

2021 E-Bidbook Seminar I

Senator Winita Yeung and Gary Lee

3 March 2021

Trainer Profile:



Senator Winita Yeung (JCI Apex)

2021 LOM Area Advisor
2020 TOYP Deputy Chairman (Nomination / Partnership)
2020 LOM President Advisor
2019-2020 APDC Officer
2019 National Honorary Treasurer
2018 LOM President
2017 National Records and Recognition Director
2016 LOM Vice President
2015 LOM Associate Vice President
2014 National Business Network Vice Chairman
2013 Joined JCI Apex

Trainer Profile:



Awards:

2019 NOM Most Outstanding Excom
2018 Best Chapter of the Area (56-90 members) (Merit)
2018 Award for LOM with the Best Contribution in NOM Activities (56-90 members)
2018 Best Inter-Organization Collaboration Program
2018 Best JCI Members Development Program
2018 Most Outstanding Local Project - ASPAC
2018 Best Local Growth and Development Program - ASPAC
2017 Best Inter-Organization Collaboration Program – ASPAC
2017 100% Efficiency Index - World Congress
2017 NOM Most Outstanding Director
2016 Best Inter-Organization Collaboration Program

Trainer Profile:



Gary Lee (JCI City)

2021 LOM Chapter and BOD Advisor
2019 LOM President
2018 TOYP Subcom Chairman (Result Announcement)
2018 LOM Honorary Treasurer
2017 LOM Vice President
2016 LOM Administration Director
2015 LOM Leadership Development Officer
2014 Joined JCI City

Trainer Profile:



Awards:

2020 Most Outstanding Chapter President (91+members) - ASPAC
2020 Most Outstanding Local Project - ASPAC
2020 Best Growth & Development Program - ASAPC
2019 Most Outstanding Chapter President (91+members)
2019 Award for LOM with the Best Contribution in NOM Activities (91+members)
2019 Best Economic Development Program
2019 Best Inter-organisation Collaboration Program
2019 Best Growth & Development Program (Merit)
2019 Best Community Empowerment Program (Merit)

2021
E-Bidbook Seminar I

Agenda

01 What is bidbook

02 Objectives of writing bidbook

03 Bidbook preparation

04 Strategies of writing bidbook

+ Random Interactive Questions in Zoom

“How many times have you attended the e-bidbook seminar?”

1. 0
2. 1
3. 2
4. 3
5. 4 or more



Interactive Q1

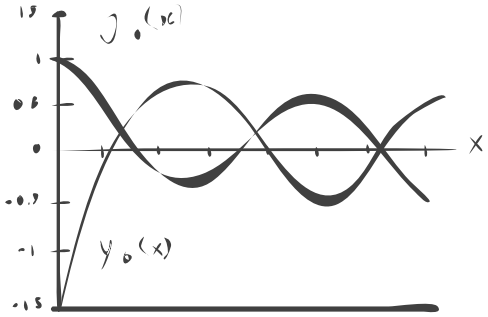
How many times have you helped writing bidbook?

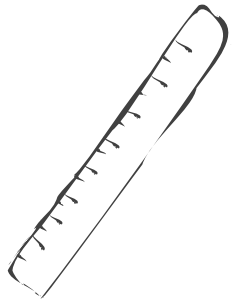
1. 0
2. 1
3. 2
4. 3
5. 4 or more

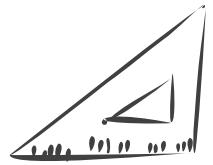


Interactive Q2

01 What is bidbook?



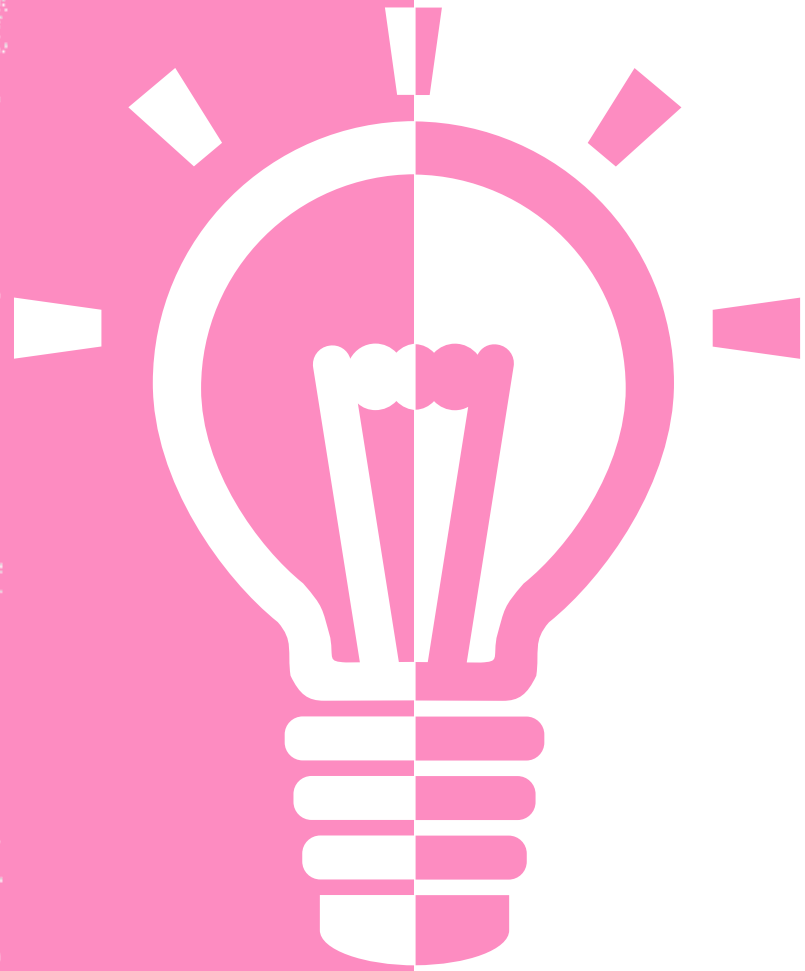


Proposal vs Bidbook?

Business Plan

- [x] Executive Summary
- [x] Company Background
- [x] Product and Services
- [ ] Marketing Plan

Milestone



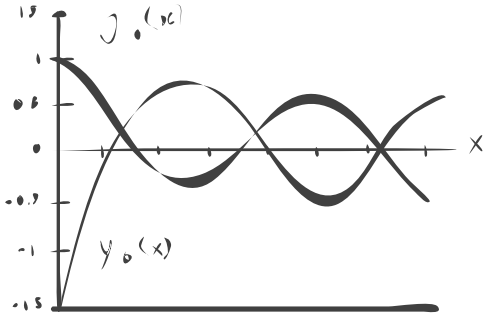
Bidbook

- [x] Overview

Objectives, Planning, Finance & Execution

- [x] Add value to JCI members and stakeholders
- [x] Impact to Local Organization brand, membership growth and finances
- [ ] Photos with caption

02 Objectives of writing bidbook



“What’s your reason(s) for writing bidbook?”

1. Win in NC, ASPAC & WC
2. Gain happiness
3. Gain recognition
4. Obtain personal growth
5. Instruction from President



Interactive Q3



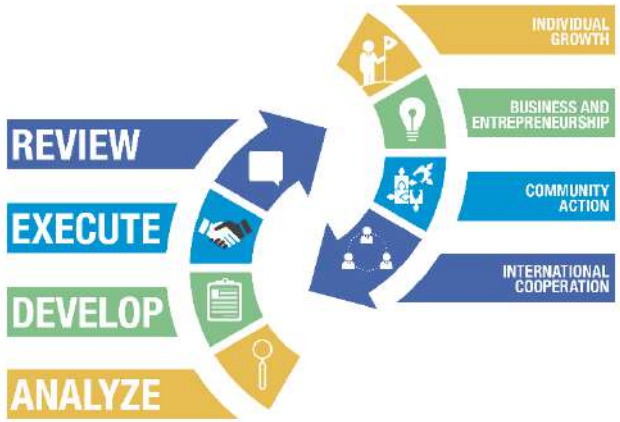
Why do I write 必卜?



