

Department Code

Junior Activities

1. The Department Chairman's allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee for review and approval by May 1st. (1997)
2. The Department endorses the formation of Junior groups statewide and promotes the use of the Junior Activity Handbook as a necessary guide for the development and participation of Junior members.
3. The Department Chairman shall encourage Junior membership and each month the Department Office shall forward the current membership standings of Junior enrollments by Unit and District totals to the Department Chairman.
4. Junior members are encouraged to participate in all contests sponsored by the National Organization, following all rules pertaining to these contests. The Department Chairman shall advise the Units of contests, rules, and deadline dates.
5. Contests on District level shall be under the direction of the District Chairman. There shall be only one entry in each classification forwarded to the Department Chairman for judging. Department awards for each class shall be First, Second, and Third. The Department assumes NO responsibility for returning entries.
6. There shall be a Department award for the Junior Group submitting the most outstanding Junior Activities Report; an award will also be presented for the Junior Group with the most outstanding Junior Community Service program.
7. Junior members when requested by the VA Medical Centers, Childrens' Hospitals, etc., shall be encouraged to participate in providing tray favors, scrapbooks, poppy corsages or arrangements and other handicraft items.
8. The Department Chairman shall be responsible for the promotion of the Junior Conference and all fund raising efforts in support of the Conference. All funds and ticket stubs will be sent to the Junior Activities Chairman, earmarked Junior Conference and made payable to the Department of California A.L.A. The Department Chairman will keep an account of all funds and Junior Conference Tickets. The Department Chairman shall forward to the Department Secretary/Treasurer all funds promptly. (1998)
9. The Department Chairman shall attend the Junior Conference and assist the Conference Committee. Cooperation between the Department Chairman and the Conference Committee will enhance the success of the Junior Conference.
10. The Junior Conference Committee meeting at convention shall be combined with the Junior Activities Committee meeting.
11. **The Department shall sponsor a scholarship for Junior members completing their senior year from donated funds. Minimum awarded shall be \$300.00; maximum \$1,000.00 if funds permit. Applications and rules will be available through the Department Office and/or the Website prior to January and will be mailed to Units upon request. Completed applications must reach the Department Junior Activities Chairman by April 30th of the current year. Applicants shall be judged by three (3) Past Department Presidents appointed by the Junior Activities Chairman. (2005)**
12. **Junior Conference Tickets will be ordered by the Junior Activities Chairman and recorded before disbursement. All Junior Conference Tickets, after recording, will then be distributed by the Junior Activities Chairman for the purpose of donation. (2005)**
13. The Education, Junior Activities, and Past Presidents' Parley Chairmen will coordinate with each other to assure no duplication of scholarship recipients. (2001)
14. The Department Chairman shall support the Department Leadership Chairman in the coordination of at least one Department Junior Leadership Workshop per administrative year. (2003)