



### Chapter of the Year Award (Application)

Chapter Name: \_\_\_\_\_

**Executive Summary:**

*Please provide a brief summary of the chapter's activities throughout the current fiscal year. (Maximum of 750 words)*



## Awards & Recognition Program

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### Chapter Characteristics

Membership as of July 1 \_\_\_\_\_

#### Board Format

- Number of board members for the fiscal year \_\_\_\_\_.
- Number of returning members to the board for the fiscal year \_\_\_\_\_. *(Including those in the middle of their term or having switched positions on the board in consecutive years)*
- Number of new members to the board for the fiscal year \_\_\_\_\_.
- Does your chapter have a mentoring program: YES                      NO

### Section 1: Educational/Professional Development *(Total Points Possible 75)*

#### Meeting Format

- Monthly
- Bi Monthly
- Quarterly
- Other \_\_\_\_\_

<i>Meeting Month</i>	<i>Meeting Topic</i>	<i>Member</i>	<i>Non Member</i>	<i>Promotion Used (Ex: website, e-mail blast, cross promotion with another association, etc.)</i>
<b>July</b>				
<b>August</b>				
<b>September</b>				
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				
<b>April</b>				
<b>May</b>				
<b>June</b>				
<b>Average</b>				



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Provide a description of the educational/professional development activities of the chapter during the fiscal year in addition to the above information. (*Maximum of 750 words*) See Chapter of the Year award description for examples of what to include.



## Awards & Recognition Program

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### Section 2: Projects *(Total Points Possible 60)*

Provide a description of the projects of the chapter during the fiscal year in addition to the above information. *(Maximum of 750 words)* See Chapter of the Year award description for examples of what to include.



## Awards & Recognition Program

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### Section 3: Public Relations *(Total Points Possible 30)*

Provide a description of the public relations activities of the chapter during the fiscal year in addition to the above information. *(Maximum of 750 words)* See Chapter of the Year award description for examples of what to include.



## Awards & Recognition Program

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### Section 4: Chapter Maintenance *(Total Points Possible 20)*

Provide a description of the chapter maintenance activities of the chapter during the fiscal year in addition to the above information. *(Maximum of 750 words)* See Chapter of the Year award description for examples of what to include.



## Awards & Recognition Program

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### **Section 5: Outside Activities/Chapter Member** *(Total Points Possible 10)*

Provide a description of the outside activities of chapter members during the fiscal year in addition to the above information. *(Maximum of 750 words)* See Chapter of the Year award description for examples of what to include.



## Awards & Recognition Program

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### Summary (Total Points Possible 5)

Explain why you feel your chapter is deserving of Chapter of the Year. (Maximum of 500 words)

Submitted by: \_\_\_\_\_

Chapter Position: \_\_\_\_\_

Date: \_\_\_\_\_

**HQ ONLY:**

Chapter Category: \_\_\_\_\_

Date Received: \_\_\_\_\_

By: \_\_\_\_\_