One of the Reasons to Write bidbook

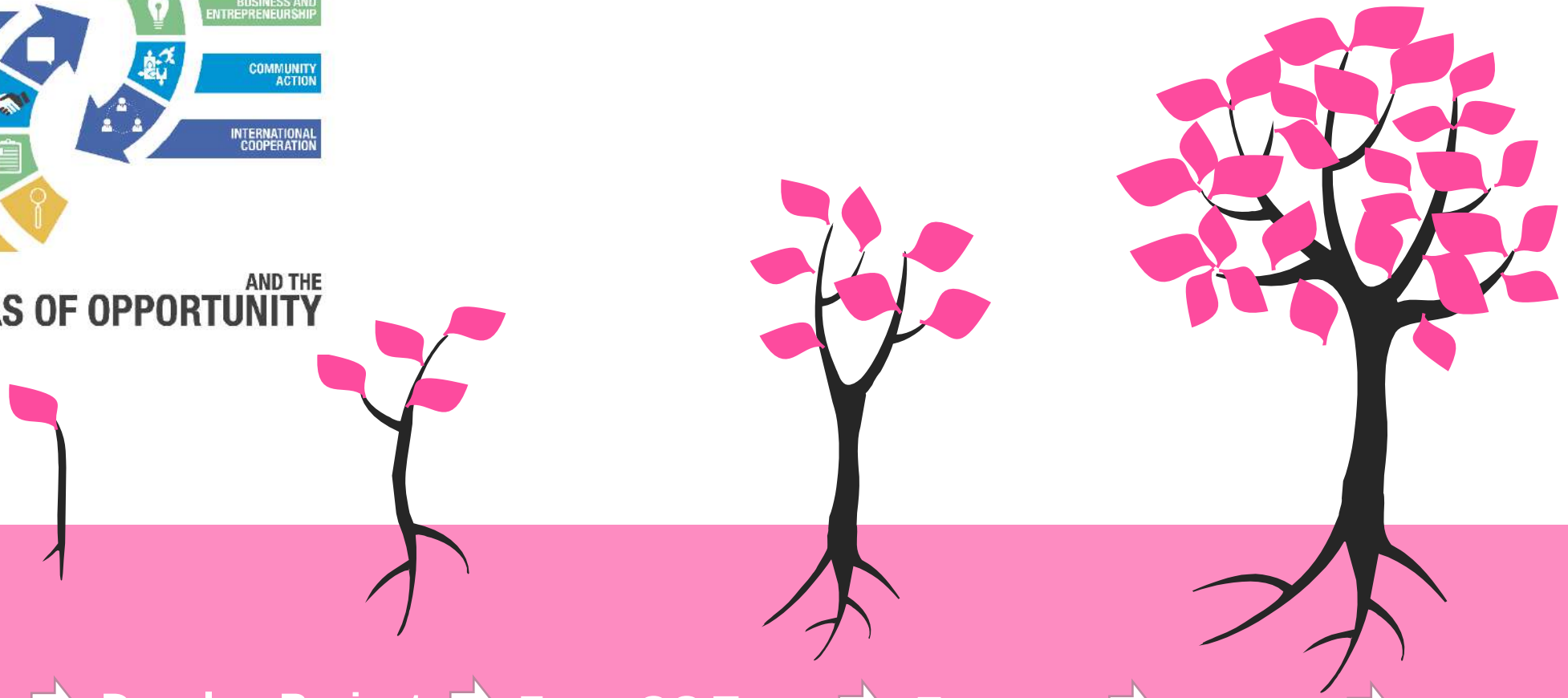
WIN

JCI ACTION FRAMEWORK



AND THE
AREAS OF OPPORTUNITY





Analysis ➡ Develop Project ➡ Form OC Team ➡ Execute ➡ Review ➡ Bidbook ➡ WIN

What is missing ??

Happiness, Recognition, Growth…

Memories~~~

















CM Garilee
2019年8月31日 ·

同一時間，不同地點，最後衝刺 44 小時，各 bidbook 小隊加油呀💪

#感謝 NAEO 深夜又來探班
#感謝秘書長贊助 AppleCider




你、Cyrus Tang 和另外 52 人　　5個回應

CM Garilee
2019年8月24日 ·

此時此刻仍在努力的各分會 bidbook 戰友們，一齊加油啊💪💪💪

#JCICity
#城市青年商會
#暖你心耀全城
#感謝 NAEO 深夜來探班打氣
#天蠍 s



Winita Yeung
2018年8月19日 ·

❤️Bidbook 四寶❤️

大家覺得做 bidbook 要有咩？🤔零食？🍡 咖啡？☕

我就覺得要有以下四寶啦！
1. 熱浪🌶️
2. 眼藥水👀
3. 撒隆巴斯💡
4. 肩頸按摩💆

有齊依四樣野寫 Bidbook 就可以爽 YY 啦！

#多謝前會長 Yoee 特別安排
#係愛呀
#寫 Bidbook 冇野驚
#姐姐手勢好好
#最後黃金 27 小時
#JCIApex
#jciapexlove
#擁抱愛




Yoee Leung 和另外 42 人　　4個回應

Winita Yeung 和 Carrie Cheng 及另外 2 人。
2018年8月13日 ·

❤️團結❤️

大家一齊為 Bidbook 努力！

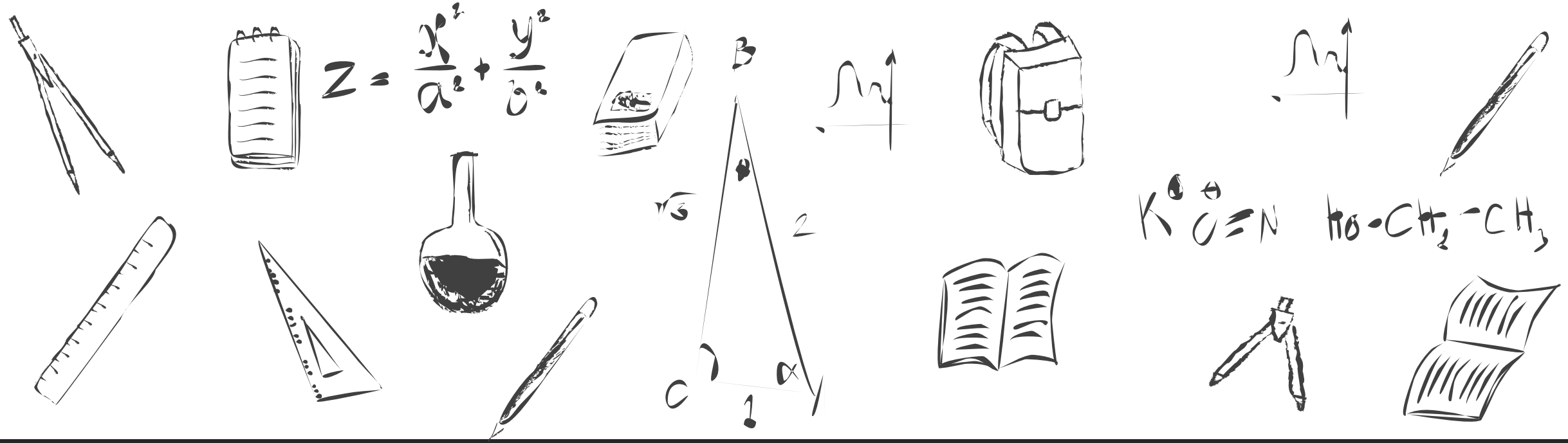
#兩組人都係有同一個目標
#多謝送水 Herman
#一邊做一邊笑
#係愛呀
#做完要飲呀
#自修室
#老公都幫手
#擁抱愛
#JCIApex
#jciapexlove



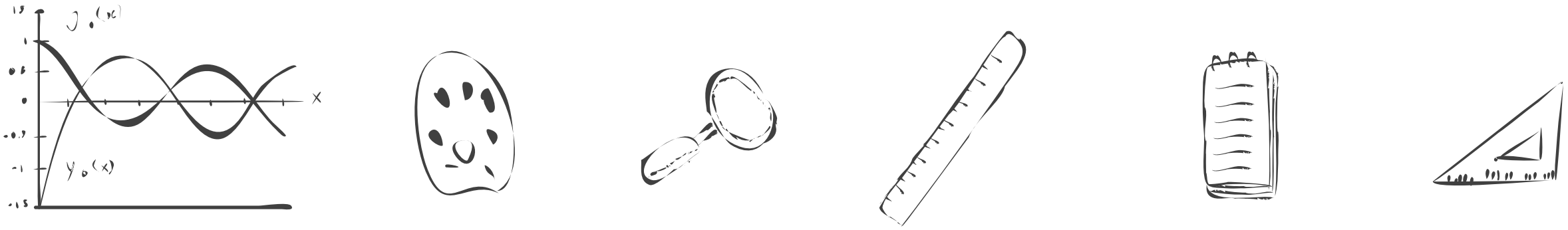








03 Bidbook preparation



新年全盒

- 瓜子
- 開心果
- 花生糖
- 糖蓮子
- 糖冬瓜
- 朱古力
- 利是糖
- 大吉



Bidbook Box

- JCIHK Information
- JCI Information
- Pictures
- Project Details
- Statistics
- Logos
- Clip arts
- Magic Words



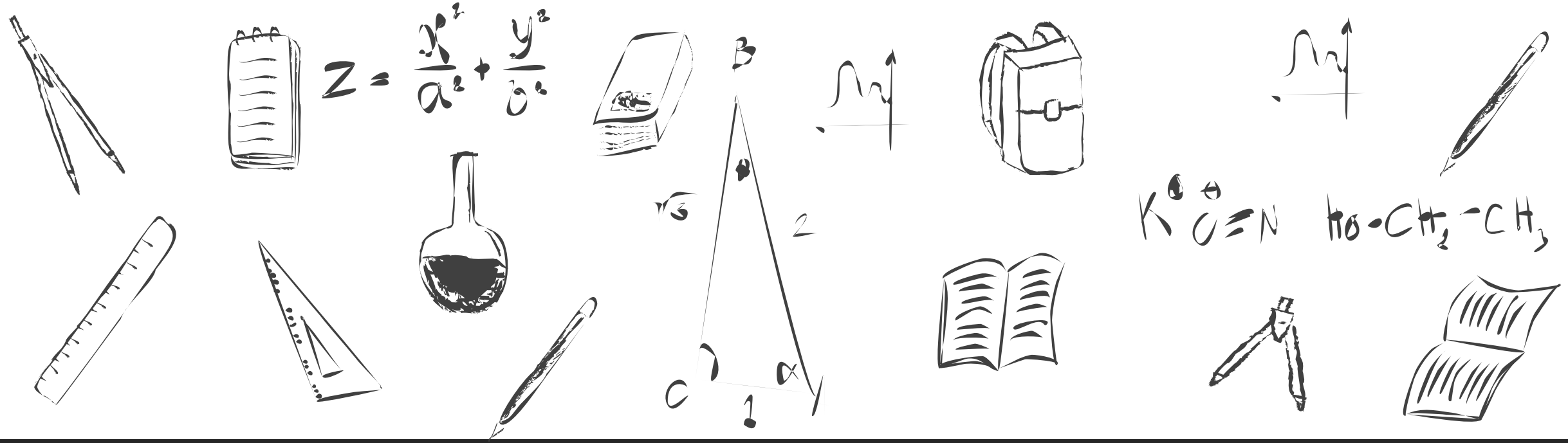
GOOD filing system is the key to succeed!



