



ALABAMA DIVISION

CHAPTER OF THE YEAR AWARD

Chapter _____

Year: May 1, 2009 through April 30, 2010

1. Attendance: (list attendees)

- a. Alabama Division Meeting Delegate - 25 Points _____
- b. Alabama Division Meeting Alternate Delegate- 25 Points _____
- c. Alabama Division Meeting Incoming Leadership Workshop (Sunday Morning of Division Meeting) - Chapter Representative - 25 Points _____
- d. Alabama Division Professional Education & Student Conference Representative - 25 Points _____
- e. Alabama Division Leadership Advance – 5 points per attendee (Maximum 25 Points) _____
- f. International Convention Delegate - 25 Points _____
- g. International Convention Alternate Delegate- 25 Points _____

2. Activities (attach documentation: program/flyer/certificate/meeting minutes):

- a. Administrative Professionals Day/Week Event - 25 Points _____
- b. Chapter Seminar(s) - 50 Points Each _____
- c. Chapter Administrative Professional of the Year Event (following Division Guidelines) - 25 Points _____
- d. Boss/Executive Recognition Event - 25 Points _____
- e. Monthly Chapter Meeting s Offering Program with Recertification Points – 5 Points Each _____
- f. Community Service Project(s)/Program(s) - 50 Points Each _____
- g. Annual Scholarship(s) to Student(s) - 50 Points Each _____
- h. Recruitment Meeting – 50 Points Each _____
- i. Members recruited from Recruitment Meeting (joined within 30 days of meeting) – 25 Points Each _____
- j. IAAP Informational Presentation to Businesses and/or Schools - 25 Points Each _____
- k. Conduct New Member Orientation - 10 Points Each, with maximum of 50 Points. _____
- l. Charter Student Chapter(s) – 50 Points Each _____
- m. Charter Professional Chapter(s) – 50 Points Each _____

3. Communications (attach documentation):

- a. Conduct Annual Member Interest/Satisfaction Survey – 25 Points each _____
- b. Publish Chapter Newsletter – 5 Points Each _____
- c. Submit Avery Chapter Achievement Awards Application – 25 Points _____
- d. Submit Award for Excellence Nomination – 25 Points _____
- e. Submit Annual Audit Report to Division Treasurer by 12/31 – 50 Points _____
- f. Submit Annual Strategic Plan to Division President by 12/31 – 50 Points _____
- g. Current Stand-Alone Chapter Website (provide address) – 25 Points _____

TOTAL POINTS _____

4. