is a vital organ of the Ukrainian Orthodox Church of the U.S.A. The Seventh Sobor of the Church in 1946 desired to unite all Ukrainian youth groups into one organization. A committee under the direction of the late Very Reverend Volodymyr Bukata formulated such plans. Effective in 1948, the Ukrainian Orthodox League became incorporated in the State of New Jersey. The Junior Ukrainian Orthodox League of the USA was formed in 1961.

The Ukrainian Orthodox League is a national volunteer organization of members in the Ukrainian Orthodox Church of the United States of America, hereinafter referred to as the Church, who are committed to:

1. Promoting active participation in all aspects of the Orthodox faith and supporting the Church.
2. Developing and maintaining programs and projects which:
  - a. educate members and promote dedication and commitment to the Church, Her teachings, traditions, and missions.
  - b. provide opportunities for the development of leadership skills and responsibility among the youth of the Ukrainian Orthodox Church of the USA.
3. Providing and promoting information on Ukrainian heritage and history to the general public and establishing means which ensure the continuation of cultural awareness and pride within our membership.

Its purpose is exclusively spiritual, charitable and educational.

The Ukrainian Orthodox League is comprised of members of the Ukrainian Orthodox Church of the United States of America. The Junior League includes youths ages 10 to 18 years, and the Senior League includes ages 18 years and above. Activities and programs are planned for the involvement of all her members regardless of age.

The specific purpose of the Junior League shall be to aid the **Ukrainian Orthodox League of the U.S.A.** to further its aims and purposes among the youth of the Ukrainian Orthodox Church of the U.S.A. promoting in every way possible the growth of our Church and her League.

## **JUNIOR NATIONAL EXECUTIVE BOARD**

**MEETINGS** -- The Junior National Executive Board of the UOL, elected at the Annual Convention, is responsible for conducting the business of the Junior League between annual conventions. The Board meets several times a year (in conjunction with the Senior Executive Board, if possible). The first meeting of the Executive Board will be immediately following the conclusion of business sessions of the Annual Convention. Two or three meetings will be scheduled at the discretion of the President of the Junior League. The spring meeting is typically held in the city hosting the Annual Convention. The spring meeting may be omitted depending on the financial status and activities of the Junior Board. The final meeting of the Junior Executive Board will be immediately preceding the Annual Convention.

The meetings preceding and following the Annual Convention are conducted in the city that is hosting the Annual Convention. The meeting immediately following the Convention is for the purpose of training the new officers by the outgoing officers and for identifying and planning the goals of the year. The other meetings are hosted by local chapters at their request and as dictated financially. Junior National Board members are required to attend all Board meetings unless excused by the President of the Junior League.

Executive Board members are required to submit written reports on their areas of responsibility for all Junior Board meetings except the meetings immediately preceding the opening and immediately following the conclusion of the Annual Convention.

**EXPENSES** -- Junior National Board members receive expense reimbursement for attending meetings at the rate of \$.25 per mile if traveling by auto or full reimbursement for the costs of public transportation (at the lowest discount fare available). Whenever possible, Junior Executive Board members are encouraged to coordinate travel plans to eliminate unnecessary expenses. In recent years, it has become practice for Board members to be housed in the homes of members from the hosting chapter during Junior Executive Board meetings thereby eliminating the need to incur housing expenses.

In the planning of a Junior Board meeting, approval of the Junior Board is generally obtained by their willingness to participate in a meeting at a particular location in a given day. Parental permission for the Junior to participate in each meeting is obtained by the Junior Advisor in the process of planning to attend the meeting. Costs of travel above \$300 per person must have prior approval of the Junior Advisor. The local Junior/Senior chapter is responsible for arranging for housing and meals, and the Jr. Board Advisor working in cooperation with the hosting chapter is responsible for providing chaperones for the Junior Board during their meeting and during their activities.

If a Board member fails to submit a written report at a board meeting, his/her travel expenses for that meeting will not be reimbursed. In order to receive reimbursement for any expenses ( travel, supplies, telephone, postage, etc.), an official "Expense Voucher" (Jr. UOL Form 105) voucher must be submitted to the Treasurer with appropriate receipts.

**TRAVEL OF JUNIOR BOARD MEMBER(S) TO PARISHES WITH UOL CHAPTERS** -- Junior Board member(s) may travel to parishes with a UOL chapter either at the invitation of the chapter (with costs covered by the chapter) or at the initiative of the Junior or Senior UOL (with costs covered by the Junior UOL). Parental permission for the Junior to participate in each meeting is obtained by the Junior in the process of planning to visit the designated chapter. Issues of travel costs must be agreed upon and approved by the Junior Board prior to the planning of the trip, and the trip must be approved by the Junior Board and Advisors. Chaperones for the Junior(s) can include (1) a designated Senior UOL member who will travel to the hosting chapter in conjunction with the Junior and/or (2) a designated Senior UOL member from the chapter who will serve as host.

**TRAVEL OF JUNIOR BOARD MEMBER(S) TO PARISHES WITHOUT EXISTING UOL CHAPTERS OR TO OTHER SIMILAR LOCATIONS** -- Junior Board member(s) may travel to parishes without a UOL chapter or to other designated meetings either at the invitation of the chapter/organization (with costs covered by the chapter) or at the initiative of the Junior or Senior UOL (with costs covered by the Junior UOL). Parental permission for the Junior to participate in each event is obtained by the Junior in the process of planning to visit the designated chapter. Issues of travel costs must be agreed upon and approved by the Junior Board prior to the planning of the trip and the trip must be approved by the Junior Board and Advisors. Chaperones for the Junior(s) can include (1) a designated Senior UOL member who will travel to the hosting chapter in conjunction with the Junior and/or (2) a designated Senior UOL member from a neighboring chapter who will serve as host.

**MEETING REPORTS** -- Members of the Executive Board are required to submit a written report of their

accomplishments and activities for each Executive Board Meeting (except for the meeting prior to the Convention and the meeting immediately following the conclusion of the Convention). Each Board Member must bring sufficient copies of their report to the meeting. Additionally, a copy of the report should be submitted via e-mail to the entire Board by the Monday prior to the meeting. Reimbursement of expenses is contingent upon submission of a written report.

**MONTHLY REPORTS** -- Members of the Executive Board are required to submit monthly reports of their accomplishments and activities from the previous month (Jr. UOL Form 112). The report is due to the Jr. President and all Junior Advisors on the 10<sup>th</sup> of every month. This report can be submitted via e-mail or mailed.

**CORRESPONDENCE** -- All correspondence sent to chapters is mailed to the entire Junior Board and to Junior Chapter Presidents, Spiritual Advisor, and Senior Chapter Advisors. Correspondence sent to a chapter member is sent to the entire Junior Board as well as to the Junior Chapter President, Spiritual Advisor, and Senior Chapter Advisors. All correspondence must be sent on Jr. UOL stationery.

Every letter should start with the Christian greeting "Glory to Jesus Christ!" (or following Feast Days the greetings, "Christ is Risen!" or "Christ is Born!") All letters should be dated and end with the Christian greeting "Yours in Christ." All letters should be carefully proofread. When any material is sent to a chapter a cover letter must be included that describes the material being sent, any deadlines or responsibilities and who to contact with any questions/concerns.

All financial correspondence should be mailed to the Junior President, Financial Secretary, Treasurer, Spiritual Advisor and Junior League Advisor.

**MAINTENANCE OF RECORDS** -- All Junior UOL Executive Board members are required to maintain copies of correspondence, reports and information about job responsibilities and committee assignments. Records should be organized to facilitate transition to new officers. These records are passed to newly elected Board Members at the Annual Convention. Convention expenses will not be reimbursed if records are not transferred to new officers. The Junior League Advisor coordinates the transfer of records to the UOL Archives Room headquartered in the Cultural Center of the UOC.

**COMPOSITION AND GENERAL DUTIES OF THE EXECUTIVE BOARD** -- The Junior National Executive Board consists of national officers elected by the Annual Convention as follows: President, Vice President, Recording Secretary, Corresponding Secretary, Financial Secretary and Treasurer.

General guidelines for all Junior UOL Executive Board Officers:

- 1) Should remain active in the local chapter.
- 2) Should not delay in handling responsibilities.
- 3) Work cooperatively with fellow Board Members.
- 4) Request assistance as needed.
- 5) Strive to develop creative and new ideas.

#### **SPECIFIC DUTIES OF EXECUTIVE BOARD OFFICERS** --

The President is the chief executive officer of the Junior UOL and has general and active control of its affairs and business, and general supervision over its officers. He/she is a member ex-officio of all committees and should be informed by other Board members on all proceedings of the committees. The President is responsible for extending invitations, greetings, and congratulations, as necessary, on behalf of the Junior League. The specific duties of this office include:

1. Calling Junior Executive Board Meetings and coordinating plans with the hosting chapter.

2. Preparing the agenda for meetings.
3. Presiding over Junior Executive Board meetings and the Annual Convention.
4. Submitting articles for each *UOL Bulletin* issue.
5. Sending thank you letters to the host of meetings, UOL Convention and other activities.
6. Send congratulatory letters to the winners of UOL Contests and Awards.
7. Serving as the official Jr. UOL representative for UOL and UOC events as necessary.
8. Serving as a member of the UOL Youth Commission.

The Vice President is responsible for assuming the duties of the President during his/her absence or incapacity and shall have all the rights and privileges of that office. In addition, the Vice-President is assigned other duties such as those of a committee chair/project coordinator. He/she may also represent the Junior UOL when so assigned by the President.

The Recording Secretary is responsible for preparing the minutes from Board meetings and the Annual Convention. The specific duties of this office include:

1. Recording all proceedings of the meetings of the Junior Executive Board and the Annual Convention.
2. Maintaining an attendance roster of the Junior Executive Board for each meeting and for each session of the Annual Convention.
3. Preparing and duplicating the official minutes of each Junior Executive Board meeting and distributing them to all Junior Executive Board members, Spiritual Advisors, Senior National Executive Board, all Junior Chapter Presidents, Chapter Advisors and Chapter Spiritual Advisors.
4. Preparing, duplicating, and distributing the Annual Convention minutes to Junior and Senior Executive Board members by September 30<sup>th</sup> (immediately following the Convention). Copies will be distributed to all chapters at the Annual Convention. Sufficient copies should be made to be included in the registration packet of each Junior delegate, alternate and guest at the next convention (approximately 50 copies).

The Corresponding Secretary is responsible for handling all correspondence. The specific duties of this office include.

1. Preparing the directory of the Junior Executive Board members and Advisors, and distributing it to the Junior Executive Board, Senior Executive Board, and the UOL Bulletin, immediately following the UOL Convention.
2. Updating the Junior UOL Stationery and distributing to all Board members.
3. Mailing "Election Report" forms (Jr. UOL Form 106) to all chapters by May 1.
4. Distributing the Chapter Obligation Calendar to all chapters.
5. Annually updating the directory of Chapter Presidents, Advisors and Spiritual Advisors, and distributing it to the Junior and Senior Executive Boards, immediately following the Convention.
6. Prepare address labels for mailing.
7. Distributing the Junior UOL Handbook and Guide and the Constitution to all chapters as decided by the Junior Executive Board.