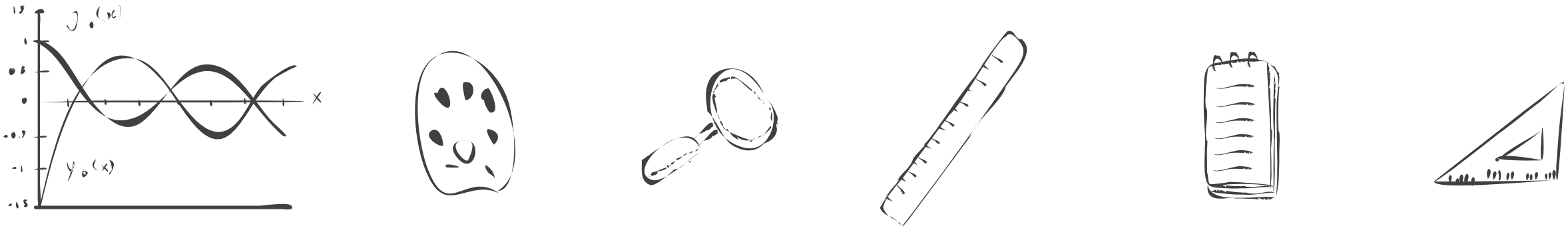


我的雲端硬碟 > JCI Apex Photos (for Upload) > 2018 > 07 Jul

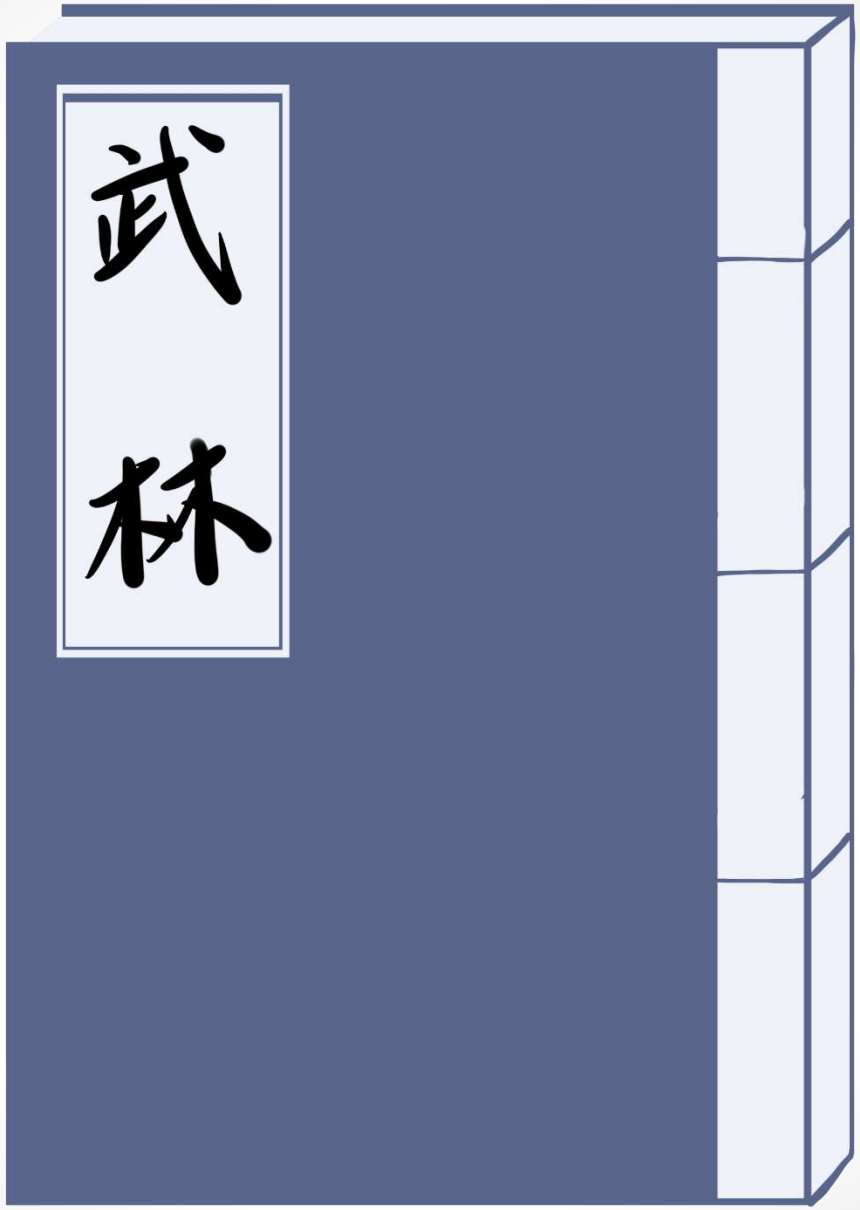
名稱	擁有者	上次修改時間	檔案大小
2018.07.17 探訪路德會	Media Storage 03 JCI A...	2018年8月6日 Media ...	—
P Dinner	Crystal Tsang	2018年8月6日 Crystal...	—
2018.07.28 讓愛全接觸2018成果分享會暨閉幕禮	04 mediastorage	2018年8月1日 04 me...	—
2018.07.14 (TWJC) 5th Anniversary	04 mediastorage	2018年7月31日 04 m...	—
2018.07.13 (AJC X LRJC) Bowling	05 mediastorage	2018年7月31日 04 m...	—
2018.07.11 [國際青年商會香港總會/內地事務] 「商」遇在灣區之III.灣區新經濟秩序論壇	05 mediastorage	2018年7月31日 04 m...	—
2018.07.07 Football Membership gathering	05 mediastorage	2018年7月31日 04 m...	—
2018.07.07 Joint Board Meeting	05 mediastorage	2018年7月31日 04 m...	—
2018.07.07 [香港女青年商會] Closing Ceremony - Care & Dare 2018: Hong Kong Young Social Ent...	05 mediastorage	2018年7月31日 04 m...	—
2018.07.07 (LJC) Zero to One	05 mediastorage	2018年7月31日 04 m...	—
2018.07.05 Bidbook Seminar	05 mediastorage	2018年7月31日 04 m...	—
2018.07.26 AGM OC Meeting	04 mediastorage	2018年7月27日 04 m...	—
2018.07.23 少年警訊	04 mediastorage	2018年7月26日 04 m...	—
2018.07.17 Parliamentary Procedure Workshop	04 mediastorage	2018年7月26日 04 m...	—
2018.07.19 七月月會 with Jordan Fung	04 mediastorage	2018年7月26日 04 m...	—
2018.07.13. 運動日	04 mediastorage	2018年7月16日 04 m...	—
2018.07.12. 商業電台訪問	04 mediastorage	2018年7月16日 04 m...	—
2018.07.09 董事局會議	05 mediastorage	2018年7月16日 05 m...	—
2018.07.08 "I Do! 愛自己!" 街頭訪問	05 mediastorage	2018年7月16日 05 m...	—



