

## Report of Awards Coordinator – Shanna Breeding – June 2021 Report

Budget: Nothing needed at this time. I bought \$100 worth of stamps early in the year and had purchased a couple boxes of envelopes. I will probably need more of envelopes mid-summer and \$100 more in stamps before end of year. I expect I will need a new print cartridge early next year but hopefully will make it through this year

Certificates. I have printed 30 Grand Champion leg certificates, 5 PGCH, 9 Master champion legs, 3 Master Champion Certificates, 1 bronze wether, 2 silvers, 2 golds and 1 platinum and 3 restricted youth certificates. Shows are just gearing up again so will be very busy soon. I plan on being at Nationals and will bring everything with me to give to National Champion winners at the Banquet.

Still having judges and show chairs/secretaries not checking all the boxes and making sure all signatures are on the ROA's.

Would like to propose that this process would be much smoother and less costly in postage if the ROA's would come directly to me from the judges. I need the main envelope to enter the postmark date. It would help alleviate some work that business manager is doing that is redundant. The making a copy of each ROA that comes into the business office is a new task and was not done before. I can get the paperwork to Central office each year by taking it to a show each year to be transported thereby saving NPGA even more. It will also help me to follow up with judges that have not submitted forms in a more timely manner. At this point I first have to check with business manager to see if they had been mailed by judge and if they have and business manager has gotten them in mail to me I wait to see if they have arrived. We have lost probably 3 different judges show results in the mail from business manager to me in the past 2+ years. This proposal is NOT because of change in business manager. I was going to propose this change back to the way the job was set up to be performed by next years annual meeting. It seems that with the change in business manager another small change will not disrupt the flow but will help with the expediting the Certificates and expedite the flow of paperwork from the business office.

## Report of Awards

### Job Description

1. Must be thoroughly familiar with, and conduct duties in accordance with, the most current set of Show Rules. (08-18)
2. Receives Reports of Award forms for each sanctioned show and records the results in NPGA's database. **Follows up with Judges who have not submitted their forms within 30 days of the show. (08-18)**
3. After verification of champion win eligibility, prints and mails all Certificates described in paragraph L of the Rules for Official Shows to the owners of the respective goats. Includes a printed letter to inform the owner of any restrictions to their eligibility to show in future NPGA shows. Previously won Master Champion and National Champion certificates will be issued to owners at \$5 per certificate. (08-18, 11-30)
4. No less than quarterly, files a statement of expenses for reimbursement (with receipts attached) to the NPGA Business Manager. (08-18)
5. Annually sends a list of new PGCHs to the NPGA Business Manager and MEMO Editor. (08-18)
6. **Annually sends the processed Report of Award forms to the NPGA Business Manager for storage in the archives. (08-18)**
7. Receives a \$400 cash stipend yearly, to be paid July 1st each year, for work performed during the previous 12 month period. (08-19)

Revised 6/11