The Financial Secretary is responsible for keeping accurate records of all incoming funds of the Junior UOL, and conducting all correspondence in reference to collection of funds. He/she cooperates closely with the Treasurer in executing the financial program of the Junior League. The specific duties of this office include:

1. Preparing receipts for monies collected and issuing them to the payee, promptly.
2. Issuing monthly "Transmittal Report" (Jr. UOL Form 108) to the Treasurer, President and Junior League Advisor, listing monies received, receipt number, etc.
3. Photocopying all checks that are deposited.
4. Making deposits to the bank frequently, but no less than at the end of every month.
5. Issuing a request for membership and chapter dues to all chapters in August.
6. Issuing "Membership Roster Form" (Jr. UOL Form 102) to all chapters in August.



7. Issuing "Dues Payment Form" (Jr. UOL Form 103) to all chapters in August.
8. Issuing "Chapter Project Donation Form" (Jr. UOL Form 104) to all chapters in March.
9. Preparing quarterly Financial Reports and issuing them to all Board Members.
10. Preparing Chapter Status Report (number of members, dues paid, etc.), for each Junior Board meeting.
11. Preparing Chapter Status Report, and financial reports for the Annual Convention.
12. At the Annual Convention, preparing and reading the roll of the delegates and credentials report certifying that all delegates to the convention are members of Junior UOL chapters that have met all obligations to the National Junior UOL during the past year. The attendance records of the delegates is submitted to the Recording Secretary for inclusion in the Convention Minutes.
13. Having financial books present, for all audits which are when an called by the Senior UOL President or UOC Auditors.
14. Mailing "Delegate Forms" (Jr. UOL Form 107) to all chapters in May.

The Treasurer is responsible for handling the finances of the Junior UOL. The specific duties of the office include:

1. Paying all expenses when properly submitted and substantiated.
2. Reimbursing all Executive Board Members within a period of two weeks of receiving an Expense Voucher that has been approved by the Junior Advisor(s).
3. Prior to payment, verifying the necessity of all expenses.
4. Recording all income and posting to the proper account in the general ledger.
5. Working closely with the Financial Secretary in reviewing questionable records of income.
6. Recording all expenses and posting the appropriate accounts in the general ledger.
7. Preparing a quarterly Financial Report, a Financial Report for each Board Meeting and the Annual Financial Report for the Convention.
8. Balancing the checkbook monthly.
9. Reviewing the income and expense items with the Senior UOL auditors.
10. Classifying and binding all records at the end of the term for submittal to the UOL Archives.
11. Having financial books present, for all audits which are when an called by the Senior UOL President or UOC Auditors.

The Auditors of the Junior League are those elected and appointed by the Senior League. The Junior UOL records will be audited at each Senior Board meeting, with a final audit at the Convention. Junior records will also be submitted to the Ukrainian Orthodox Church Consistory Auditors as required.

**THE BUDGET** -- of the Junior UOL is prepared by the Junior League Advisor, Spiritual Advisor, President, Treasurer and Financial Secretary in August of each year. This is presented to the Junior Executive Board at the Fall meeting and to the Senior National Executive Board for approval.

**ANNUAL REPORTS** -- All Executive Board members are required to submit an annual report to the Senior UOL Corresponding Secretary by June 1 or as designated. This report is to be a comprehensive outline of all the duties and projects they have accomplished during the year. Any Board member who does not submit an annual report before the appointed deadline date is not reimbursed for his/her convention expenses. The following is a guideline to be used in preparing the report:

1. Office Held.
2. Responsibilities of the office that have been accomplished.
3. Responsibilities of the office that have not been completed and why.
4. Special assignments or projects that have been accomplished.
  - a. Description of Project.
  - b. Why project was successful or unsuccessful.

- c. Recommendations for accomplishing or discontinuing the project in the future years.
5. Suggestions for future responsibilities of this office.
6. Other Church-related offices.
7. Personal Comments.

## **UOL YOUTH COMMISSION**

The UOL Youth Commission is comprised of members of the Senior Ukrainian Orthodox League. The chair of the UOL Youth Commission serves as a liaison between the Junior and Senior UOL Executive Boards. The Commission Chair shall be informed of all activities and projects of the Junior Executive Board for the purpose of informing the Senior Executive Board. The Junior League Advisor and the Jr. UOL President serve on the UOL Youth Commission.

## **JR. LEAGUE ADVISOR**

The Junior League Advisor is appointed by the Senior Executive Board. He/she serves as the advisor of the Junior UOL. In this capacity, the Jr. League Advisor, oversees the Junior Executive Board, the Junior National Treasury, the Junior Annual Convention, and all projects undertaken by the Junior League. Specifically the Junior League Advisor has the responsibility of the following:

1. Overseeing all activities and projects of the Junior UOL.
2. Attending all Junior Executive Board Meetings.
3. Advising the Junior Executive Board.
4. Assisting with the planning and supervision of the Junior Annual Convention, including the preparation and mailing of the Junior UOL Convention Rules and parental consent forms.
5. Conducting the Junior Chapter Achievement Award Program, including distribution of Annual Report Forms and coordinating selection of Chapter of the Year.
6. Soliciting nominations for the Very Reverend Volodymyr Bukata Award and coordinating selection of award winner.
7. Aiding in preparation of the Junior budget in August of each year and submitting the Budget to the Senior National Executive Board for approval.
8. Serving as liaison to the Senior National Executive Board, by submitting a report for each meeting and attending meetings as requested.
9. Oversees the transfer of records to newly elected officers.
10. Coordinates the transfer of records to the UOL Archives Room headquartered in the Cultural Center of the UOC.

## **JR. LEAGUE SPIRITUAL ADVISOR**

The Junior League Spiritual Advisor is appointed by the Metropolitan of the Ukrainian Orthodox Church of the USA. He serves as the Spiritual Advisor of the Junior UOL. In this capacity, the Jr. League Spiritual Advisor, oversees and provides spiritual guidance to the Junior Executive Board throughout the year, and to the Junior Annual Convention. This includes spiritual advice on the inter-workings of the Junior Board, all projects undertaken by the Junior League, and the relationship of the Junior Board with all Church organizations.

## **SPECIAL PROJECTS OF THE SENIOR UOL**

The Senior UOL conducts several special projects that have become annual traditional events. These projects are

accomplished by various Commissions or Committees of the Senior UOL and are sponsored nationally in the name of the UOL and are supported by both the Junior and Senior UOL Chapters.

**ANNUAL FUND DRIVE**-- The Annual Fund Drive for UOL projects, LSSK and MJSF scholarship funds was launched in January 1998. The UOL Bulletin's mailing list was and continues to be used for this national appeal. The National Executive Board's decision to combine all major UOL solicitations into one annual drive was a radical departure from past fundraising efforts, which separately solicited donations for the various funds throughout the year. It also eliminated the raffle, which required all chapters and members to sell raffle tickets. The Board's decision was based on recommendations from convention committees, strategic planning questionnaire comments, financial and various other fundraising issues. In addition to reducing expenses, there was a slight increase in donations and feedback was very positive, thereby confirming that the decision was effective and efficient. The Annual Fund Drive chair is appointed by the president and approved by the National Executive Board.

**METROPOLITAN JOHN SCHOLARSHIP FUND DRIVE** -- The Clergy Candidate Commission oversees the Metropolitan John Scholarship Fund which awards scholarships to seminarians and grants to clergy for continuing education courses. The commission is responsible for strictly adhering to the MJSF guidelines, promoting and publicizing the fund and providing all necessary information to those requesting a scholarship or grant. Donations to the fund are solicited via the Annual Fund Drive.

**UOL SUNDAY** -- UOL Sunday, which occurs on the first Sunday of Nativity Advent, is designated as the day when all UOL chapters encourage their members to attend the Divine Liturgy and receive the mystery of the holy Eucharist as a group. Since one of the primary purposes of the UOL is to develop a better knowledge and understanding of the Orthodox faith and to promote greater religious consciousness, this Sunday is observed to remind UOL members and other Church members that the UOL is, indeed, "devoted to our church ...". The president's article in the UOL bulletin and national executive board liaisons notify all chapters well in advance of the day of UOL Sunday its purpose, and encourage all to participate.

**LYNN SAWCHUK - SHARON KUZBYT MEMORIAL SCHOLARSHIP** -- The untimely deaths of two lovely, dynamic and vibrant young women in late 1974 and early 1975 left an indelible mark in the life of the Ukrainian Orthodox Church, the Ukrainian Orthodox League and in the personal lives of their many friends. Therefore, a memorial scholarship in honor and memory of Lynn and Sharon was established at the 28<sup>th</sup> Annual Convention to perpetuate their memory. This scholarship will be awarded when an applicant who is a member of a Junior Chapter or within five years of school graduation is considered outstanding in several areas: serving the League and the Church, academic performance in high school, and involvement in extra-curricular civic activities. This scholarship need not be awarded each year. It will be awarded only when the Scholarship Committee feels and applicant is outstanding in these areas. Amount of scholarship: \$200 plus 30% of the remaining principal. Applications are accepted to May 15<sup>th</sup> of each year; with the announcement of the recipient made at the Annual Convention. Donations to the LSSK scholarship fund are solicited via the Annual Fund Drive, and accepted throughout the year.

**CHAPTER CHALLENGE** -- This project is coordinated by the Education Commission who works with the Junior League Advisor. The chapter challenge is a contest held at the Annual Convention about knowledge about the Orthodox Faith. The Junior Board is responsible for designating the teams at the Annual Convention and organizing the annual "Chapter Challenge." The Senior Board Education Commission is responsible for developing the questions and rules for the challenge and for implementing it at the Convention.

**CONTESTS** -- The UOL annually conducts several contests under the auspices of its Cultural Committee and Education Commission.

**Annual Essay Contest** -- is directed toward members of the Ukrainian Orthodox Church and specifies prizes in categories for Church School children, teenagers and adults. Topics for each age category are sent to all chapters and parishes inviting all to submit essays on the various topics according to age range. The essays are judged by the Education Commission and prizes are awarded nationally to the winners. Winners are announced and presented

with awards at the Annual Convention. Winners who are not in attendance at the Convention are forwarded to the parish for presentation at the local level.

Annual Cultural Contest -- The Cultural Committee is responsible for developing and implementing an annual contest which emphasizes one of the UOL's purposes regarding the continuation of Ukrainian cultural awareness and pride within our membership. Details of the contest are sent to all senior and junior chapters. Entries are judged by the committee chair and/or designated others. Winners are announced and awarded prizes during the annual convention

## **SPECIAL PROJECTS OF THE JUNIOR UOL**

Project Coordinators are appointed by the Junior UOL President with approval of the Executive Board. In many instances, a Project will be run only by the Coordinator who is solely responsible for accomplishing the given assignment. The Coordinator is usually a member of the Junior UOL Executive Board. Special Projects can be added or deleted as deemed necessary by the Executive Board. Traditionally, the Junior UOL sponsors the following projects:

ANNUAL JUNIOR UOL RAFFLE -- The National Executive Board sponsors a raffle each year as a national fund raiser. Raffle tickets are distributed in December. Chapters are requested to reimburse the Junior Executive Board for the cost of ten (10) tickets per member. The drawing is held at the Banquet and Ball of the Annual Convention.

SPECIAL PROJECTS DRIVE -- Each chapter is encouraged to sponsor a fund raising project held in a month designated by the Executive Board. The proceeds from the project are directed into the Junior UOL "Special Projects Fund" and are donated to a worthy cause. Projects are selected by the Junior Executive Board under the advisement of the Junior Annual Convention. Past donations have gone to the St. Sophia's Seminary Library, All Saints Ukrainian Orthodox Church Camp, the Eastern Orthodox Foundation, the Ukrainian Gift of Life and others.

