

2019 NAPABA AFFILIATE OF THE YEAR AWARD NOMINATION FORM

Affiliate Name:

Section I: Membership

1. How many members do you have? How many did you have last year?
2. How much did your active/paying membership increase or decrease this past year, and why?
3. Growth: How does your affiliate attract new members and encourage them to join?
4. Retention: What is your membership retention rate? How does your affiliate promote and ensure membership renewals?
5. Benefits: What tangible benefits do you provide to your members?

Section II: Finances

1. What is your current operational budget? How much is currently in your treasury?
2. How current is your bookkeeping and administrative paperwork?
3. What percentage of your revenue comes from: (i) membership dues; (ii) event revenue; and (iii) fundraising and corporate sponsorship?
4. How much did the amount in your treasury increase or decrease this year? What were the major reasons for this?
5. Tell us about your fundraising efforts, if any. Do you have established relationships with corporations/law firms and/or other organizations? Please describe the number, size, and makeup of such organizations.
6. Approximately how much money (if any) did you raise through corporate/law firm fundraising this past year?

Section III: Professional Development

1. Tell us about your affiliate's legal, educational, leadership, and professional development programs and events. Be sure to tell us about the programs' objectives, strategies, tactics, and results.
2. What networking functions do you participate in or put on yourself?
3. Tell us about the relationships you have with Asian Pacific American (APA) professional organizations in your area.
4. Tell us about how your affiliate interacts with local APA law student and/or college groups. Any mentoring activities? Joint programming?

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Section IV: Community Involvement

1. How does your affiliate “give back” to the community? Any pro bono activities?
2. What APA communities do you serve? Do you serve specific ethnic groups or populations?
3. Identify and tell us about the relationships your organization has with other community based organizations.
4. Tell us about your community service events for members. Be sure to describe the nature and frequency of these events.
5. How do you encourage pro bono/community involvement among your members and the community at large?
6. How does your affiliate promote APA awareness, history, and/or culture? Be sure to describe the nature and frequency of your affiliate’s programs and events.

Section V: Communications

1. What are your communications objectives? What are the key messages that you seek to convey to your membership, and what is your strategy to communicate these messages? How do you promote your affiliate and its key events and information (e.g., website, e-mail, flyers/postcards, newsletters, program books, and/or publications)?
2. How do you handle media relations? To what extent have you succeeded in securing media coverage (e.g., print, broadcast, web, mainstream, ethnic)?
3. Has your affiliate won an award or been officially honored by the community or another organization? Please describe.

Section VI: Event Planning

1. Please describe your most important event held this past year. Why was it the most important? What were the objectives, strategies, tactics, and results?
2. What were your other key events and programs this year? Be sure to describe the nature and frequency of these events.
3. What were your keys to success with these events?

Section VII: Affiliate Development

1. Infrastructure: Have you changed the way your affiliate operates internally this year? Compared with what you know about how other NAPABA affiliates operate, what does your affiliate do differently that’s successful?
2. What were the biggest changes in your affiliate this year?
3. Officer Development: How do you attract and retain new officers and committee leaders? How do you promote leadership development in your officers?

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4. How does your organization handle transition from the current administration to the next administration?
5. How do you involve former board members and officers in your affiliate?
6. Do you already have or intend to establish an advisory board? If you already have an established advisory board, how long has the advisory board been in place and what purpose does it serve? How did you recruit your members? Please provide the names of your advisory board members, their positions, and affiliations.

Section VIII: Challenges

1. What are the biggest challenges facing your affiliate? List at least three challenges/weaknesses of your affiliate, and how your organization has worked to address them this year.

Section IX: Helping NAPABA Locally, Nationally, and Internationally

1. How have you promoted NAPABA to your local membership and/or to your local community? Do you include NAPABA news and events in your communications?
2. Does your affiliate contribute to the NAPABA member database?
3. How have your affiliate and/or its officers been actively involved in NAPABA?
4. Have you been able to help other NAPABA affiliates? How?

Section X: Best Practices and Innovation

1. Share with us what you consider your top three "best practices" this year. Please describe in enough detail such that other interested affiliates can attempt to emulate your success in their own local areas.
2. What do you consider your best practice internally? Examples include infrastructure, governance style, or financial practices.
3. What do you consider your best practice externally? "External" may refer to serving your member and/or non-member audience, or interacting with other organizations or the community.
4. What have been your affiliate's most innovative practices or events this year? List up to three, and describe.