

# Chapters and Regions Luminary Awards

## PURPOSE

This award recognizes Chapters and Regions that have inspired or influenced others by fulfilling their obligations in an outstanding manner and produced a Chapter or Region of the highest quality and excellence.

## DESCRIPTION

This award recognizes Chapters and Regions that have inspired or influenced others by fulfilling their obligations in an outstanding manner and produced a Chapter or Region of the highest quality and excellence by accomplishing one or more of the following:

- Introduced new products or services for its members
- Developed new methods to provide a more efficient and cost effective service
- Provided relevant and timely ideas and assistance to ARMA HQ for the future of the profession
- Promoted ARMA International's strategic goals and objectives
- Shared resources across chapters and regions to assist others to flourish

## ELIGIBILITY

This award is open to all ARMA-chartered Chapters and Regions. Entries must relate to activities conducted within the fiscal year just completed (July 1 – June 30).

## SUBMISSION CONTENT AND FORMAT

In evaluating submissions, the Chapter and Region awards will be based and judged on the point-based criteria shown below. All items in *Part I: Required Achievements* must be completed (as applicable below) to be eligible for consideration for this award. To attain this award, Chapters and Regions must achieve the following total minimum score:

Chapter	200
Region	140

## CHAPTERS

## PART I: Required Achievements

Completed	PART I – Minimum Required Achievements: <b>CHAPTER</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Met the deadline of submitting relevant report(s):  <b>Canada:</b> Annual report to Province of Incorporation and Not-for-Profit documents to Federal government  <b>International:</b> Required documents to government and/or HQ, as applicable  <b>United States:</b> IRS 990 Financial Report completed	NA	
<input type="checkbox"/>	Met the deadline of submitting annual affiliation agreement acknowledgement to HQ	NA	
<input type="checkbox"/>	Met the deadline of submitting the annual Board roster update to HQ and the Region	NA	
<input type="checkbox"/>	Reviewed Incorporation documents (and renewed, if required)	NA	
<input type="checkbox"/>	Performed financial review/hired audit of financial records	NA	
<input type="checkbox"/>	Met the deadline of submitting Chapter Dues update for next fiscal year to HQ	NA	
<input type="checkbox"/>	Updated/reviewed By-laws within the past 3 years	NA	
<input type="checkbox"/>	Conducted regular Board meetings	NA	
<input type="checkbox"/>	Conducted regular Chapter meetings	NA	

## PART II: Additional Achievements

Completed	PART II - Additional Achievements: <b>CHAPTERS</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Developed new, revised existing or adopted a retention schedule for chapter documentation	3	
<input type="checkbox"/>	Identified location(s) or alternative delivery method(s) for regular chapter meetings	3	
<input type="checkbox"/>	Identified speakers or alternate delivery of content	3	
<input type="checkbox"/>	Identified topics (a balance of RIM and IG)	3	
<input type="checkbox"/>	Posted events on ARMA International calendar	5	
<input type="checkbox"/>	Logo guidelines reviewed and confirmed properly followed	5	

Completed	PART II - Additional Achievements: <b>CHAPTERS</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Leaders (officers) attended Leadership Conference (check only one box): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> 25%</li> <li>➤ <input type="checkbox"/> 50%</li> <li>➤ <input type="checkbox"/> 100%</li> </ul>	5 10 15	
<input type="checkbox"/>	Leadership Academy completed by Board members (check only one box): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> 25%</li> <li>➤ <input type="checkbox"/> 50%</li> <li>➤ <input type="checkbox"/> 100%</li> </ul>	5 10 15	
<input type="checkbox"/>	Utilized Session of the Month	5	
<input type="checkbox"/>	Participated in HQ's membership recruitment drive(s)	10	
<input type="checkbox"/>	Participated in HQ's membership retention initiative(s)	10	
<input type="checkbox"/>	Had a documented plan for encouraging members to volunteer for committees or task forces	5	
<input type="checkbox"/>	Defined succession plan for leadership	5	
<input type="checkbox"/>	Thanked (awarded) members for their service	5	
<input type="checkbox"/>	Had a documented Communication/Marketing plan for chapter events	5	
<input type="checkbox"/>	Maintained communications with members via (points awarded for each): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Newsletter</li> <li>➤ <input type="checkbox"/> Website</li> <li>➤ <input type="checkbox"/> Facebook</li> <li>➤ <input type="checkbox"/> Twitter</li> <li>➤ <input type="checkbox"/> Blog</li> <li>➤ <input type="checkbox"/> Email</li> <li>➤ <input type="checkbox"/> Telephone</li> <li>➤ <input type="checkbox"/> Other: _____</li> </ul>	5 5 5 5 5 5 5 5	
<input type="checkbox"/>	Maintained a resource library of RIM and IG material and/or sample templates for use by chapter members	5	
<input type="checkbox"/>	Established (or reviewed existing), published and maintained a social media policy	3	
<input type="checkbox"/>	Member(s) presented to outside organization(s) regarding the RIM and IG professions (example, school Career Day)	10	
<input type="checkbox"/>	Conducted study group(s) and/or mentorship program for (points awarded for each): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> CRM candidates or prospects</li> <li>➤ <input type="checkbox"/> IGP candidates or prospects</li> </ul>	10 10	
<input type="checkbox"/>	"State of the Chapter" update provided to Region Leader/s and chapter members	10	
<input type="checkbox"/>	Strategic plan developed and submitted to Region Leaders	10	