MEMBERSHIP DRIVE -- Each year the Junior UOL conducts a Membership Drive to increase the number of members in each chapter. The purpose of this drive is to foster the formulation of new chapters, to reactivate chapters that have become inactive, or to offer membership in the UOL to youth of the Ukrainian Orthodox Church who attend parishes that do not as yet have a Junior Chapter.

EDUCATION-- The education chairperson will work with the Senior Education Commission Chairperson to coordinate the Chapter Challenge and Annual Essay Contest. He/she is responsible for distributing practice questions for the Chapter Challenge to the chapters. For the Annual Essay Contest he/she will distribute application materials and essay questions to all Junior Chapters. The education chairperson will also work with the Retreat Chairperson to help plan the UOL Retreat.

WEBMASTER or WEB SITE LIASION - If the Webmaster is not a National Executive Board Member, a National Executive Board member serves as liaison to the webmaster, providing necessary information to be posted on the website, overseeing the website and facilitating communication between the webmaster and the Junior Board.

UOL BULLETIN -- The National Junior Executive Board shall designate a Junior UOL Executive Board Member as the Junior Coordinator to the UOL Bulletin. He/she will be responsible for writing articles concerning National Board meetings activities and projects, and encouraging Junior chapters to submit articles concerning their local chapters and to make donations to the UOL Bulletin. He/she is also responsible for working with the UOL Bulletin Editor to designate the UOL Bulletin Award winner.

**ALL JUNIOR UOL PROJECT COORDINATORS ARE RESPONSIBLE FOR SUBMITTING FREQUENT ARTICLES TO THE UOL BULLETIN ABOUT THEIR PROJECTS.**

## **OFFICE OF YOUTH MINISTRY**

In 1996 the Consistory of the UOC initiated the Office of Youth Ministry, which works closely with both the Senior and Junior UOL. The goals of the Office of Youth Ministry include: of 1) educating the youth of the Church, 2) deepening their faith, 3) creating a faith community in which the youth would want to remain for the rest of their lives.

The Office of Youth and Young Adult Ministry sponsors many projects that are described in detail at [www.uocofusa.org](http://www.uocofusa.org). Below is a brief description of a few of the programs:

Ukrainian Orthodox Church of the USA Camping Programs- There are three programs that are designed for various age groups: Teenage Conference (a two week program) for ages 13-18; Diocesan Church School Camp (a two week program) for ages 9-13; Mommy & Me/Daddy & Me (a five day program) for children ages 4-8 who attend with their parent(s).

Great Lent Giveaway- This program is sponsored in conjunction with the Jr. UOL. It is a national missions project that is conducted during Great Lent. The beneficiary of the project is chosen in the fall of each year. Past recipients have been: Children of Chernobyl Relief Fund, Icons for the Brazilian Ukrainian Orthodox Church and UOC Mission Parishes in the USA.

Youth Publications- There are several venues for Orthodox Youth to contribute literary works and/or artwork, including the Orthodox Youth Diaries, the Youth Section in the Ukrainian Orthodox Word and the OYM Web Page.

Mission Trips- There are missionary trips sponsored for College Students and High School Students. The College trip takes place for two weeks in August and reaches out to orphanages in Ukraine. The High School trip takes place for one week in August and the location changes each year.

## **ANNUAL UOL CONVENTION**

The UOL Annual Convention is convened each year in July. The site of the Convention varies from year to year. Chapters or Regions of the UOL bid to host the Convention at least two years in advance. The chapter or region that is selected as the host of a Convention is responsible for handling all of the arrangements for the Convention. All profits from the Convention go to the National UOL Treasury. The hosting Chapter or Region receives a 10% rebate from the Convention profits and the National Junior UOL Treasury receives a 20% distribution following the satisfactory audit of the Convention books.

It is recommended that each chapter be represented at the Annual Convention by a delegate since matters of the greatest importance to Chapters and individual members are discussed and voted upon at the Convention. All Junior members in good standing who attend the Convention and register as delegates, serve as delegates.

Chapter obligations, including Chapter Dues, Membership Dues, Chapter Project Donations, Election Reports, and Annual Progress Reports as well as the membership rosters and any unpaid late fines must be fulfilled prior to the Convention. Delegates from chapters not meeting these requirements will *not* be seated on the convention floor and therefore, will not be granted voting privileges. Delegate forms are mailed to all Chapters well in advance of the Convention. The names of all chapter delegates must be submitted to the Financial Secretary prior to the Convention on the Delegate Form (JR. UOL Form 107). The Delegate form must be signed by the Spiritual Advisor and the Chapter Secretary in order to be considered valid.

The Annual Convention is typically five days in length beginning on a Wednesday evening, and concluding on a Sunday Afternoon. In general, business sessions are conducted during the day with social events scheduled for each evening. Social activities include a Theme Dinner/Dance and the traditional Banquet and Ball. The Convention is concluded on Sunday with a Hierarchical Divine Liturgy, installation of the new National Board Officers, both Junior and Senior, and a Farewell Luncheon.

The Juniors attend separate business sessions, but join the Seniors for joint committees and planned social activities.

### **REQUIREMENTS FOR CONVENTION ATTENDANCE BY JUNIORS**

All Juniors attending the Annual Convention must be accompanied by a chaperone authorized by their parent and acknowledged by their Spiritual Advisor. Guidelines for Junior UOL Chaperones have been developed to assure the safety and well being of all members. A UOL Chaperone Form (Jr. UOL Form 110) must be submitted prior to the Convention by each chapter. An emergency form and consent authorization (Jr. UOL Form 111) must be submitted for each Junior in attendance.

Juniors without the proper consent and authorization will not be permitted to attend the Convention or any of its functions.

### **GUIDELINES FOR JUNIOR UOL CONVENTION CHAPERONES**

The Ukrainian Orthodox League of the USA has set forth the following policy regarding chaperoning of Juniors at the Annual Convention. This policy has been established as to better supervise our Juniors. The UOL is genuinely concerned about the health and welfare of its members, and for these reasons this policy has been instituted. The UOL will not bear any responsibility for "policing" (room checks, hall monitoring, etc.) the behavior of Junior UOL members during the UOL Convention. Each Junior must have a responsible Senior UOL member or another responsible adult registered at the Convention who accepts total responsibility for his/her Junior's behavior during the Convention.

Specific rules concerning the selection and responsibilities of these chaperones are as follows:

1. All chaperones must be a Senior UOL member or a responsible adult who is 21 years of age or older and who accepts responsibility for the Junior UOL member in their charge at the Annual UOL Convention.
2. Chaperones will take responsibility for policing (room checks, hall monitoring, etc.) the behavior of Junior UOL members in their charge at the Annual Convention.
3. Each chaperone will be responsible for no more than four Juniors.
4. Chaperones will be required to attend all Junior social functions at the Convention in the capacity of monitoring his/her Juniors.
5. Each chaperone must be approved by the parent/guardian of the Junior member as well as the Junior Chapter Spiritual Advisor and Senior Advisor.
6. Each chaperone must stay at the hotel where the Convention is being held as long as the Junior they are chaperoning is in attendance.

All chaperones will meet with the Jr. League Advisor and Spiritual Advisor immediately following the end of the Business Session on Wednesday Evening of the Annual Convention to discuss the responsibilities of Chaperones and on Sunday at the Farewell Luncheon to discuss any developments of the week.

## **JUNIOR UOL CONVENTION RULES**

The following rules have been established by the Ukrainian Orthodox League of the USA for use at the UOL Convention. If any of these rules are violated and the Youth Commission deems necessary, penalties will be imposed to the extent of sending violators home. **PARENTS AND PARISH PRIESTS WILL BE NOTIFIED OF ANY JUNIOR COMMITTING ACTIONS UNBECOMING AN ORTHODOX CHRISTIAN.** Any such actions will not be tolerated and may result in immediate expulsion from the Convention and in the Junior being barred from UOL office or from receiving UOL sponsored awards or scholarships.

1. All Juniors registered with the Junior Convention are required to attend ALL convention sessions, religious services and scheduled social activities.
2. All Juniors are required to wear Convention identification badges during business sessions and if possible during social activities.
3. Any activity which will disturb, harm or injure other people is prohibited and will not be tolerated.
4. Any Junior damaging property will be required to pay for it.
5. Juniors shall not possess or consume alcoholic beverages or indulge in any type of drug abuse.
6. Smoking by Juniors is prohibited.
7. During scheduled free time, if Juniors wish to leave the hotel, they must sign out at the registration desk and inform their chaperone. They must indicate their destination and expected time of return. They also must sign in and inform their chaperone upon returning to the hotel.
8. All Juniors must be in groups of two or more when walking in or outside the hotel when not in sessions.
9. Curfews will be set and adhered to. Curfew will generally be one hour after the ending of a scheduled activity.
10. Code of dress: Good judgment should be used by Juniors for all clothing worn during business sessions and social functions. (Shorts, tank tops, halter tops and t-shirts are not permitted.)
11. Guests are expected to abide by these rules when socializing with the Juniors. Registered Junior guests are required to attend all business and social functions.
12. Juniors must keep hotel doors locked at all times and not open the hotel doors unless the visitor is seen and identified.
13. Juniors should not hesitate to contact the Junior League Advisor with any questions or problems during the Convention.
14. Juniors not staying at the hotel are NOT permitted back at the hotel following the social function unless

they are with a chaperone.

15. Any Senior delegate, alternate or guest staying or visiting a Junior room must abide by all of the above Junior rules.

\*\* Any guest under the age of 18, regardless of whether registered with the UOL Convention, is required to follow all Jr. UOL Convention Rules.

## AWARDS

**VERY REVEREND VOLODYMYR BUKATA AWARD** --This award is given to a Junior League member, and is considered the "Junior Orthodox of the Year Award". It is given to a Junior member who has done outstanding work toward accomplishing the goals and aims of the Ukrainian Orthodox League, said work to be on a national, regional, chapter, and/or local church level. Nomination forms are mailed to all Junior Chapters in the Spring, and are to be completed and returned to the Jr. League Advisor. The Senior and Junior National Executive Board make the final selection of the Award recipient and runner-up, and the Award is then presented at the Annual UOL Convention. The basis of the selection for the Award includes participation in :

1. Church organizations and activities.
2. Offices held in church organizations.
3. Activities within the Ukrainian Orthodox Church and Orthodox groups of other jurisdictions.
4. Actions or activities that bring before the public, in a favorable manner, the Ukrainian Orthodox Church.
5. Any other activity not mentioned above which would help the League achieve its aims

*Current Junior Executive Board members are considered ineligible to enter.*

**JUNIOR CHAPTER ACHIEVEMENT AWARD** -- This award is presented to a Junior Chapter that has shown the greatest achievement in terms of accomplishing the aims and purposes of the UOL during a one-year period of time. The winner of the Award is selected on the basis of chapter progress reports which are submitted to the Jr. League Advisor by April 30<sup>th</sup> each year. The final selection of the Award winner is made by the Junior National Executive Board. The Award is presented each year at the Annual Convention.

