



## 2020 BDPA PACEsetter Chapter Awards Criteria

The **BDPA PACEsetter Chapter Awards** program recognizes and honors chapters who personify and consistently demonstrate excellence in the categories of Chapter of the Year, Membership and Community Service.

Outlined below are the specific criteria that each Chapter will be measured against to arrive at one winner for each category. **Unless otherwise stated, please submit the requested documentation for each question/inquiry. Failure to do so will result in no points being awarded for that question/inquiry.** The winners will be announced during the 2020 BDPA Technology Conference and Career Fair.

### Key Dates & Information

- Nominations are due **June , 20** and must be submitted to [awards@bdpa.org](mailto:awards@bdpa.org).
- The **Chapter of the Year** will be announced during the National BDPA Technology Conference and Career Fair on Saturday, August 22, 2020.
- Please direct all inquiries or questions regarding the program to [awards@bdpa.org](mailto:awards@bdpa.org).

## Chapter of the Year

The Chapter of the Year award recognizes the chapter that has demonstrated superior results in the following sub-categories:

- **Chapter Administration & Management**
- **Membership Growth and Retention**
- **Community Service**

A maximum of 311 points can be awarded across these sub-categories. The Chapter that achieves the highest point total will be awarded Chapter of the Year and receive the following benefits:

- A commemorative plaque
- Five (5) complimentary full adult memberships
- Two (2) complimentary full Conference & Career Fair registrations
- Complimentary registration for up to five (5) HSCC students and two (2) chaperones
- One (1) color BDPA Chapter table banner stating *2019 Chapter of the Year*
- Recognition on the BDPA.org website

## Membership

Activation and retention of full and student memberships enable our organization to achieve our financial and strategic goals. As we grow and sustain our membership, we increase our ability to maximize current and future partnerships, enabling us to fulfill our motto...*"from the Classroom to the Boardroom"*. The Membership award will be bestowed on the Chapter that successfully executes tactics across these sub-categories:

- **Activation of new memberships**
- **Retention and reclamation of existing and expired members**
- **Membership strategic plan & process**

**The recipient of the Membership Award will receive the following:**

- A commemorative plaque
- Three (3) complimentary full adult memberships
- Recognition on the BDPA.org website

## Community Service

Giving back and support of entities within the communities we reside is essential to our existence and ability to attract new members, corporate sponsors and partners. The Community Service award will be given to the Chapter that best demonstrates competency in the following sub-categories:

- **Partnerships formally established and supported**

- **Programs executed and contributions**

**The recipient of the Community Service Award will receive the following:**

- A commemorative plaque
- \$250 donation to the Chapter's designated Community Service partner
- Recognition on the BDPA.org website

## CHAPTER AWARDS SURVEY

Listed below are the questions associated with determining the Chapter of the Year, Membership and Community Service. Please remember to include all requested documentation to ensure you receive the maximum number of points possible for each question.

<b>CHAPTER NAME</b>	
<b>CONTACT INFORMATION</b> <small>(EMAIL ADDRESS, PHONE NUMBER)</small>	<b>PERSON</b>

#	CRITERIA	POINT VALUE	POINTS AWARDED	COMMENTS
	<b>CHAPTER ADMINISTRATION &amp; MANAGEMENT</b>			
<b>1</b>	Provide a copy of your Chapter's income tax filing (Form 990) for 2018	20		
<b>2</b>	Provide your Chapter's Articles of Incorporation	20		
<b>3</b>	Secured Corporate Sponsors & Partners via signed Sales Forms / MOUs. <ul style="list-style-type: none"> <li>• <b>1 - 5</b>, 5 points</li> <li>• <b>6 – 10</b>, 10 points</li> <li>• <b>11 – 15</b>, 15 points <small>(max)</small></li> </ul>	15		
<b>4</b>	Provide copies of Chapter documentation <ul style="list-style-type: none"> <li>• <b>10 points</b>, By-Laws</li> <li>• <b>5 points</b>, Policy &amp; Procedures</li> </ul>	15		
<b>5</b>	Conducted monthly Executive Board meetings <ul style="list-style-type: none"> <li>• <b>1 point</b> per meeting summary received</li> </ul>	12		
<b>6</b>	Chapter has adapted new branding and updated all documentation presence ( <i>e.g. letterhead, social media presence</i> )	12		