04 Strategies of writing bidbook




掌神來如


武
林



Kung Fu



Right Category



Effective Presentation



Impact

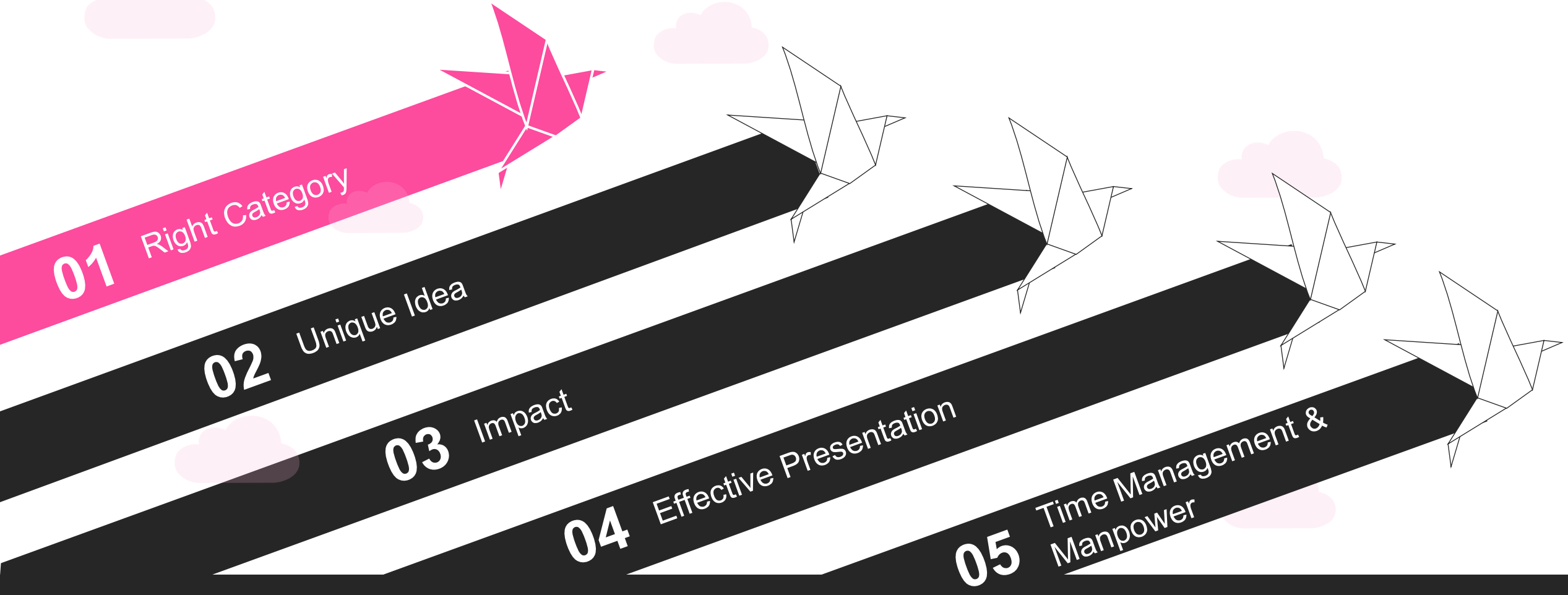


Unique Idea



Time Management & Manpower

Kung Fu


01 Right Category
02 Unique Idea
03 Impact
04 Effective Presentation
05 Time Management & Manpower

How to pick the right CAT?





Read Awards Manual!

Right Category

III.A.12 **Best Mainland Affairs Program**

Definition: This award is for the recognition of the most outstanding mainland affairs program or project of a LOM.

Description: A trophy with the name of the winner inscribed on it.
A floating award.

Award Judging Criteria	Points
General planning, execution and finance	20
Participation by members	20
Enhancement of Hong Kong and Mainland China Collaboration	40
Benefit to community	10
Benefit to organization	10

Note: This award will be granted by JCIHK only

Winner	Certificate of Merit
2011 – Peninsula	2013 – Ocean
2012 – Peninsula	2019 - Lion Rock
2013 – Queensway	
2014 – Peninsula	
2015 – Peninsula	
2016 – Peninsula	
2018 – Peninsula	
2019 - Peninsula	

Category

Definition

Criteria

Local or International Award

Competitors

Right Category

III.B.1.2 Best Chapter of the Area (56–90 members)

Definition: This award is for the recognition of the most outstanding LOM with 56 to 90 members.

Description: A trophy with the name of the winner inscribed on it each year.
A floating award.

Eligibility: The applicant

1. Must have completed at least one project.
2. Must have achieved at least 80% under the 2020 LOM Efficiency Index in both "NOM Project Participation" and "Administration" areas as of 25 August 2020.
3. Must have nominated at least 2 members to participate in the organizing committee for any NOM project during the year.
4. Must have filed 2018 audited account with the Company Registry on or before 25 August 2020. Receipt from Companies Registry should be kept as evidence of submission.

Special requirements

Award Judging Criteria	Points
Strategic Plan Q.1 Briefly describe the main points of the Local Organization Plan of Action. Q.2 How has the organization advanced the JCI Mission? Q.3 How has the organization advanced the JCI Vision? Q.4 How has the Local Organization contributed to the JCI Plan of Action?	20
Individual Development Programs and Results Q.1 What project or projects has the Local Organization run to develop individuals? Q.2 How did the organization impact individuals?	20
Community Development Programs and Results Q.1 What project or projects has the Local Organization run to develop the community? Q.2 How did the organization impact the community?	20
***I*nternational Development Programs and Results** Q.1 What international project or projects has the Local Organization run? Q.2 What impact did the international development project have?	20
Economic Development Programs and Results Q.1 What project or projects has the Local Organization run to develop the economy? Q.2 How did the organization impact the economy?	20



Note:

- The number of members is based on the declaration of the number of the ordinary member by the chapter on membership system and confirmed at JBM 4 on 30 August 2020.
- No LOM can enter this award and Outstanding Progressive LOM Award category in the same year.
- Award is allied to JCI Award Programs.

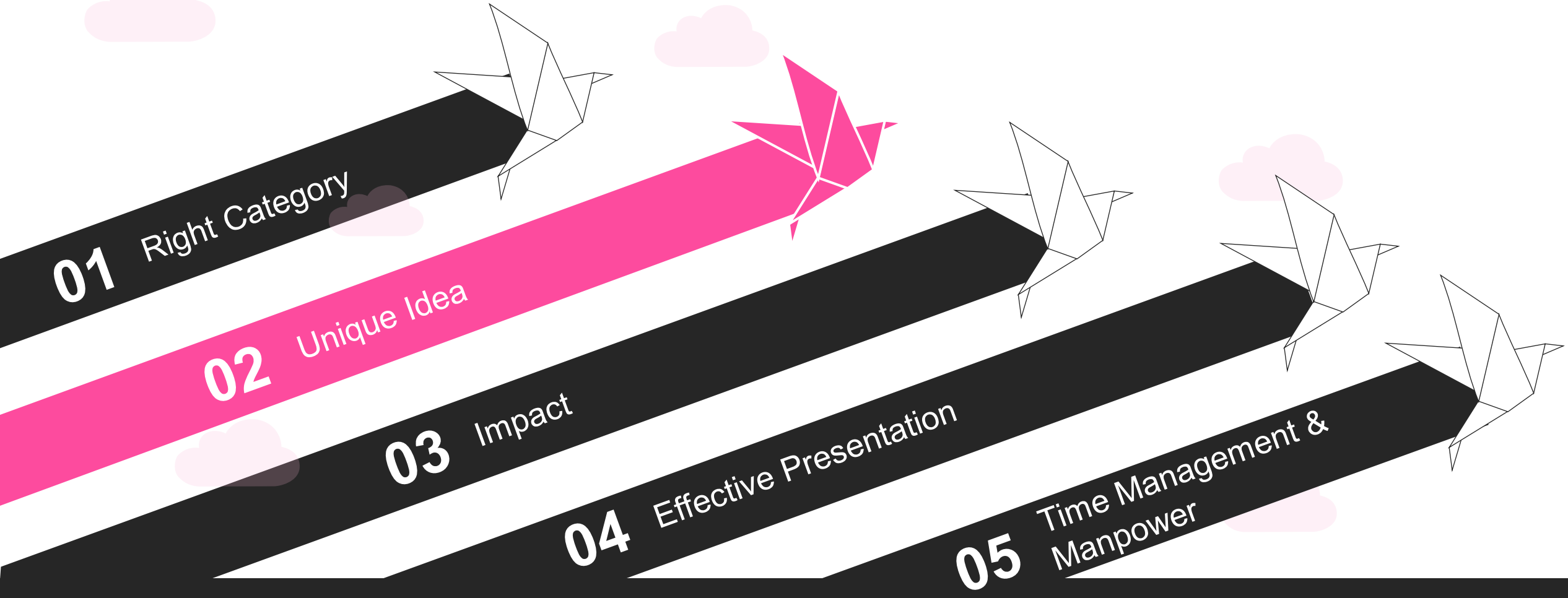
Important Note

Winners				Certificate of Merit			
1993-	North District	2007-	Victoria	1995-	Apex	2009-	Kowloon
1995-	North District	2008-	Victoria	1996-	Ocean	2010-	Kowloon / Ocean
1996-	Dragon	2009-	Lion Rock	1997-	North District		
1997-	Apex	2010-	North District	1997-	Dragon	2013-	Ocean / Apex
1998-	Lion Rock	2011-	Ocean	1998-	Island	2014-	Kowloon / Ocean
1999-	Island	2012-	Dragon	1999-	Bauhinia	2015-	HK Jayceettes / Apex
2000-	Ocean	2013-	Dragon	2000-	Bauhinia	2016-	HK Jayceettes / Dragon
2001-	Harbour	2014-	Dragon	2001-	Apex	2017-	HK Jayceettes / Lion Rock
2002-	Victoria	2015-	Apex	2003-	Harbour	2018-	Apex
2003-	Apex	2016-	Ocean	2005-	Lion Rock	2019-	City Lady
2004-	North District	2017-	HK Jayceettes	2006-	Lion Rock		
2005-	Harbour	2018	Dragon	2007-	Lion Rock		
2006-	Victoria	2019-		2008-	Lion Rock		