**METRO J. BARAN ACHIEVEMENT AWARD** -- This award is presented to a Senior UOL member by the Senior UOL "for outstanding service with the youth of the Ukrainian Orthodox Church." The Award was instituted to honor the memory of Metro (Jimmie) Baran for his many years of dedicated service and untiring efforts in working with the Juniors of the UOL. This Award may be presented annually, but is not necessarily an annual Award. It is to be presented only when the Senior National Executive Board feels an extraordinary candidate has been nominated. The forms are mailed by the Senior Awards Chairperson to Junior and Senior Chapters in the Spring with appropriate accompanying information. The forms are to be returned to the Awards Chairman of the Senior Executive Board; and the Executive Board makes the final selection. If the Award is presented in any given year, the presentation takes place at the Annual Convention. Any layperson or clergyman may qualify, and may be a League or non-League member. The Award is intended to honor a person who unselfishly gives of his/her time and energy in directing, counseling, training and/or educating the Junior members of the Ukrainian Orthodox Church.

**JUNIOR UOL SPIRIT AWARD** -- This award comprised of a blue and gold banner to be presented and displayed at the parish Junior Chapter that has exhibited outstanding performance in all of the following - (1) the Chapter Project Donation, (2) the Special Project (3) Junior UOL Raffle, and (4) any other Junior UOL project deemed appropriate by the Junior Board. The award is given once each year to the chapter that shows outstanding performance in all of the said projects. The Spirit Banner is awarded for display at the parish of the winning chapter for a period of one year. The National Executive Board will also present an icon to the winning chapter to be kept by that chapter permanently.



**BULLETIN AWARD** -- The Bulletin Award is presented each year at the Annual Convention to the chapter that submits the largest number of articles of high quality to the UOL Bulletin during the year. Other criteria may be considered for this award. The winner is chosen by the Junior Bulletin Coordinator and the editor of the UOL Bulletin.

## **UOL MOTTO AND EMBLEM**

The official League motto and emblem can be found on the cover page of this Handbook. The Major Goal of the UOL of the USA is to serve the Ukrainian Orthodox Church and the Holy Eastern Orthodox Faith, and to do so by exemplifying the meaning of the motto "DEDICATED TO OUR CHURCH - DEVOTED TO ITS YOUTH".

## **AREA/LIAISON CHAPTERS**

The Junior National Executive Board assigns each officer specific area chapters in order to establish more personal contact between the Chapters and the Executive Board. Each Board member is responsible for keeping his/her area chapters informed of the activities and projects of the Junior Board. Chapters are encouraged to periodically inform their Chapter Liaison of the activities in their own chapter and to utilize the Board members as the liaison to the National Executive Board to address any issues or concerns.

## **REGIONS**

Regions within the UOL were previously established on a geographical basis in an effort to retain a UOL identity and perpetuate relationships between UOL chapters and among UOL members. Regions have experienced success in cooperative efforts sponsoring Conventions, social affairs, teenage camps, religious/cultural/social weekends, athletic events and other activities. As of 2003, regions do not exist as a formal structure.

## **CHAPTERS**

Membership in the UOL is restricted to those persons who are members of the Ukrainian Orthodox Church of the USA. All clergy of the Diocese are members of the League with all duties pertaining thereto. The Senior UOL has members 18 years of age and over, while the Junior League encompasses ages 10 to 18. Age ranges may vary with local conditions.

**PETITION FOR MEMBERSHIP** -- A group may petition for membership as a Junior Chapter of the UOL when a minimum of five individuals who are members or affiliates of the Ukrainian Orthodox Church of the USA express interest in formulating a Junior Chapter of the UOL.

A "Petition for Membership" form (Jr. UOL Form 109) may be requested from any Jr. or Sr. National Executive Board Member.

The Board Member will then mail the "Petition for Membership" form and necessary instructions and forms to the interested group. The following procedure should then be used:

1. A minimum of five members should be identified.
2. Officers of the chapter are elected as follows: President, Vice-President, Secretary, Treasurer. A Spiritual Advisor (typically the priest of the sponsoring chapter) and/or Senior Advisor(s) (either a local member of the Senior UOL or a responsible adult in the parish) are also necessary.
3. The official name of your chapter is selected. (This is usually the same as the name of your church.)
4. Chapter Constitution and By-laws are written. (This should be modeled on the UOL National Constitution)

and By-Laws). If you prefer not to write a Constitution and By-laws immediately, you may submit a statement indicating that you have reviewed the Junior League Constitution and By-Laws and agree to abide by them.

5. The "Petition for Membership" is completed and submitted to the Jr. League Advisor along with Election Report (Jr. UOL Form 106), Membership Roster (Jr. UOL Form 102), check for membership and chapter dues and Chapter Constitution and By-laws (if adopted).

When this procedure is completed, the Junior League Advisor will present the "Petition for Membership" to the Junior and Senior National Executive Boards for approval. Once the Executive Boards grant approval of a Petition for Membership, an official charter is prepared for the new Junior Chapter.

**CHARTER PRESENTATION** -- When a Petition for Membership is approved by the Senior National Executive Board, it is necessary to arrange a charter presentation, at which time the new Junior Chapter's charter is officially presented to the group by the Senior National President of the UOL or his/her appointed representative. Usually a member of the Junior Executive Board is also present at the presentation. It is traditional for the charter presentation to take place in Church at the conclusion of Divine Liturgy or following a special "Moleben" service. All Junior Chapter officers and members are to be present. The actual presentation takes place at the front of the Church and involves the National President (or his/her representative), the Chapter Spiritual Advisor, and Junior Chapter President. The National President presents the charter to the Spiritual Advisor who passes it on to the Junior Chapter President.

It is then customary to follow the charter presentation with a luncheon or dinner where the National President or his/her representative has the opportunity to address the Junior Chapter.

**CHAPTER RESPONSIBILITIES** -- All Chapters must fulfill certain responsibilities to remain in good standing with the Junior National Organization. These responsibilities include the following:

1. Submitting an Election Report annually. (Deadline June 15th).
2. Submitting Chapter Dues annually. (Deadline September 30th).
3. Submitting Membership dues annually. (Deadline September 30th).
4. Submitting a Membership Roster annually. (Deadline September 30th).
5. Submitting a Chapter Project Donation of at least \$50 annually. (Deadline April 30th)
6. Submitting a Chapter Annual Progress Report annually to the Jr. League Advisor. (Deadline April 30th).
7. Submitting any late fines accumulated during the year.

Instructions and forms for the above-mentioned reports are mailed to Junior Chapter Presidents, Spiritual Advisors and Jr. League Advisors at the appropriate times of the year. The Junior Chapter President is responsible for completing the forms, having them authorized by the Advisors and returning them to the appointed Junior National Officer prior to the stated deadline date. If a Chapter has not fulfilled all of its obligations, including payment of any assessed late fines prior to the Annual Convention, that Chapter's delegates will not be seated at the Convention until such obligations are settled.

It is the responsibility of the National Corresponding Secretary to provide each Junior Chapter with a "Chapter Responsibilities and Activities Calendar" listing all deadline dates and late fines. (See the example in this Handbook.)

The Junior Corresponding Secretary will send each Junior Chapter a revised Constitution and By-laws of the Junior Ukrainian Orthodox League of the USA every two years or upon request to the Jr. League President or the Junior League Advisor.

**CHAPTER AND MEMBERSHIP DUES** -- All chapters are required each year to submit Chapter and

Membership Dues. Each chapter is assessed \$60 per year. Newly formed chapters will be assessed \$15 for the first year and \$25 the second year. Each member is responsible for yearly Membership Dues of \$5. A late fine of \$1 per day and \$15 per month will be assessed if dues are submitted past the deadline. Paid members and chapters are entitled to participation in all Jr. UOL activities and projects.

**CHAPTER PROJECT DONATION** -- All Chapters have a financial obligation to devote one fund raising activity each year with proceeds to be donated to the National Jr. UOL Executive Board. This donation is payable on January 1st of each year and is due on April 30th. A minimum donation of \$50 is required. The donation will go to the National UOL Treasury. This donation is necessary for the normal operations of the Junior UOL (Supplies, Postage, Executive Board Travel Costs, etc.). A late fine of \$1 per day and \$15 per month will be assessed if the project donation is submitted past the deadline.

**LATE FINES** -- Late Fines are imposed in order to encourage chapters to complete required tasks and financial obligations on time. The requirements of Election Reports, Chapter and Membership Dues, Membership Roster, Chapter Project Donations, Annual Report and Delegate Forms are subject to late fines. Tasks that are subject to Late Fines will not be accepted until the financial obligation is met. Late Fines are assessed at \$1 per day with a maximum charge of \$15 per month.

**DUTIES OF THE JUNIOR CHAPTER ADVISOR** -- Selection of the Junior Chapter Advisor is made by the Senior Chapter after discussion with the Junior Chapter and the candidate. This individual must be a member of the Senior Chapter (if one exists) or a member-at-large of the Senior UOL. In addition, candidates for Junior Chapter Advisor should be willing to devote much time and effort to the Junior Chapter and be a good role model for Junior members.

Primary Responsibilities of the Chapter Advisor include the following:

1. At the beginning of the year, the Advisor should meet with chapter members and discuss goals for the next year.
2. Advisors should attend all Junior Chapter meetings and chaperone all chapter projects and activities.
3. The advisor should guide the Juniors, but at the same time allow the Juniors to develop their own projects and plans. Active discussion by members at meetings should be promoted. The advisor should intervene to prevent any foreseeable problems. The Advisor should always remember that the major purpose of the Junior UOL is to develop future leaders for our Church and for that reason it is important to give Juniors responsibilities to handle.
4. The advisor is responsible for ensuring that chapter officers have mailed all obligations to the National Junior UOL Executive Board, that the chapter officers are fulfilling their responsibilities, and that the Junior financial books are in good order and are audited once a year.
5. The advisor should work in close cooperation with the Chapter Spiritual Advisor and encourage chapter participation in church-sponsored events.
6. Prior to the Annual Convention, the Advisor should review all Convention rules with members planning to attend and their parents.
7. If a Senior UOL Chapter also exists in the parish, the Advisor serves as liaison between the Junior and Senior Chapters.

**DUTIES OF THE JUNIOR CHAPTER SPIRITUAL ADVISOR** -- The Jr. Chapter Spiritual Advisor oversees and provides spiritual guidance to the Junior Chapter and generally gives a blessing for all chapter activities. He is especially important in helping to coordinate activities with other parishes and with the community.

## **MEMBERS-AT-LARGE**

A member of the Ukrainian Orthodox Church of the USA between the ages of 10 to 18, whose parish does not have a Jr. UOL Chapter, is permitted to join the Jr. UOL as a Member-at-Large. A Member-at-Large may be a delegate at the Annual Convention upon approval of the Executive Board.

**JUNIOR UOL EXECUTIVE BOARD  
MONTHLY TASK LIST**

This table outlines the deadline dates and duties for each Junior Executive Board Member using a monthly calendar.

