AFFILIATE OF THE YEAR AWARD | REQUIRED QUESTIONS

Affiliate Name:

Section I: Membership
1. How many members do you have currently?
2. Approximately how many active/paying members have you had over each of the past [3-5] years? What accounts for any significant variations over the years, if any?
3. Growth: How does your affiliate attract new members and encourage them to join?
4. Retention: 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. Describe your revenue sources. What percentage of your revenue comes from: (i) membership dues; (ii) event revenue; and (iii) fundraising and corporate sponsorship?
3. What was your approximate operational budget for the past [3-5] years? What accounts for any significant variations over the years, if any?

Section III: Key Programs and Events
1. Tell us about your affiliate’s key legal, educational, leadership, and professional development programs and events. Be sure to tell us about the programs’ objectives, strategies, tactics, and results.
2. Please describe your most important event held this past year. Why was it the most important? What were the objectives, strategies, tactics, and results?
Section IV: Community Involvement

1. How does your affiliate “give back” to the community? Do these efforts include any pro bono activities?
2. Tell us about your community service events for members. Be sure to describe the nature and frequency of these events.
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?
5. Has your affiliate won an award or been officially honored by the community or another organization in the past [3] years? Please describe.

Section V: Communications

1. Describe your media relations strategy, if any.
2. To what extent have you succeeded in securing media coverage (e.g., print, broadcast, web, mainstream, ethnic) over the past [2] years?

Section VI: Challenges

1. What are the biggest challenges facing your affiliate? How has your organization worked to address them?

Section VII: 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? Have you been able to help other NAPABA affiliates? How?