International Awards

Previous	New
N/A	**Best International Cooperation Project** Programs run by JCI Local Organizations that collaborate with other JCI chapters internationally to develop strong relationships and partnerships that encourage organizations to partner across borders. • Objectives, Planning, Finance and Execution • Added value to JCI members and stakeholders • Impact on the Local Organization's brand awareness • Impact on the Local Organization's membership growth • Impact on the Local Organization's finances • Long-term Impact of the Program
Best Inter-organization Collaboration Project JCI Local Organizations benefit from collaborating with members of other JCI Organizations and can increase their impact by working together. • Objectives, Planning, Finance and Execution • Cooperation between the Local Organizations • Impact on Members and Contribution to the JCI Vision • Community Impact • Long-term Impact of the Program	**Best Inter-organization Collaboration Project** JCI Local Organizations benefit from collaborating with Organizations outside of JCI to increase their impact by working with external partnerships, especially BNI, AIESEC, WBAF, ICC and the United Nations. • Objectives, Planning, Finance and Execution • Added value to JCI members and stakeholders • Impact on the Local Organization's brand awareness • Impact on the Local Organization's membership growth • Impact on the Local Organization's finances • Long-term Impact of the Program

Kung Fu


01 Right Category
02 Unique Idea
03 Impact
04 Effective Presentation
05 Time Management & Manpower

Unique Idea

Which projects are the pass winners of this category? 01

Why the projects were awarded? 02

Is there any selling point of your project that is unique with others? 03



SWOT analysis on your own project

e.g. 城市青年商會-創意創業大賞

威脅 THREATS

- 越來越多分會舉辦不同商務活動
- 疫情影響未知能否舉行實體活動
- 經濟下滑，難以尋找贊助商及參加者





優勢 STRENGTHS

- 超過25年歷史，有一定公信力
- 與眾多支持機構已建立長遠合作關係
- 曾奪得多年大獎，如入同一本Bidbook有藍本作參考



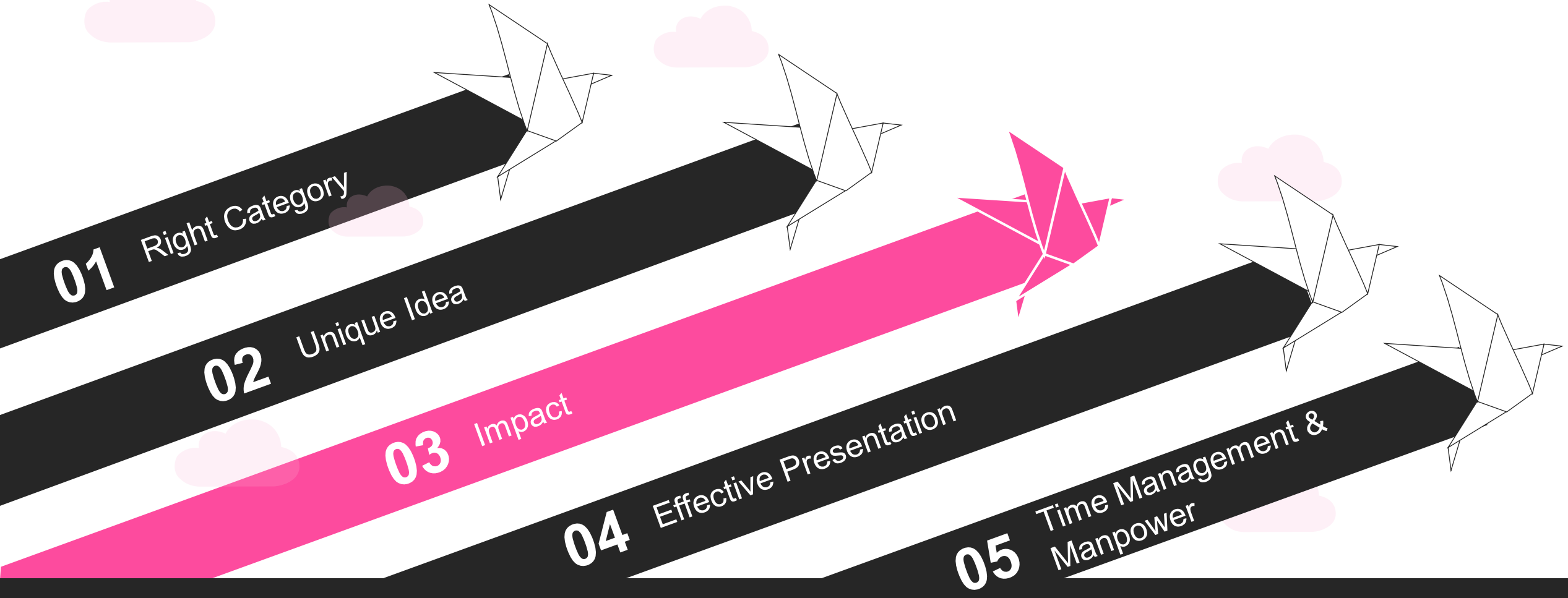
機會 OPPORTUNITIES

- 流行網上直播, 觸及更多大眾及潛在參加者
- 疫情下酒店及展覽場地成本下降
- 疫情更需要透過此工作計劃提昇公司形象

劣勢 WEAKNESS

- 已有既定框架及相應工作量，難作大幅度變動
- 如沒有新元素加入，給人感覺只“食老本”

Kung Fu


01 Right Category
02 Unique Idea
03 Impact
04 Effective Presentation
05 Time Management & Manpower

What kind of IMPACT ?





IMPACT

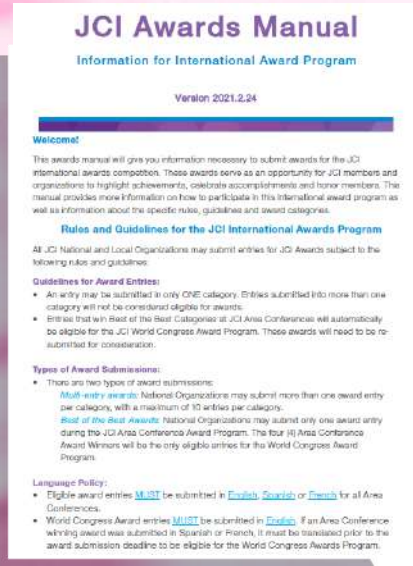
MOTIVATE

INVEST

COLLABORATE

CONNECT

“One Future”


JCI Awards Manual

Information for International Award Program

Version 2021.2.24

Welcome!

This awards manual will give you information necessary to submit awards for the JCI international awards competition. These awards serve as an opportunity for JCI members and organizations to highlight achievements, celebrate accomplishments and honor members. This manual provides more information on how to participate in this international award program as well as information about the specific rules, guidelines and award categories.

Rules and Guidelines for the JCI International Awards Program

All JCI National and Local Organizations may submit entries for JCI Awards subject to the following rules and guidelines:

Guidelines for Award Entries:

- An entry may be submitted in only ONE category. Entries submitted into more than one category will not be considered eligible for awards.
- Entries that win Best of the Best Categories at JCI Area Conferences will automatically be eligible for the JCI World Congress Award Program. Those awards will need to be re-submitted for consideration.

Types of Award Submissions:

- There are two types of award submissions:
  - *Multi-entry awards*: National Organizations may submit more than one award entry per category, with a maximum of 10 entries per category.
  - *Best of the Best Awards*: National Organizations may submit only one award entry during the JCI Area Conference Award Program. The four (4) Area Conference Award Winners will be the only eligible entries for the World Congress Award Program.

Language Policy:

- Eligible award entries MUST be submitted in English, Spanish or French for all Area Conferences.
- World Congress Award entries MUST be submitted in English. If an Area Conference winning award was submitted in Spanish or French, it must be translated prior to the award submission deadline to be eligible for the World Congress Awards Program.