<b>DATE/MONTH</b>	<b>PERSON RESPONSIBLE</b>	<b>TASK</b>
July	President, Treasurer, Financial Secretary	Submit signature cards to change required signatures for bank accounts and checking
August	Corresponding Secretary	Prepare stationery and distribute to all Jr. Board Members
August	Corresponding Secretary	Prepare Executive Board Roster and distribute to Jr. and Sr. Board Members
August	President	Coordinate the updating of information on the website
August	ALL	Review Jr. UOL Handbook, Constitution, and Convention Committee reports
August	President	Send Thank you letter to host of Convention
August	President	Send Congratulations letters to winners of all awards
August	President	Set date of Board Meeting and coordinate with hosting chapter
August	President	Send letter to chapters informing them of the Board Meeting
August	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
August	Treasurer	Send checks for all expenses Maintain checkbook
August	Corresponding Secretary	Prepare list of chapter officers and distribute to all Executive Board officers
August	Financial Secretary	Send letter to all chapters about membership dues, chapter dues, membership rosters and chapter project donation
August 1	ALL	UOL Bulletin Deadline
September	ALL	Prepare report for Meeting
September 1	ALL	UOL Bulletin Deadline
September	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
September	Treasurer	Send checks for all expenses Maintain checkbook

October 1	ALL	UOL Bulletin Deadline
October	Recording Secretary	Prepare Convention Minutes and distribute to all chapters
October	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
October	Treasurer	Send checks for all expenses Maintain checkbook
November	Corresponding Secretary	Update election report list
November	ALL	Send letter/call all area chapters
November	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
November	Treasurer	Send checks for all expenses Maintain checkbook
November	Recording Secretary	Send Minutes to all chapters
November	President	Set date for next Jr. Meeting
November	President	Send letter to all prospective chapters
December	President	Send letter to chapters inviting them to winter Executive Board Meeting
December 1	ALL	UOL Bulletin Deadline- Jr. UOL President's Column, Articles and advertising about chapter obligations, raffle, Retreat, Special Projects, Travel Grants.
December 10	ALL	Submit Monthly Report
December	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
December	Raffle Chairperson	Raffle tickets printed
December	Financial Secretary	Send postcard reminder/email to all chapters that did not submit dues
December	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
December	Treasurer	Send checks for all expenses Maintain checkbook
December	Special Project Chairperson	Send out letter/information to all chapters about Special Projects
December	Education Chairperson	Send out letter/information about UOL Retreat
December	President	Send holiday greetings to all Hierarchs
January 10	ALL	Submit Monthly Report
January	ALL	Prepare reports for meeting
January	Financial Secretary	Prepare chapter status report for meeting
January	Financial Secretary and Treasurer	Prepare financial report for meeting
January	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor

January	Treasurer	Send checks for all expenses Maintain checkbook
January	Special Project Chairperson	Advertise Special Project (using E-mail reminders, UOL Bulletin and Ukrainian Orthodox Word)
January	Raffle chairperson	Prepare to mail out raffle tickets
January	Travel Grant Chairperson	Advertise Travel Grant (using E-mail reminders, UOL Bulletin and Ukrainian Orthodox Word)
January	Retreat Chairperson	Advertise UOL Retreat- (using E-mail reminders, UOL Bulletin and Ukrainian Orthodox Word)
February 1	ALL	UOL Bulletin Deadline- Jr. UOL President's Column, Articles and advertising about chapter obligations, raffle, Retreat, Special Project, Travel Grants.
February 10	ALL	Submit Monthly Report
February	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
February	Treasurer.	Send checks for all expenses Maintain checkbook
February	Recording Secretary	Minutes sent to all chapters
February	Travel Grant Chairperson	Send out application for Travel Grant to all chapters
February	Raffle chairperson	Send raffle tickets to Chapter Presidents, letter to Advisors and spiritual Advisors.
February	ALL	Letter to all area chapters to remind them of Retreat, Special Project, Raffle, Ideas for Convention
February	ALL	Sell raffle tickets
March 1	ALL	UOL Bulletin Deadline- Jr. UOL President's Column, Articles and advertising about chapter obligations, raffle, Retreat, Special Project, Travel Grants.
March 10	ALL	Submit Monthly Report
March	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
March	Treasurer.	Send checks for all expenses Maintain checkbook
March	ALL	Sell raffle tickets
March	ALL	Review Handbook for revisions
April 10	ALL	Submit Monthly Report
April	Raffle chairperson	Reminder postcard/email to all chapters about raffle
April	Financial Secretary	Transmittal form sent to

		President, Treasurer and Advisor
April	Treasurer	Send checks for all expenses Maintain checkbook
April	ALL	Letter to area chapter about obligations, raffle, Convention, Teenage Conference
April	ALL	Sell raffle tickets
May 1	ALL	UOL Bulletin Deadline- Jr. UOL President's Column, Articles and advertising about chapter obligations, raffle, Special Project, Travel Grants
May 10	ALL	Submit Monthly Report
May	Financial Secretary	Transmittal form sent to President, Treasurer and Advisor
May	Treasurer.	Send checks for all expenses Maintain checkbook
May	Corresponding Secretary	Send out Delegate Forms and Election Report Forms to all chapters
May	ALL	Prepare Annual Report due June 1
May	ALL	Prepare reports for meeting
May	ALL	Sell raffle tickets
May	Financial Secretary and Treasurer.	Prepare financial reports for meeting
May	Financial Secretary	Prepare chapter status report for meeting
June 10	ALL	Submit Monthly Report
June	Financial Secretary and Treasurer.	Prepare financial reports for Convention
June	ALL	Prepare all reports about committees for Convention
June	Financial Secretary	Prepare chapter status report for Convention
June	ALL	Review all records and prepare summary for next officer. Review box of records and binder and prepare to hand over to next officer.
July 10	ALL	Submit Monthly Report

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE USA**

**CHAPTER RESPONSIBILITY AND ACTIVITIES CALENDAR**

**JULY**

Start of new fiscal year

**TEENAGE CONFERENCE** (All-Saints Camp)

**ANNUAL CONVENTION**

**RAFFLE TICKET PAYMENT must be submitted to Raffle Chairperson by DEADLINE- Convention**



<b>AUGUST</b>		<i>Set Objectives: make plans for coming year</i> <i>Conduct Chapter Membership campaign</i>
<b>SEPTEMBER</b>	**	<b>CHAPTER AND MEMBERSHIP DUES</b> must be submitted to Junior Financial Secretary by <b>DEADLINE-- September 30</b>
	**	<b>MEMBERSHIP ROSTER</b> must be submitted to Financial Secretary by <b>DEADLINE -- September 30</b>
<b>NOVEMBER</b>		
<b>DECEMBER</b>		
<b>JANUARY</b>		
<b>FEBRUARY</b>		Sell Junior UOL Raffle Tickets
<b>MARCH</b>		Special Projects Drive
<b>APRIL</b>	**	<b>ANNUAL PROGRESS REPORT</b> must be submitted to Jr. UOL Advisor by <b>DEADLINE-- April 30<sup>th</sup></b>
	**	<b>VERY REVEREND VOLODYMYR BUKATA AWARD</b> application must be submitted to Jr. UOL Advisor by <b>DEADLINE--April 30<sup>th</sup></b>
	**	<b>JUNIOR CHAPTER PROJECT DONATION</b> must be submitted to Junior Financial Secretary by <b>DEADLINE- April 30<sup>th</sup></b>
		Metro J. Baran Award - nominations of candidates to Senior Award Chair by DEADLINE - April 30 <sup>th</sup>
		<i>Election of Delegates to the Convention</i>
<b>MAY</b>		LSSK Scholarship Application is due
<b>JUNE</b>	**	<b>ELECTION REPORT AND DELEGATE FORMS</b> must be submitted to Junior Corresponding Secretary by <b>DEADLINE June 15<sup>th</sup></b>
		Essay Contest entries are due

**ALL STARRED \*\* ITEMS DENOTE CHAPTER OBLIGATIONS NECESSARY TO SEAT DELEGATES AT ANNUAL CONVENTION. ALL STARRED \*\* ITEMS HAVE DEADLINES AND LATE FINES. ALL LATE FINES ARE TO BE SUBMITTED TO THE JUNIOR FINANCIAL SECRETARY**

### ***Helpful Hints for Inexperienced Officers***

#### **TO THE NEW PRESIDENT**

*Before each meeting, develop an agenda with the help of the secretary, Chapter Advisor, and/or Spiritual Advisor.*

*When it is time for the meeting to begin, rise, strike your gavel on the desk and say, "The meeting will please come to order." Remain standing quietly until the room becomes quiet. Ask the Spiritual Advisor to open the meeting with a prayer. Follow your agenda, for roll call say "The Secretary will please call the roll." When the minutes are read,*

say "The Secretary will please read the minutes of the last meeting" (or the meeting of [date]). After the minutes are read, say "You have heard the minutes, are there any corrections?" Then pause to allow members time to make corrections. If no corrections are suggested then, say "There being no corrections the minutes are read and approved as read." If a motion is required to approve the minutes ask for a motion to approve the minutes.

Use the unanimous consent form, "If there is no objection," when you believe there is general agreement, to expedite business, as in accepting a report or acknowledging the receipt of a communication. If there is doubt as to unanimous consent, or if there is need for debate as on the acceptance of a report, say "What will you do with this report?" This is an invitation for a member to move that the report be accepted. As soon as that motion is made and seconded, say "It is moved and seconded that the report be accepted. Is there any discussion?" This opens the debate.

When you come to *NEW BUSINESS*, you may announce, "We are now ready for new business. What is your pleasure?" This is a useful question for a chairperson or ask, and it indicates the proper relationship between chairperson and the people assembled. Members make known their pleasure by making, debating, and voting upon motions.

#### **TO THE NEW VICE PRESIDENT:**

Learn all of the responsibilities of the President, as you will need to fulfill them in the absence of the President. Learn the rules associated with leading the meeting.

#### **TO THE NEW SECRETARY:**

You are the custodian of the official records of the organization. You should make a list of the books, reports, and files turned over to you by your predecessor. You will not want to be held accountable for any records not turned over to you, and you will want to turn over to your successor everything you receive and the records that you accumulate during your term in office.

At each regular business meeting you will have your current minutes book at hand to refer to when needed. You should also have a copy of the Constitution and By-laws of the Organization.

Have a special notebook to keep notes for the minutes of the meeting. Follow the format of the agenda and describe all discussion in clear concise terms. Note every motion made with the name of the mover and the action taken upon it. It is often helpful to have a tape recorder to record the meetings to aide in transcription. Do not put off transcribing the minutes as important details can be omitted when there is a delay.

After the meeting, you will want to transcribe your notes and prepare them for the reading and approval by the body and for the reading after approval, in the permanent record book. Every main motion should be recorded with the action taken on it (whether carried, lost, referred, consideration postponed, or tabled). Describe discussion concisely and be certain to document motions precisely as stated. Be sure to note important details as the minutes are the official document of the meeting. The minutes should follow the format of the agenda. If typing the minutes organize them by using bold type or underlying to indicate new sections. Be sure to proofread the document before distribution. After the minutes have been read and approved as read, corrected and approved as correct, you endorse them with a note: approved date, and sign your name as Secretary. You should also retain a copy of the agenda for each meeting.