	<ul style="list-style-type: none"> <li>• <b>2 points</b> per example received (<i>max of 6</i>)</li> </ul>			
<b>7</b>	Provide proof of your Chapter's 501 © 6 or 501 © 3 status	10		
<b>8</b>	Provide insurance compliance, identify level of insurance and include a copy of the Declarations page	10		
<b>9</b>	Conducted a 2018 strategic planning meeting. <i>Include meeting agenda, attendees and discussion summary</i>	10		
<b>10</b>	Number of program meetings conducted <ul style="list-style-type: none"> <li>• <b>.5 point</b> per meeting</li> <li>• <b>.5 point</b> per agenda</li> </ul>	12		
	<b>TOTAL POINTS</b> CHAPTER ADMINISTRATION & MANAGEMENT	<b>136</b>		
	<b>MEMBERSHIP</b>			Membership results will be based on the national database statistics. Chapters need not submit any information for items 1-3.
<b>1</b>	Overall Chapter Membership growth between 1/1/18 – 12/31/18 <ul style="list-style-type: none"> <li>• <b>0 – 25%</b>, 5 points</li> <li>• <b>26% - 50%</b>, 10 points</li> <li>• <b>51% - 75%</b>, 15 points</li> <li>• <b>76%+</b>, 20 points</li> </ul>	20		
<b>2</b>	Percentage of members <b>RETAINED</b> between 1/1/18 – 12/31/18 <ul style="list-style-type: none"> <li>• <b>0 – 25%</b>, 5 points</li> <li>• <b>26% - 50%</b>, 10 points</li> <li>• <b>51% - 75%</b>, 15 points</li> <li>• <b>76%+</b>, 20 points</li> </ul>	20		

3	Percentage of <b>NEW</b> members on-boarded between 1/1/18 – 12/31/18 <ul style="list-style-type: none"> <li>• 0 – 25%, 5 points</li> <li>• 26% - 50%, 10 points</li> <li>• 51% - 75%, 15 points</li> <li>• 76%+, 20 points</li> </ul>	20		
4	Number of membership drives conducted <ul style="list-style-type: none"> <li>• 1, 5 points</li> <li>• 2 – 5, 10 points</li> <li>• 6+, 15 points</li> </ul> Must submit invitations sent to membership	15		
5	Membership Package presented to new members <i>(submit soft copy of package)</i>	15		
6	Conducted a membership survey <i>(submit copy of survey and results)</i>	10		
<b>TOTAL POINTS</b> <b>MEMBERSHIP</b>		<b>100</b>		
<b>COMMUNITY SERVICE</b>				
1	List the number of <b>formal relationships</b> <i>(e.g. formal Memorandum of Understanding (MOU))</i> established or maintained with minority organizations, IT professional coalitions or technical organizations <ul style="list-style-type: none"> <li>• 1 – 3, 5 points</li> <li>• 4 – 7, 10 points</li> <li>• 8+, 15 points</li> </ul>	15		
2	Chapter sponsored a High School Computer Competition team in 2018 <ul style="list-style-type: none"> <li>• Provide names of students</li> </ul>	15		

3	Contributions made to other not-for-profit or community service organizations <ul style="list-style-type: none"> <li>• 0 – \$250, 5 points</li> <li>• \$251 - \$500, 10 points</li> <li>• \$500+, 15 points</li> </ul>	15		
4	Number of membership drives conducted <ul style="list-style-type: none"> <li>• 1, 5 points</li> <li>• 2 – 5, 10 points</li> <li>• 6+, 15 points</li> </ul> Describe each contribution, including copies of canceled checks or receipts OR thank you letters from the recipients as proof of contribution	15		
5	Provided student scholarships <i>(Must list the names of the students who received scholarships and the amounts via canceled checks or bank statements)</i> <ul style="list-style-type: none"> <li>• 0 - \$1,000, 5 points</li> <li>• \$1,001 - \$2,000, 10 points</li> <li>• \$2,001+, 15 points</li> </ul>	15		
	<b>TOTAL POINTS</b> <b>COMMUNITY SERVICE</b>	<b>75</b>		

Thank you for your interest and participation in the BDPA PACEsetter Awards program.