Completed	PART II - Additional Achievements: <b>CHAPTERS</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Submitted examples and/or resources implemented to HQ for inclusion in the e-handbook site	10	
<input type="checkbox"/>	Developed a new method or process for supporting members. (Please provide details on a separate sheet – maximum 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	10	
<input type="checkbox"/>	Developed a new product or service to support members. (Please provide details on a separate sheet – maximum 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	10	
<input type="checkbox"/>	Delivered suggestions to HQ for ARMA International future programs	10	
<input type="checkbox"/>	Engaged with other Chapters or Regions to share resources and skills to enhance the development of its members. (Please provide details on a separate sheet – maximum 500 words.)	10	
<input type="checkbox"/>	Completed a special project that promoted the RIM and IG professions and ARMA International in the community. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	
<input type="checkbox"/>	Completed an innovative approach that enhanced an area of the chapter’s operations or programs. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	

**REGIONS**

*PART I: Required Achievements*

Completed	PART I – Minimum Required Achievements: <b>REGION</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Met the deadline of submitting relevant report(s):  <b>Canada:</b> Annual report to Province of Incorporation and Not-for-Profit documents to Federal government  <b>International:</b> Required documents to government and/or HQ, as applicable  <b>United States:</b> IRS 990 Financial Report completed	NA	
<input type="checkbox"/>	Met the deadline of submitting annual affiliation agreement acknowledgement to HQ	NA	

Completed	PART I – Minimum Required Achievements: <b>REGION</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Reviewed Incorporation documents (and renewed, if required)	NA	
<input type="checkbox"/>	Performed financial review/hired audit of financial records	NA	
<input type="checkbox"/>	Updated/reviewed By-laws within the past 3 years	NA	
<input type="checkbox"/>	Region Director conducted regular meetings with the Chapter Advisors	NA	
<input type="checkbox"/>	Region Leaders conducted regular meetings with the Chapter Presidents	NA	
<input type="checkbox"/>	Region provided a region report to HQ/Board of Directors twice a year in advance of the ARMA International Board meeting	NA	

*PART II: Additional Achievements*

Completed	PART II - Additional Achievements: <b>REGION</b>	Maximum Points	Points Awarded
<input type="checkbox"/>	Developed new or reviewed existing retention schedule for region documentation	5	
<input type="checkbox"/>	Had a documented Communication/Marketing plan for region events	5	
<input type="checkbox"/>	Had a documented plan for encouraging members to volunteer for committees or task forces	5	
<input type="checkbox"/>	Promoted and assisted chapters with ARMA International’s recruitment drives	10	
<input type="checkbox"/>	Had participation/engagement level of <b>all</b> chapters within the region represented at Region Leadership Conference	5	
<input type="checkbox"/>	Region Leaders (Director and Chapter Advisors) attended Leadership Conference (select only one): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> 25%</li> <li>➤ <input type="checkbox"/> 50%</li> <li>➤ <input type="checkbox"/> 100%</li> </ul>	5 10 15	
<input type="checkbox"/>	Region Leaders (Director and Chapter Advisors) completed Leadership Academy (select only one): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> 25%</li> <li>➤ <input type="checkbox"/> 50%</li> <li>➤ <input type="checkbox"/> 100%</li> </ul>	5 10 15	
<input type="checkbox"/>	Had at least one Chapter or chapter and region member within your region apply for grants (points awarded for each): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Leadership</li> <li>➤ <input type="checkbox"/> Speaker</li> <li>➤ <input type="checkbox"/> Session Monitor (Annual Conference)</li> </ul>	5 5 5	

Completed	PART II - Additional Achievements: <i>REGION</i>	Maximum Points	Points Awarded
<input type="checkbox"/>	Established (or reviewed existing), published and maintained a social media policy	5	
<input type="checkbox"/>	Maintained communications with members via (points awarded for each): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> Newsletter</li> <li>➤ <input type="checkbox"/> Website</li> <li>➤ <input type="checkbox"/> Facebook</li> <li>➤ <input type="checkbox"/> Twitter</li> <li>➤ <input type="checkbox"/> Blog</li> <li>➤ <input type="checkbox"/> Email</li> <li>➤ <input type="checkbox"/> Telephone</li> <li>➤ <input type="checkbox"/> Other: _____</li> </ul>	5 5 5 5 5 5 5 5	
<input type="checkbox"/>	Had a mentorship program for (points awarded for each): <ul style="list-style-type: none"> <li>➤ <input type="checkbox"/> CRM candidates or prospects</li> <li>➤ <input type="checkbox"/> IGP candidates or prospects</li> </ul>	10 10	
<input type="checkbox"/>	Posted events on ARMA International calendar	5	
<input type="checkbox"/>	Logo guidelines reviewed and confirmed properly followed	5	
<input type="checkbox"/>	Leader(s) presented to outside organization(s) regarding the RIM and IG professions (example, school Career Day)	10	
<input type="checkbox"/>	Completed a special project that promoted the RIM and IG professions and ARMA International in the community. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	
<input type="checkbox"/>	Completed an innovative approach that enhanced an area of the region’s operations or programs. (Please provide details on a separate sheet – maximum of 500 words.) (Note: If checked, you are eligible to apply for the Standing Ovation Award.)	5	

**SUBMISSION PROCESS AND DEADLINE**

Submit one electronic copy of your submission using the [online application](#) by July 1<sup>st</sup>.