The minutes do not become an official record until they have been approved by the organization or assembly. If, for any reason, the reading of the minutes of any meeting has been dispensed with, those minutes must be read at a subsequent meeting. The purpose of the reading is to offer an opportunity to discover omissions or other errors

### **TO THE NEW TREASURER:**

*As the Treasurer, you are responsible for the financial books, reimbursement/payment of expenses, dispersing funds to fulfill financial obligations of your chapter.*

*When you first take office it is imperative for you to learn how to maintain the ledger, maintain the savings and checking accounts. Although there will be specifics that you can learn from your advisor and the previous Treasurer here are some general guidelines.*

*One of your first tasks is to learn the name of the bank used to maintain your accounts and to be find out if you will need to transfer your name onto the accounts.*

*Review the treasurer's ledger book and learn the system established in your chapter for recording income and expenses. Follow the format used in your chapter for recording income and expenses in the ledger book. Be certain that the ledger is up to date and complete. When you are keeping the ledger be sure to double check your math using a calculator.*

*At each chapter meeting you will have to report on the amount of money you have in your checking account and in savings.*

*To balance the checkbook you will need to have the bank statements and the checkbook. The bank statement will note every check that has already cleared (the money has been given to the party listed on the check and taken out of your account). Open the checkbook to the log of checks and be certain that all check, deposits and interest are listed and the balance is calculated. You will be responsible for keeping a log of this financial data on a regular basis. It is most helpful to write this information immediately, that is, when you write a check or make a deposit be sure to list it in the log. To balance the checkbook, make a list of all of the checks that have not cleared (do not appear on the bank statement). Add up the total of all checks that have not cleared. Also, note any deposits that are not listed on the bank statement. Subtract the total of checks that have not cleared from your bank statement total and add the deposits not listed. This final total should match the final total in your checkbook. If these totals do not match review your numbers and find the discrepancy. It is critical to balance your checkbook every time you get a bank statement.*

*To write a check, date the check on the line in the right hand corner. On the line entitled "Pay to the order of \_\_\_\_" write the name of the person or organization to whom you are sending the check. On the next line write out in words the amount of money (e.g., one hundred and twenty five) and in the box write the amount using numbers (\$125.00). Sign the check in the right hand bottom corner. For many chapter accounts the Junior Advisor must co-sign. On the line in the left bottom corner note the reason for the check (e.g., chapter dues). Record all checks written in the log of the checkbook. If you make a mistake on the check write "VOID" across the check and note that the check has been voided in the checkbook log.*

*To make a deposit you will need the deposit slip for the bank. On the deposit slip list the account number and the checks to be deposited. List each check individually where indicated. You will need to endorse the check, by writing "for deposit only" signing the back with the name of your organization, listing your bank account number and signing your name. For cash you must list the amount of cash to be deposited on the deposit slip.*

*In the log section of the checkbook you must list every check you write, every deposit and withdrawal made and all interest accrued. Be sure to keep a running total of all of this information in the checkbook.*

*As the financial officer, be certain to not procrastinate. Record all data in the necessary places as soon as possible.*

*When reviewing the books be certain to double check all of your math using a calculator. When making any reimbursements for expenses be sure that the advisor and chapter President has approved the expense. Collect all receipts from expenses. Also, be sure to count all money carefully and that all figures are accurate. For chapter projects, be sure to have appropriate change for all events. For example, if your chapter is hosting an event that costs \$7.00 be sure to have sufficient one dollar bills for the event.*

### **FORMS OF ADDRESS**

*In mixed organizations when the chairperson is a woman, the proper form of address is "Madame Chairman", never "Miss" or "Mrs. Chairman." If the titles of the officers are being used, then you address the presiding officer as "Mr. President" or "Madame President."*

#### **TO THE CHAIRMAN:**

*Speak with clarity. Be tactful and considerate, but firm. Know generally the principles of Parliamentary law. State a motion as soon as it is seconded (if a second is necessary). Be alert to detect violations of the rules of order. Make your decisions quickly and firmly.*

*Don't say, "Those in favor of the motion indicate by the usual sign." State a precise method of voting. As in, "All in favor say aye. All opposed no.")*

*Don't say, "It is a vote" to mean that a motion is being carried. It is a vote whether the motion is carried or lost. (As in, "The ayes have it. The motion is carried." or "The motion has been defeated.")*

*Don't call for the "Secretary's Report" when you mean the "Reading of the minutes."*

*Rules of order do not permit direct argument between members of an organization. All arguments are addressed to the chair.*

#### **TIE VOTE:**

*Must the chairperson or President vote to break a tie? Not unless specified by the by-laws. A tie vote is lost unless the chairperson or president by his/her one vote decide in favor of the action. There should be a few occasions in an organization when the issue is so important that with half the members against a proposition the president/chairman should put it over by his one vote.*

*For more detailed description of Parliamentary Rule follow Robert's Rules of Order.*

**UKRAINIAN ORTHODOX JUNIOR LEAGUE  
OF THE UNITED STATES OF AMERICA**

EXECUTIVE BOARD MEETING

Date \_\_\_\_\_

Place \_\_\_\_\_

1. Call to Order
2. Opening Prayer
3. Approval of Agenda
4. Roll Call and Introductions
5. Correspondence
6. Review of the Minutes
7. Financial Report
  - a. Treasurer
  - b. Financial Secretary
  - c. Budget Report
8. Reports of the Executive Board
  - a. President
  - b. Vice-president
  - c. Recording Secretary
  - d. Corresponding Secretary
  - d. Financial Secretary
  - e. Treasurer
9. Reports of Advisors
  - a. Spiritual Advisor
  - b. Junior UOL Advisor
10. Reports of Committees (Special Projects Chairpersons)
  - a.
11. Report of Area Chapters
12. Old Business
  - a.
13. New Business
  - a.
14. Open Discussion
15. Date, Time, Place of next meeting
16. Announcements
17. Adjournment and Closing Prayer

*SAMPLE AGENDA FOR EXECUTIVE BOARD MEETINGS (can be adapted for Chapter and Region Meetings)*

## **ORDER OF BUSINESS**

### **1. CALL TO ORDER.**

*The President calls the meeting to order. "The meeting will please come to order." Ask the Spiritual Advisor to lead the members in prayer. After the opening prayer and bible reading either read the Agenda or, if you have copies available, ask the members to review it. Ask if there are any other items to be considered. If not, ask for approval or acceptance of the Agenda. Roll call and introduction of visitors follows. The President asks for incoming relevant correspondence to be read.*

### **2. MINUTES.**

*President says, "The Secretary will please read the minutes of the last meeting." After the minutes are read, say "You have heard the minutes, are there any corrections?" Do not say, "Are there any corrections or additions?" If no corrections are suggested, say "There being no corrections, the minutes are approved as read." (If a motion is required to approve the minutes, say "There being no corrections, is there a motion to approve minutes?") If corrections are necessary, the Secretary makes the necessary corrections and the President asks for a motion to approve the minutes as corrected. Ask for a second to the motion and call for a vote.*

### **3. FINANCIAL REPORTS.**

*President says, "The Treasurer will give the Financial Report." (No action is taken on the unaudited Report) "Are there any questions? If not, the Report will be filed for auditing." If there is a Financial Secretary (not required in Chapters) the procedure will be the same as above.*

### **4. REPORTS OF THE EXECUTIVE BOARD, ADVISORS, AND COMMITTEES.**

*Information in the form of a report is given by the officers, advisors, and committee chairpersons. Reports that contain only facts, opinion, or a report of work done require no action. If a report contains recommendations or Resolutions, action must be taken on their adoption. They should be placed at the end of the Report and the reporting member should move that they be adopted. If there is more than one Recommendation or Resolution, action should be taken separately.*

### **5. OLD BUSINESS.**

*This includes business postponed from a previous meeting; business on which action was not completed at a previous meeting. A list of such business should be prepared from the minutes of the previous meeting by the Secretary and given to the presiding officer for inclusion in the Agenda.*

### **6. NEW BUSINESS**

*New Business is introduced by a motion or a resolution. A member obtains the floor, rises, and addresses the new Chair (presiding officer). He/she makes the motion by saying, "I move that..." Another member, without rising or addressing the Chair says, "I second the motion." If the motion is not seconded, the presiding officer may say, "There being no second, the motion is not before this body." After the motion has been seconded, the motion is stated by the chair exactly as it was presented. "It is moved that..." Discussion, if there is any, follows. After every member has had the opportunity to speak on the subject, the Chair calls for a vote after once more repeating the motion. "All those in favor of the motion to...say aye. Those opposed say no." The chair then announces the vote. "The ayes have it and the motion is carried" or "the no's have it and the motion is defeated."*

### **7. OPEN DISCUSSION**

### **8. ANNOUNCEMENT.**

*Announce the next meeting, any activities of the Church, Chapters, or Region.*

## GLOSSARY OF TERMS

- AGENDA -** *A list of items of business to be considered at a meeting*
- AMEND -** *Alter by adding, inserting, striking out, or substituting words, sentences, or paragraphs.*
- AYE -** *Yes vote. (pronounced "I")*
- BY-LAWS -** *Standing rules containing, generally, more detailed matter than the constitution (order of business, membership, dues.)*
- COMMITTEE -** *A body selected to perform a specific task. A special committee is selected at a special time for a specific purpose. A Standing Committee is selected at a definite time to perform one or more regularly designated functions.*
- CONSTITUTION -** *Standing rules containing, generally, articles covering names and object of organization, qualifications of members, officers, meetings, etc.*
- MAIN MOTION -** *A motion to bring before the body any particular subject or proposal.*
- MAJORITY -** *More than half of the votes cast, members present, etc.*
- NAY -** *A "No" vote i.e. a vote against a motion.*
- ORDER OF THE DAY -** *Business to be taken up during a meeting including business left unfinished at a previous meeting, business postponed to the present meeting, and new business scheduled for the present meeting.*
- PENDING QUESTION -** *A motion which has been stated by the Chair but which has not been put to a vote. A motion must be disposed of before other business can be introduced.*
- PUT A MOTION -** *Presiding officer repeats a motion and calls for a vote*
- QUESTION -** *The word "QUESTION" spoken by members of an organization is an informal method of indicating that they are ready to vote on a motion. The chairman may then ask, "Are you ready for the question?" or "Is there further discussion?" If no one addresses the Chair, he/she then puts the motion for a vote.*
- UNANIMOUS CONSENT -** *Adoption of a motion with calling for a vote. The chairman says "If there is no objection, the report will be accepted" or "If there are no further nomination, nominations will be closed" etc. Then pauses to give members and a motion is not necessary.*



**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**MEMBERSHIP ROSTER**

<b>(Chapter)</b>	<b>(City &amp; State)</b>	
<i>Name</i> <i>Address</i> <i>Phone</i> <i>Age</i> <i>Birthdate</i> <i>E-mail</i>		

**Return Three (3) Copies to Junior Financial Secretary :**

*Deadline: September 30th*

*(Late fine of \$1 a day with a maximum of \$15 per month)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**DUES PAYMENT FORM**

**TO: Junior Financial Secretary**

Enclosed is the membership roster for the \_\_\_\_\_ (name)

Junior Chapter of \_\_\_\_\_ (city, state).

