

# ABPA

## BEST PRACTICES FOR ABPA CHAPTER CAPACITY BUILDING

CHAPTER NAME: \_\_\_\_\_

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
<b>Membership</b>	Place a ✓ in the appropriate box			
1. The chapter maintains a continuously active membership growth.				
2. The chapter has an active membership development plan in place.				
3. The chapter conducts regular new member orientations and/or implements a plan to welcome new members				
4. The chapter seeks diverse members and exhibits an inclusive attitude in its meetings and communication materials.				
5. Membership retention is specifically assigned to an officer, committee or chapter administrator.				
6. Chapter offers programs targeted to young professionals and/or those new to the backflow industry.				
7. Chapter targets small communities and geographic areas where membership is currently minimal or nonexistent.				
<b>Service to Chapter Members</b>				
8. Number of members attending meetings.				
9. Workshops or professional development programs.				
10. Chapter Newsletter				
11. Chapter Awards / Recognition Programs				
12. Chapter to Chapter Outreach (defined as successful programs that can be applied to other Chapters)				
<b>Service to the Community</b>				
13. Educational Outreach Programs				
14. Water Education Programs				
Public Displays				
School Presentations				
Service Club Presentations				
Other				
15. Publications				

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
Production of Pamphlets or Public Information Process				
Radio Sports/Public Information Presentations				
Video/Television Presentations				
Environmental Enhancement				
Adopt-a-Highway Programs				
Earth Day Clean-up Programs				
Water Week				
<b>Service to the Association</b>				
16. Partnerships with other Organizations				
17. Submit Newsletter Articles to International Headquarters				
18. Submit Chapter Reports to Regional Director and International Headquarters.				
19. Submit a copy of your Chapter Newsletter to International Headquarters.				
20. The chapter promotes the Annual ABPA Harrington / Arthur Memorial Scholarship				
<b>Leadership Development</b>				
21. At least two chapter officers attended the most recent national conference.				
22. The chapter president has a two year term of office.				
23. The chapter conducts annual workshops or professional development programs.				
24. The chapter seeks ways to utilize retired members, such as recruiting new members and/or volunteers.				
25. Annually, a transition meeting with the outgoing and incoming executive committee and committee chairs is held.				
26. The chapter has a growing number of members attending meetings.				
<b>Committees and Taskforce Development</b>				
27. Chapter maintains a description for each of its committees and volunteers are actively recruited to serve on committees				
28. Committees establish annual goals and submit regular reports of activity to the chapter executive committee				
<b>Education and Special Events</b>				
29. Annually, The chapter conducts continuing education and/or other education programming events to advance the field of cross-connection control.				
30. The chapter hosts two or more special events for members that are of a networking or fundraising value.				

If Response is NO please elaborate if issue is being addressed and progress made in the comments section	Yes	No	N/A	Comments
31. The chapter demonstrates creativity and innovation in programs and educational events.				

**Please return to the Awards Committee at [Awards@abpa.org](mailto:Awards@abpa.org)**

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