2021 JCI Plan of Action

“One Future”

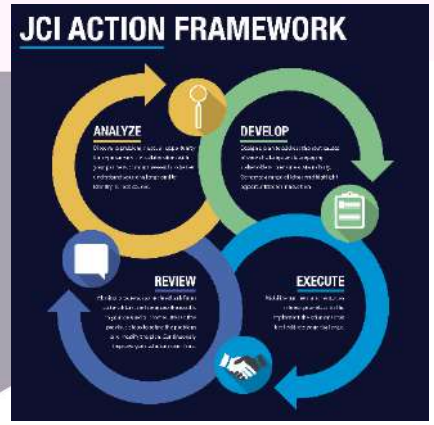
Final draft / October 2020

JCI


2019 2023 JCI Strategic Plan

Accelerate Transformation

JCI

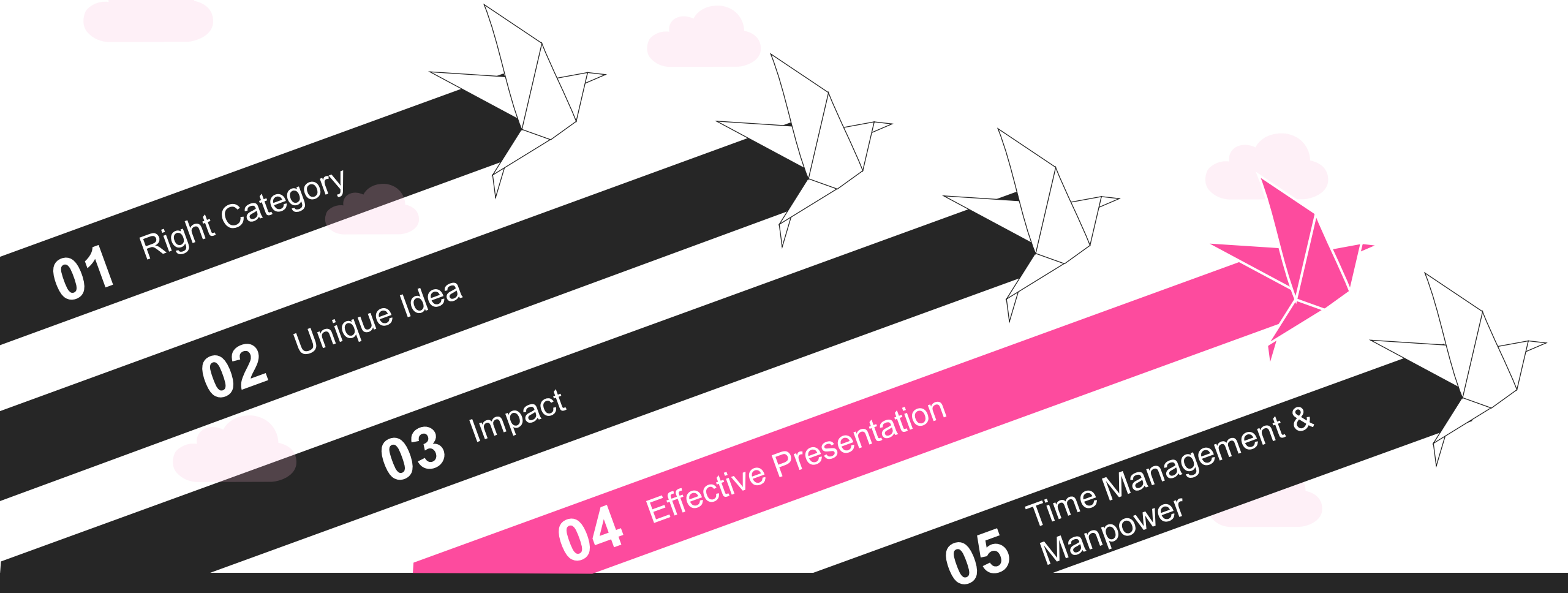




JCI

RISE

Kung Fu


01 Right Category
02 Unique Idea
03 Impact
04 Effective Presentation
05 Time Management & Manpower



EFFECTIVE PRESENTATION

Chicken or egg?

Word or picture, which come first?

How will you start writing your bidbook?
Picture or word?

1. Write word contents first
2. Prepare graphic and picture first



Interactive Q4

Effective Presentation



Title

Bullet

Capital letters

Objectives, Planning, Finance and Execution

What were the objectives of this program?

COMMUNITY:
o To equip stateless children with basic education and life skills through inter-organizational collaboration.
o To create awareness of this stateless children issue by publicity through press release and media
o To spread the message of peace in the community through various methods and media channels
o To develop the younger generation via community actions as a channel to educate the importance of unity and peace
o To empower members of the public to be a messenger of peace by providing them opportunities to benefit the community

JCI Members
o To provide development opportunities to JCI members in community service, skill development and leadership.
o To instill Active Citizenship Framework principles among JCI members

JCI Local Organization
o To align the JCI Local Organization activities to JCI Peace is Possible movement and its goals
o To provide the Local Organization with opportunities to collaborate with different sectors, eg: government, private corporations, to further promote the message of peace.
o To provide the Local Organization with opportunities to collaborate with other local non-governmental organizations to further promote and strengthen the effort to promote peace
o To create awareness of JCI values among members of the public for future development opportunities.

How does this program align to the JCI Plan of Action?

Impact: We created sustainable impact in the community.250 CHILDREN educated through our Soap for Future activities. We used various channels to promote our activities, 30 PRESS RELEASES IN 8 MONTHS WITH 1 MILLION READERS AND VIEWERS through newspapers and social media.

Motivate: We motivate members by providing development opportunities within our activities. 70 JCI Members involved and Nine (9) Organizing Committee Members inspired. We motivate 50 volunteers from the public by providing opportunities such as teaching them soap-making skills.

Invest: USD$ 6,300 INVESTED into this project, raised from sponsorships and donations from private corporations and the public. The public have also invested their time and effort to volunteer for our Movie Day and Soap for Future activities.

Collaborate: Smile for Peace have collaborated with 18 DIFFERENT ORGANIZATIONS AND MINISTRIES for this cause, including 10 private corporations and public figures, 3 community centres, 3 educational institutions, 2 children-care NGOs, 2 governmental ministries. Through collaboration, Smile for Peace can expand and strengthen our impact in the community.

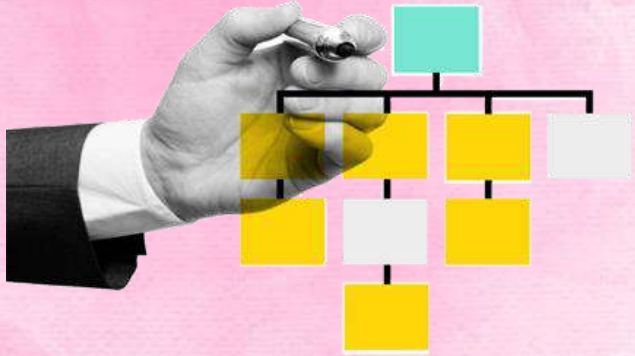
Connect: 70 JCI MEMBERS from 4 different JCI Local Organizations CONNECTED to support and participate in our activities as committee and volunteers.

Magic Words

Graphic Include:



Nice photo



Flow Chart



Statistics



Clip art

01
Action Photo

02
Group Photo

03
Meeting Photo

04
Personal photo

Nice photo

What is “Nice Photo”?