Our check # \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ is remitted for the following:

\$ _____	<b>Chapter Dues</b>
\$ _____	<b>Membership Dues</b>
\$ _____	<b>Chapter Project Donation</b>
\$ _____	<b>Other _____</b>
\$ _____	<b>Total Payment</b>

*Please make all checks payable to the "Junior Ukrainian Orthodox League of the U.S.A."*

**Send to Junior Financial Secretary :**

*Deadline: September 30th*

*(Late fine of \$1 a day with a maximum of \$15 per month)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**EXPENSE VOUCHER**

<b>Name:</b>				
<b>Address:</b>				
<b>Phone:</b>				
<b>Email:</b>				
<b>REQUEST FOR REIMBURSEMENT</b>				
Account (Commission, NEB, restricted)	Purpose***	Amount	Source of attached receipts/Vendor	
<b>REQUEST FOR ADVANCEMENT OF FUNDS</b>				
Account (Commission, NEB, restricted)	Purpose***	Date needed	Check payable to:	Amount Requested
Total Amount Requested: _____				
I verify that this request is complete and accurate. _____ (signature of requestor)				
Approvals: _____ President Advisor				
<b>For Treasurer Use only below this line:</b>				
Fund balance in Restricted Account: _____		New total of funds Outstanding: _____		
Request Received: (date) _____				
Checks Issued this request.		Check Number/Acct:	Amt.	Date:
1.				
2.				
3.				
4.				
Receipt of reimbursement to UOL for advance:				
Date: _____	Amount: _____	# receipts attached: _____		

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**ELECTION REPORT FORM**

**Name of Chapter** \_\_\_\_\_

**City & State** \_\_\_\_\_

**President** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Vice-President** \_\_\_\_\_

Address \_\_\_\_\_

**Secretary** \_\_\_\_\_

Address \_\_\_\_\_

**Treasurer** \_\_\_\_\_

Address \_\_\_\_\_

**Senior Chapter Advisor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Senior Chapter Advisor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Spiritual Advisor** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Date of Election** \_\_\_\_\_ **President** \_\_\_\_\_

(Signed)

**Spiritual Advisor** \_\_\_\_\_

(Signed)

**Senior Advisor** \_\_\_\_\_

(Signed)

**Send three(3) copies to Junior Corresponding Secretary :**

*Deadline: June 15th*

*(Late fine of \$1 a day with a maximum of \$15 per month)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**DELEGATE FORM**

**There are \_\_\_ paid members in our Chapter. If no delegate or alternate will be attending this year's convention, PLEASE indicate this by writing "NONE" in the space provided.**

*THE FOLLOWING PERSONS HAVE BEEN DESIGNATED BY THE MEMBERS OF*

*CHAPTER* \_\_\_\_\_

*CITY, STATE* \_\_\_\_\_

<b>DELEGATES</b>
------------------

\_\_\_\_\_  
**Spiritual Advisor's Signature**

\_\_\_\_\_  
**President's Signature**

\_\_\_\_\_  
**Secretary's Signature**

*Your chapter must have fulfilled the following obligations to have delegates seated at the Convention: Election Report Form, Membership Dues, Chapter Dues, Membership Roster, Project Donation, Annual Progress Reports, Raffle Tickets.*

**Send three(3) copies to Junior Financial Secretary :**

*Deadline: June 15<sup>th</sup>  
(Late fine of \$1 a day with a maximum of \$15 per month)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**CHECKING TRANSMITTAL REPORT**

<b>DATE</b>	<b>RECEIPT NUMBER</b>	<b>ISSUED TO WHOM</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>CASH OR CHECK</b>	<b>CHECK #</b>
				<b>TOTALS</b>		

CC: President, Treasurer, Jr. League Advisor, Spiritual Advisor.

\_\_\_\_\_ Receipts totaling \$ \_\_\_\_\_  
 \_\_\_\_\_ Checks totaling \$ \_\_\_\_\_  
 Report # \_\_\_\_\_ Date \_\_\_\_\_  
 Page \_\_\_\_\_ of \_\_\_\_\_  
 UOL Form 108 JR.



**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**PETITION FOR MEMBERSHIP**

I. The \_\_\_\_\_ hereby  
Name of Chapter  
petitions the National Executive Board of the Ukrainian Orthodox League of the U.S. A.  
for official recognition and membership.

II. The \_\_\_\_\_ hereby  
Name of Chapter  
consents to be governed by the Ukrainian Orthodox Junior League Constitution and By  
Laws.

Further, the \_\_\_\_\_ consents to faithfully  
fulfill the duties and obligations as outlined in the National Ukrainian Orthodox Junior  
League Constitution and ByLaws and those directives/decisions rendered by the National  
Junior Executive Board and Conventions.

III. CHARTER MEMBERS:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

IV. AUTHORIZED SIGNATURES

CHAPTER PRESIDENT . . .	_____
VICE PRESIDENT . . . .	_____
TREASURER . . . . .	_____
SECRETARY . . . . .	_____
SENIOR ADVISOR . . . .	_____
PARISH PRESIDENT . . .	_____
SPIRITUAL ADVISOR . . .	_____

DATE . . . . . \_\_\_\_\_

*IMPORTANT -- This form must be completed and submitted to: UOL Junior League Advisor  
He/she will present your petition to the National Executive Board of the Ukrainian Orthodox League of the U.S.A.  
Also required for submittal:*

1. Election of Officers Report. (Form 106)
2. Membership Roster & Dues Payment (Form 102 & 103)

UOL Form 109 JR.

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**



**UOL CHAPERONE FORM**

Chapter Name \_\_\_\_\_

**Chaperone Name**

**Juniors (under chaperone's care)**

**Parent/Guardian Signature**

(Signature indicates parental consent that chaperone will be responsible for child at UOL Convention)

1. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

3. \_\_\_\_\_

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

**\*\* Please use additional forms as needed\*\***

**Approved by Spiritual Advisor** \_\_\_\_\_  
(signature)

**Approved by Chapter Advisor** \_\_\_\_\_  
(signature)

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**EMERGENCY AND CONSENT AUTHORIZATION FORM**

Child's Name : \_\_\_\_\_

Birthdate: \_\_\_\_\_ Current Age: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**In Case of Emergency Alternative contact:**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I give my child permission to participate in the UOL CONVENTION sponsored by the ***Ukrainian Orthodox League*** of the ***Ukrainian Orthodox Church***.

I consent for \_\_\_\_\_ to chaperone my child.  
Name of chaperone

I consent to allow my child to receive emergency first-aid or treatment by a doctor or hospital staff member in the event of sudden illness or accident.

I also acknowledge that I have read and reviewed the Junior UOL Convention Rules with my child. I understand that my child's luggage and belongings may be searched for alcohol and illegal drugs should it be deemed necessary and appropriate. I will take responsibility for covering the cost of having my child sent home if illegal substances are found or if my child violates Convention Rules.

I agree to hold harmless and release the ***Ukrainian Orthodox League*** and the ***Ukrainian Orthodox Church*** and its members, for any accidents or mishaps that may take place during events at which my child is present or during any transportation needed for the child and assume the risk for any injuries that they may sustain in the pursuit of the above described activities and also indemnify, protect, save and hold the above mentioned harmless of any and all losses, damages, or injuries which may occur as a result of the activities of the UOL Annual Convention.

Parent/Guardian Signature: \_\_\_\_\_ Date : \_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**HEALTH FORM AND RELEASE**

Child's Name: \_\_\_\_\_ Birth date: \_\_\_\_\_

Current Age: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Parent/ Guardian Name: \_\_\_\_\_

**HEALTH HISTORY**

Surgery \_\_\_\_\_ Date \_\_\_\_\_

Diabetes \_\_\_\_\_ Asthma \_\_\_\_\_

Epilepsy \_\_\_\_\_ Additional Conditions \_\_\_\_\_

Any activities child should not participate in due to physical conditions \_\_\_\_\_

**ALLERGIES**

Outdoor: \_\_\_\_\_

Medicines: \_\_\_\_\_

Food: \_\_\_\_\_

**INSURANCE INFORMATION**

Name of Insurance Company: \_\_\_\_\_

Issued under the name: \_\_\_\_\_

Policy number/s: \_\_\_\_\_

Date of policy: \_\_\_\_\_ (Please attach copy of card to this form)

**This health record is correct and complete to the best of my knowledge. Therefore, the child, who is registered here has permission to engage in all activities except as noted on this form. In the event of an emergency, I hereby give permission to the physician and/or hospital, which is selected by the chaperones to hospitalize, secure proper medical treatment for the above named child. As the parent/guardian, I will assume all financial responsibilities if hospitalization and/or medical treatment is required.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**MONTHLY OFFICER REPORT**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ OFFICE: \_\_\_\_\_

CORRESPONDENCE

DATE	TO WHOM	REASON

SUMMARY OF WORK COMPLETED IN THE LAST MONTH

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Comments, Questions, or Concerns:

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UOL Form 112 JR.



**JUNIOR CHAPTER PROGRESS REPORT --**

4. \_\_\_\_\_ DELEGATES TO NATIONAL UOL CONVENTION

\_\_\_\_\_ Guests to National UOL Convention

Financial Assistance per Convention Delegate \_\_\_\_\_

Criteria for giving financial aid \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Participants in Regional Junior League Activities

\_\_\_\_\_ Campers at Teenage Conference

Financial Assistance per camper \_\_\_\_\_

Criteria for giving financial aid \_\_\_\_\_

\_\_\_\_\_

5. MONEY MAKING PROJECTS

Number Chapter Members Participating	Description of Activity	Profit
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Other Activities: *(Local, Regional, National)*

Description of Activities/Project	Number of Chapter Members Participating
_____	_____
_____	_____
_____	_____
_____	_____



**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**"THE VERY REVEREND VOLODYMYR BUKATA MEMORIAL AWARD"**

"JUNIOR ORTHODOX OF THE YEAR"

(Official Entry Form)

NAME OF CANDIDATE: \_\_\_\_\_

JUNIOR CHAPTER: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

AGE OF CANDIDATE: \_\_\_\_\_ NUMBER OF YEARS IN CHAPTER: \_\_\_\_\_

**PART I - (To be complete by the Junior Chapter Spiritual Advisor)**

**\*\*\*\*Please DO NOT use the Candidate's name or references to gender in your answers to the following questions.**

1. Of the 52 Sundays in the periods covered by this award, ( May 1, 20\_ through April 30, 20\_ ), how many weeks would your estimate that Candidate has missed participating in Divine Liturgy? \_\_\_\_\_
2. How often did the Candidate participate in the Sacraments during this period? \_\_\_\_\_
3. Was Candidate an Alter server? Yes \_\_\_ No \_\_\_
4. Did the Candidate sing in the Church Choir? Yes \_\_\_ No \_\_\_
5. Did the Candidate attend Church School? Yes \_\_\_ No \_\_\_
6. Did the Candidate teach Church School? Yes \_\_\_ No \_\_\_
7. Did the Candidate attend or participate in any religious discussions, talks, or seminars offered by you or others?  
Yes \_\_\_ No \_\_\_
8. Did the Candidate assist in the preparation and distribution of church publications?  
Yes \_\_\_ No \_\_\_
9. Did the Candidate assist in the maintenance and decoration of church buildings?  
Yes \_\_\_ No \_\_\_
10. Did the Candidate convey overall attitudes of genuine Orthodox Christianity?  
Yes \_\_\_ No \_\_\_



**THE VERY REVEREND VOLODYMYR BUKATA MEMORIAL AWARD --**

11. Please list the organizations to which the Candidate belongs in your parish and the offices or positions held during the period covered by this award.

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12. Can you offer any additional information about the Candidate's spiritual /parish life which might be helpful to the committee in considering this entry?

