

*Submit by Oct. 1  
of each year*

## **Stephen F. Austin State University Alumni Association Outstanding Chapter of the Year Award**

### **Criteria**

To be considered for the award, it is highly recommended that the Chapter (in the previous year):

- Demonstrate a full calendar of events that include
  1. at least two Chapter business meetings
  2. periodic or regular social events and/or networking lucheons
  3. at least one major fundraiser
  4. a Freshman Send-Off Party
- Demonstrate solid membership growth
- Demonstrate a committed core group of officers
- Demonstrate proof of fundraising net earnings and subsequent donations to the Chapter's scholarship endowment (or another scholarship endowment) administered by the SFA Alumni Association
- Demonstrate proof of formal communication tools (i.e. chapter e-mail newsletters, website, etc.)

### **History of the Award**

The Outstanding Chapter Fundraiser Award was established in 2003. The award recognizes a specific Chapter that has made significant contributions to alumni, students and friends of SFASU and the SFA Alumni Association during the past year. The award will be determined on the basis of several criteria with no ultimate importance placed on any singular criterion.

### **Nomination Procedure**

Any member of the SFASU Alumni Association Chapter program who wishes to nominate a Chapter for this award should submit a completed nomination form. The Chapter may also submit any supporting materials (which may include photographs, newspaper clippings, etc.) to accompany the nomination. Nominations must be received by the SFA Alumni Association no later than October 1 of the year in which the award is to be made. Nominations received after the announcement deadline will be considered ineligible.

### **Selection Procedure**

Members of the Selection Committee are members of the Alumni Association Board of Directors. The Selection Committee will recommend the Board Development committee confer the award each year to at least one recipient, except by the approval of the majority of the board. Nominees selected for the award must be approved by a two-thirds vote of the Selection Committee. The Executive Director of the SFA Alumni Association shall be charged with accepting, filing, and presenting all bona fide nominations.

### **Awards Recognition Procedure**

This award is to be granted annually at Homecoming during Lumberjack Bash or at a place and time to be determined by the SFA Alumni Board of Directors. The traditional symbol of the award is an appropriate plaque to be displayed in the Trace D. Pearman Alumni Center with names added each year. A framed certificate will be presented to the chapter during the ceremony at Lumberjack Bash. The chapter also will receive recognition in the Sawdust and on the SFA Alumni Association website.

*Revised November 2007*

# Chapter of the Year Award Nomination Form

**Deadline:  
October 1**

*Return to*  
SFA Alumni Association  
PO Box 6096-SFA Station  
Nacogdoches, TX 76962

*Please type or print clearly. Only completed forms will be considered.*

**Chapter Name** \_\_\_\_\_

### Membership Demographics

# of Members on Chapter Mailing/E-mail List \_\_\_\_\_

# of Chapter Members who are Annual/Life Members of SFA Alumni Assoc. \_\_\_\_\_

# of Chapter Members who are Mentor Ring Mentors \_\_\_\_\_

# of Chapter Officers \_\_\_\_\_ # of Activities Committees \_\_\_\_\_

### Activities

Chapter Events	Name	Frequency	Avg. Attendance

Chapter Freshman Send-Off Party	Date	Location	Avg. Attendance	# of Freshmen & their Families

**Major Chapter Fundraiser** \_\_\_\_\_

**Event Description** \_\_\_\_\_

**Objective** \_\_\_\_\_

**Results** \_\_\_\_\_

**Cost of Event** \_\_\_\_\_ **Net Earnings** \_\_\_\_\_

### Chapter Business

Chapter Business Meetings ( <i>minimum 2 required</i> )	Date	Place	Avg. Attendance

**Chapter Correspondence w/Members** *(type and frequency)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chapter President** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Home Phone** (\_\_\_\_) \_\_\_\_\_ **Office Phone** (\_\_\_\_) \_\_\_\_\_

**Email** \_\_\_\_\_

*Please see enclosed materials that support this nomination. If/We understand these materials, which may include photographs, may not be returned to our Chapter.*

**Nominated by: (Name)** \_\_\_\_\_ **Date Submitted** \_\_\_\_\_

**Home Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**Daytime Phone** (\_\_\_\_) \_\_\_\_\_ **Evening Phone** (\_\_\_\_) \_\_\_\_\_

**Email** \_\_\_\_\_