Action Photo

1



2



3



4



Action Photo

1





3

2





4

Action Photo

1



3



2



4



Action Photo







Action Photo





Group Photo







Group Photo




Recording
Group Photo

Meeting Photo













Personal Photo













Personal Photo









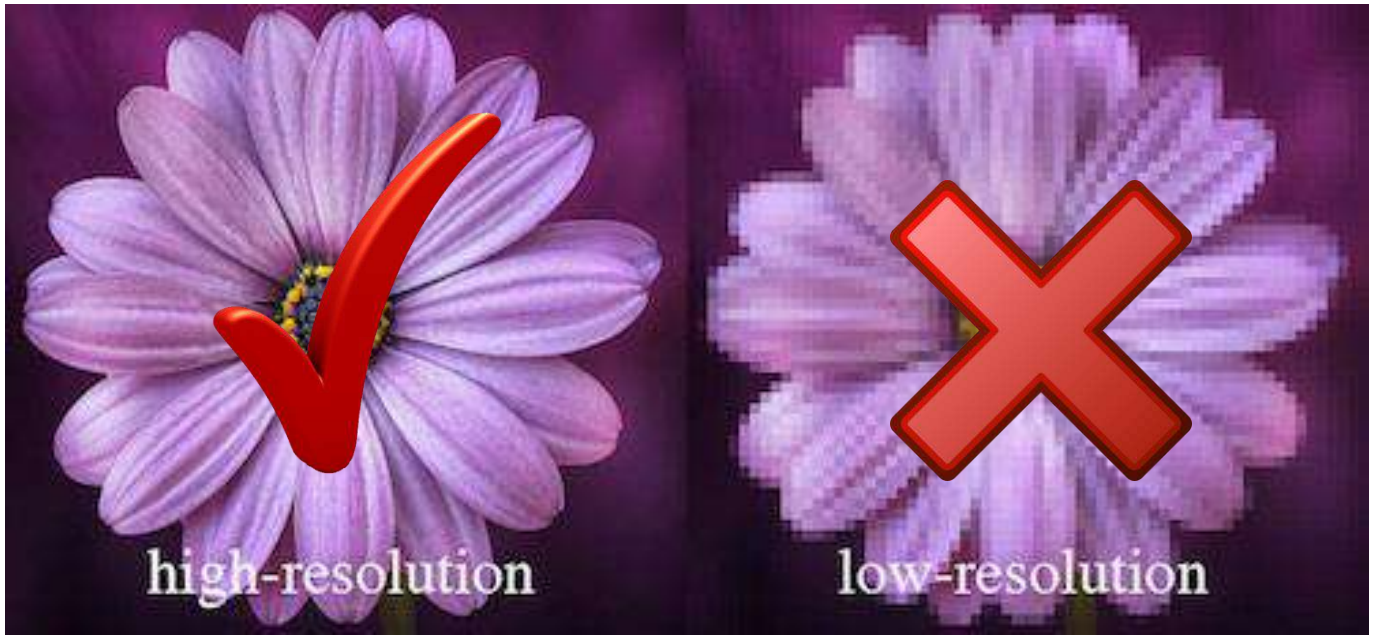


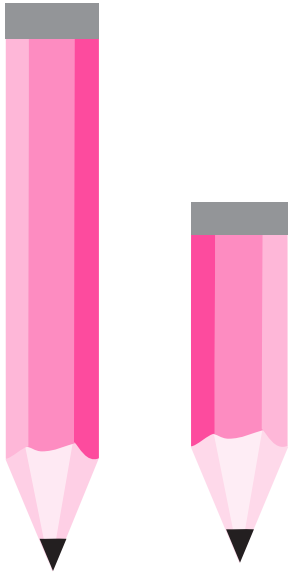


Effective Presentation



- DO NOT use SAME picture continuously
- DO NOT use LOW resolution picture





Effective Presentation



- USE Statistic and Flowchart
- USE Magic Words and Numbers



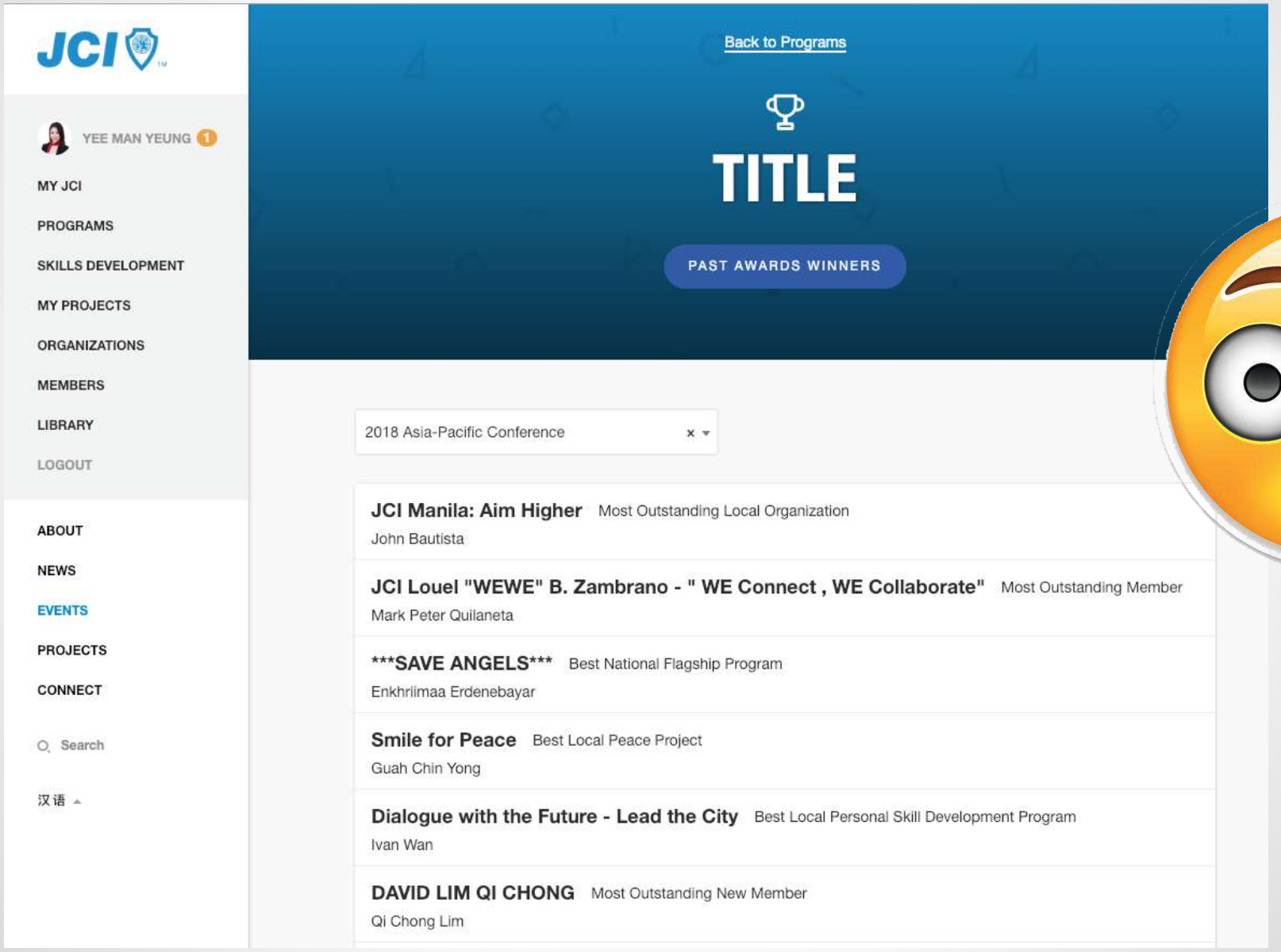
Best International Cooperation Project

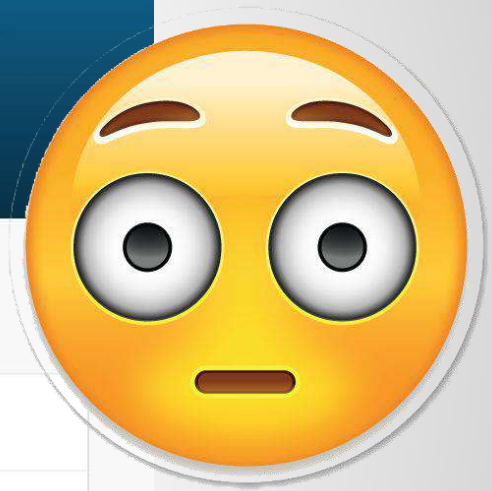




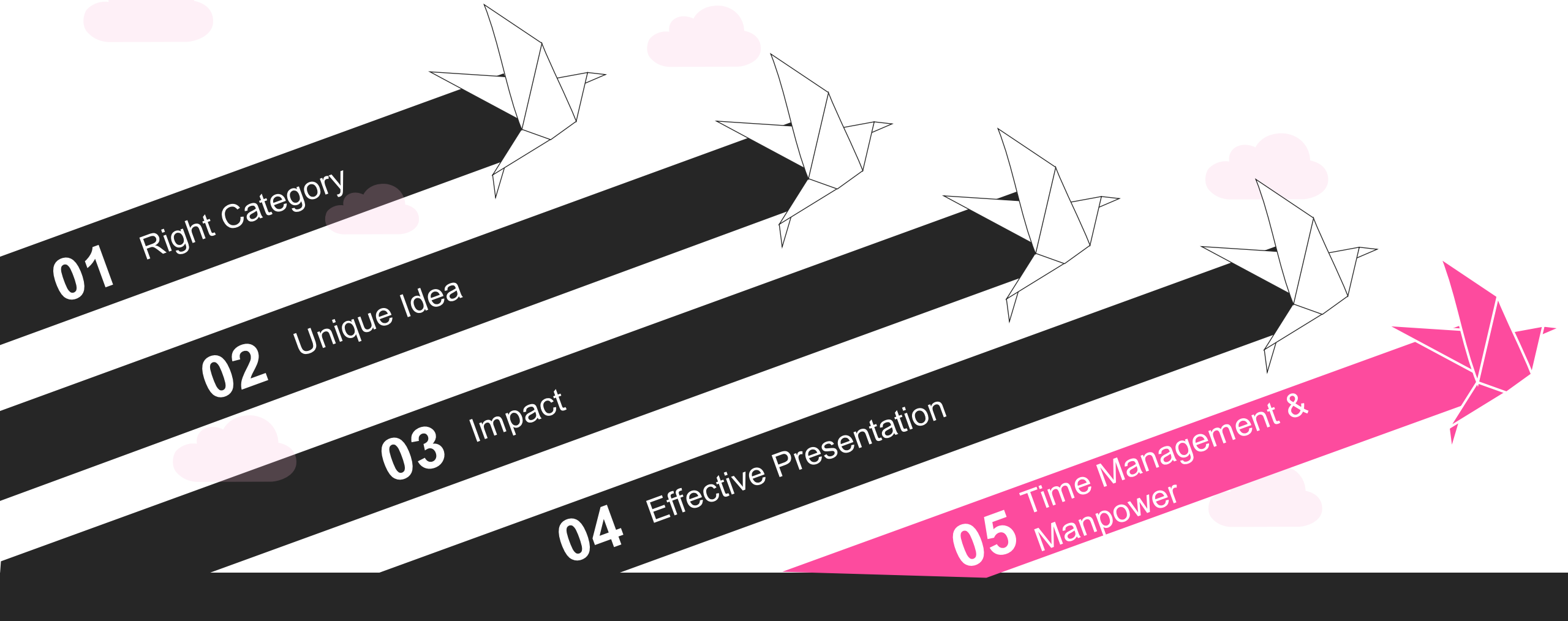


Past Winning Bidbook





Kung Fu


01 Right Category
02 Unique Idea
03 Impact
04 Effective Presentation
05 Time Management & Manpower

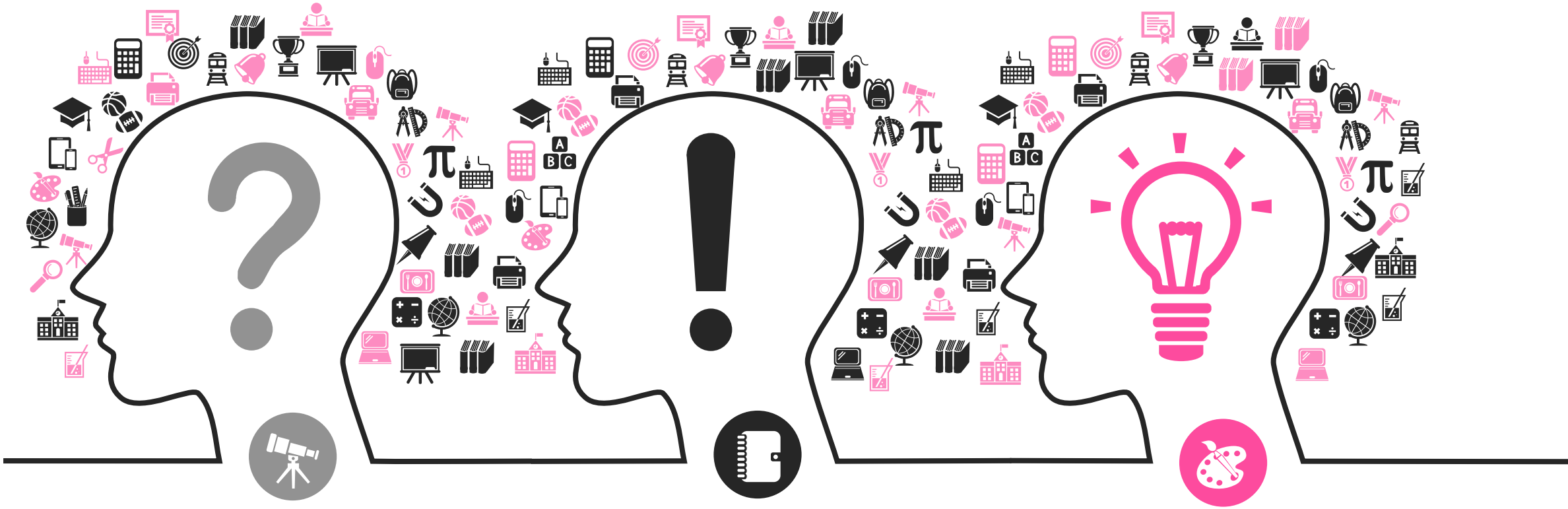
How many working hours required to complete a bidbook?