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Chapter Spiritual Advisor \_\_\_\_\_

Date \_\_\_\_\_

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**THE VERY REVEREND VOLODYMYR BUKATA MEMORIAL AWARD --**

**PART II - (To be completed by the Junior Chapter President or Vice-President, if the President is being nominated and the Chapter Senior Advisor)**

**\*\*\*\*Please DO NOT use the Candidate's name or references to gender in your answers to the following questions.**

1. How many monthly meetings did the Candidate attend during the period covered by this award? (May 1, 20\_ through April 30, 20\_) \_\_\_\_\_

2. Did the Candidate initiate, organize, and follow through on projects during the period covered by this award? If yes, please discuss these projects.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did Candidate recruit new members? Yes \_\_\_ No \_\_\_

1. Did the candidate help at "nonprofit" projects such as cleaning the Church or serving and cleaning at church dinners, etc? If yes, please discuss.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Did the candidate participate in chapter social activities? Yes \_\_\_ No \_\_\_

6. Did the Candidate play on or organize chapter sports teams? Yes \_\_\_ No \_\_\_

7. Did the Candidate participate in cultural activities? If yes, please list.

\_\_\_\_\_  
\_\_\_\_\_

**THE VERY REVEREND VOLODYMYR BUKATA MEMORIAL AWARD --**

8. Did the Candidate express an Orthodox Christian attitude while participating in all chapter activities?  
Yes \_\_\_ No \_\_\_

9. Did the Candidate attend regional meetings, projects, or retreats during the period covered?  
Yes \_\_\_ No \_\_\_

10. Did the Candidate attend the most recent Annual Convention? Yes \_\_\_ No \_\_\_  
As a \_\_\_ delegate, \_\_\_ guest.

1. Can you offer any additional information on the Candidate's Chapter activity which might be helpful to the Committee in considering this entry?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Junior Chapter Advisor \_\_\_\_\_

Date \_\_\_\_\_

Junior Chapter President/V.P. \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

**PART III -** *(To be completed by the Chapter Advisor. Please do not use the Candidate's name or any reference to gender in your responses.)*

1. Please list the community and scholastic activities participated in the Candidate during the period covered by this award. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Can you provide any further information about the candidate's participation in Church, Chapter, community, scholastic, or inter-Orthodox activities which might be helpful to the committee?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Junior Chapter Advisor \_\_\_\_\_ Date \_\_\_\_\_

**Send to Junior UOL Advisor :**

*Deadline: April 30<sup>th</sup>*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

UOL Form 114 JR.

**JUNIOR UKRAINIAN ORTHODOX LEAGUE OF THE UNITED STATES OF AMERICA**

**MEMBER-AT-LARGE APPLICATION FORM**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Parish** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_

**Pastor** \_\_\_\_\_

**Signature** \_\_\_\_\_

Membership dues are \$5.00 payable to the Junior Ukrainian Orthodox League.

Send application and dues to Financial Secretary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICATION FORM**

**Applicant Form**

(The Applicant is to complete this form and forward to the L.S.S.K. Scholarship Committee Chair **along with their transcripts and all other recommendation forms in the proscribed manner.**)

APPLICANT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

U.O.L. CHAPTER \_\_\_\_\_

**REFERENCE FORM TO BE COMPLETED BY JR. CHAPTER PRESIDENT OR VICE PRESIDENT**

**JR. CHAPTER and CHURCH ACTIVITIES**

MEMBER U.O.L. CHAPTER: # YRS. \_\_\_\_\_

OFFICER: Yes \_\_\_\_\_ No \_\_\_\_\_ OFFICES \_\_\_\_\_

COMMENTS

CHURCH CHOIR Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

DANCE GROUP Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

CHURCH READER Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

ALTAR SERVER Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

DANCE INSTR. Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

CATERING SVC. Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

CHURCH COMM'S. Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_

**HIGH SCHOOL ACADEMIC TRANSCRIPT: AN OFFICIAL COPY OF THE APPLICANT'S HIGH SCHOOL ACADEMIC TRANSCRIPT MUST BE FORWARDED ALONG WITH THE APPLICATION FORMS AND RECOMMENDATION LETTERS TO THE SCHOLARSHIP CHAIR AS DIRECTED IN THE ENCLOSED INSTRUCTIONS.**

SIGNATURES: Jr. UOL Chapter President/Vice President \_\_\_\_\_

Jr. UOL Chapter Advisor \_\_\_\_\_

Spiritual Advisor \_\_\_\_\_

***[NOTE: Statements of performance must NOT be prepared by the applicant or a family member.]***

Completed Applications are to be sent to: \_\_\_\_\_

**DEADLINE: MAY 31<sup>st</sup>**

(Reference Questionnaire)

**LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICANT FORM**

**Spiritual Advisor Form**

(The Spiritual Advisor is to complete this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Committee Chair.)

APPLICANT'S NAME \_\_\_\_\_

U.O.L. CHAPTER \_\_\_\_\_

**JR. CHAPTER/CHURCH ACTIVITIES:**

UOL Member            Yes \_\_\_\_ No \_\_\_\_ Years \_\_\_\_\_

Officer                    Yes \_\_\_\_ No \_\_\_\_

Dance Group            Yes \_\_\_\_ No \_\_\_\_

Church Reader        Yes \_\_\_\_ No \_\_\_\_

Altar Server            Yes \_\_\_\_ No \_\_\_\_

Dance Instr.            Yes \_\_\_\_ No \_\_\_\_

Reg Attendance  
at Liturgies            Yes \_\_\_\_ No \_\_\_\_

Reg. Participation  
in Sacraments        Yes \_\_\_\_ No \_\_\_\_

Volunteers            Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SPIRITUAL ADVISOR (Signature)                      (Print Name)                      (Date)

Questions regarding applications may be directed to: \_\_\_\_\_

**DEADLINE: MAY 31st**

(Reference Questionnaire)

**LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICANT FORM**

**Jr. Chapter Advisor Form**

(The Jr. Chapter Advisor should complete a copy of this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Committee Chair.)

APPLICANT'S NAME \_\_\_\_\_

U.O.L. CHAPTER \_\_\_\_\_

**JR. CHAPTER/CHURCH ACTIVITIES:**

UOL Member            Yes \_\_\_\_ No \_\_\_\_ Years \_\_\_\_\_

Officer                    Yes \_\_\_\_ No \_\_\_\_

Dance Group            Yes \_\_\_\_ No \_\_\_\_

Church Reader        Yes \_\_\_\_ No \_\_\_\_

Altar Server            Yes \_\_\_\_ No \_\_\_\_

Dance Instr.            Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_                Yes \_\_\_\_ No \_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
JR. CHAPTER ADVISOR (Signature)                      (Print Name)                      (Date)

Questions regarding applications may be directed to:

**DEADLINE: MAY 31<sup>st</sup>**



(Reference Questionnaire)

**LYNN SAWCHUK-SHARON KUZBYT SCHOLARSHIP APPLICANT FORM**

**Scholastic Advisor Form**

(A high school principal, guidance counselor or teacher should complete a copy of this form and return it to the Applicant in a sealed envelope for submittal to the L.S.S.K. Scholarship Chair.)  
Please note an official copy of the student's transcripts must also be submitted.

APPLICANT'S NAME \_\_\_\_\_

U.O.L. CHAPTER \_\_\_\_\_

**HIGH SCHOOL EXTRACURRICULAR/CIVIC (COMMUNITY) ACTIVITIES:**

Student Council            Yes \_\_\_\_ No \_\_\_\_

Office(s) \_\_\_\_\_

Theater                      Yes \_\_\_\_ No \_\_\_\_

Band - March                Yes \_\_\_\_ No \_\_\_\_

Band - Symphony            Yes \_\_\_\_ No \_\_\_\_

Athletics                    Yes \_\_\_\_ No \_\_\_\_

Intramurals                 Yes \_\_\_\_ No \_\_\_\_

Honors/Awards \_\_\_\_\_

Clubs/Organizations \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
High School Representative (Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

Questions regarding applications may be directed to:

DEADLINE: MAY 31st

### **Application/Administrative Requirements**

All LSSK scholarship applications must be submitted via CERTIFIED MAIL with RETURN RECEIPT REQUESTED, or another comparable means (e.g., FedEx, UPS, etc.) that provides a return receipt or tracking number/process.

1. Each Recommendation Form must be submitted in separate envelopes.
2. These envelopes should be sealed by the Recommender and signed by the Recommender ACROSS THE SEAL OF THE ENVELOPE.
3. The Recommender's sealed envelope should be returned to the applicant to be submitted with his/her application and official transcript.
4. All materials for the scholarship should be sent by the applicant as one packet to the LSSK Chairman VIA CERTIFIED MAIL, or another carriers as indicated above.

A Postal Card indicating receipt of the application will be sent to each applicant and will notify said applicant of any incomplete information.

1. If the application arrives on or before the deadline date and is complete, the postal card will indicate that the application is complete and will be considered for a scholarship.
2. If the application arrives on the deadline date and is not complete, the postal card will indicate that the application was incomplete and will not be considered for this year's scholarship.
3. If the application arrives after the deadline date, the postal card will indicate that the application did not meet the deadline and will not be considered for a scholarship.

**Application Deadline: May 31<sup>st</sup>**

### JUNIOR UOL PYSH TRAVEL GRANT APPLICATION

At the request of the benefactor, this travel grant is to be used to recruit members for the Junior UOL, the development of new chapters, or the reorganization of old chapters.

\*A maximum of three (3) grants in the amount of \$300 each will be awarded annually

\* Grants may be awarded to a member at large of the Jr. UOL, an individual Junior UOL member or a Junior UOL chapter

\*An individual or group from a particular Junior UOL chapter may receive only one (1) grant in a given year  
Please provide the following information to be considered for a Travel Grant.

#### I. INFORMATION:

**This application is for (please check one):**

**Individual Grant \_\_\_\_\_ Chapter/ Reactivating Group Grant \_\_\_\_\_**  
*(please complete appropriate section below)*

### Individual Grant

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

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

\_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Age:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### Chapter/ Group Grant

**Contact Person's Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Parish Name:** \_\_\_\_\_

**Parish Address:** \_\_\_\_\_

\_\_\_\_\_

**Pastor's name:** \_\_\_\_\_

**Please answer the next two sections of questions on a separate sheet of paper**

2. Chapter Status:

- **How many members in your chapter?**
- **What are the names and ages of all members attending convention?**
  - Has your chapter fulfilled all obligations including membership dues, chapter dues, chapter project donation, election report form, and roster form?
- **If you are an inactive chapter do you have plans to reactivate?**
- **What are your plans to reactivate?**
- **Will your chapter and/or parish provide any additional financial support?**
- **If yes, how so?**
- **What have you done to raise funds for convention**

3. So we can better understand your reason for applying, please answer any of the following questions that apply to you and/or your chapter.

- **How would you (or your group) benefit from this grant?**
- **If you are currently a Jr. UOL member what is the status of your chapter? What are the immediate needs of your chapter?**
- **What activities have you participated in? What was your role in the activity?**
- **How will your attendance at the convention help the growth and revitalization of your local chapter and your involvement?**
- **What obstacles have you faced as a Jr. UOL member that have lead you to apply for this grant?**

4. Spiritual Advisor's Statement:

***On a separate sheet of paper please have the spiritual advisor explain why this individual/group deserves the Pysh Travel Grant, and what aspects of the individual's/group's life warrant them to receive this award.***

The completed form should be sent to:

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**ALL APPLICATIONS MUST BE POSTMARKED BY MAY 1, 20XX TO BE ELLIGIBLE FOR CONSIDERATION.**