1. 10 hours or less
2. 11-30 hours
3. 31-50 hours
4. 51 hours or more



Interactive Q5

How many hours to prepare a bidbook?



Selection of Photo

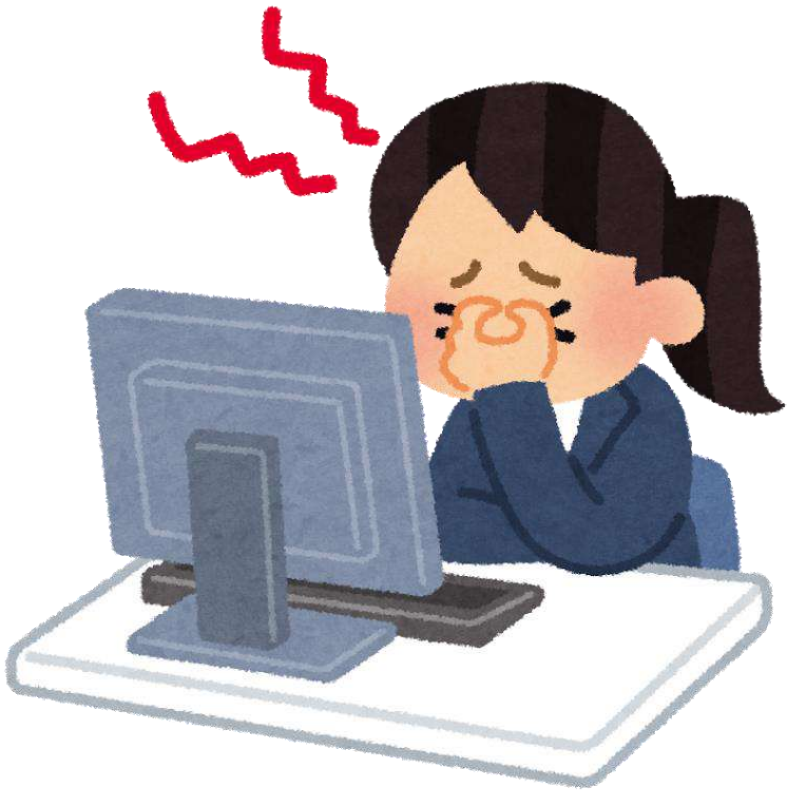
Writing word contents

Artwork and design

Around 50 - 60 hours per bidbook!



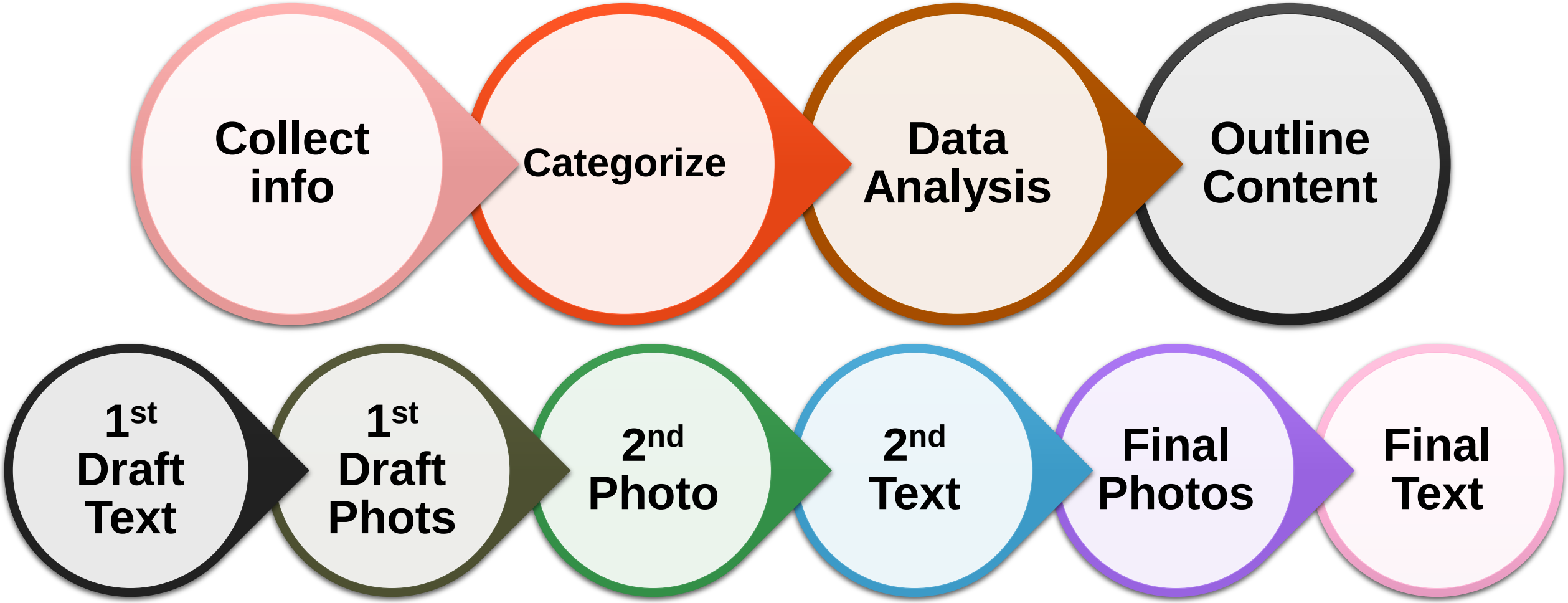
Time Management & Manpower



- Overnight
- Last Minute



Time Management & Manpower



Time Management & Manpower

President				
VP	Chairman	OC	Advisor	PP

Who are Judges?



2021 NOM Board of Directors



2021 LOM PPC?

Promotions


9:40
Winnie Yeung
Winnie Yeung
Empowered Leaders Empower Leaders.
訊息
JCI Hong Kong 國際青年商會香港總會 – 2021 National President


JCI
PEACE
JCI
Hong Kong


11:16
jci hong kong 國際青年商會香港總會
全部
帖子
用戶
群組
相片
影片
專頁
地點
JCI Hong Kong 國際青年商會香港總會
2月9日
【JCI City 城市青年商會】
城市青年商會呈獻 -「爸爸咪爆煲」第一擊！
【做人老豆…… 查看更多
爸爸
咪爆煲
Never Quit on Daddy
第一擊！
做人老竇甚艱難？


Q&A
CATPUSIC



Thank You

Wishing all of you a successful year of 2021!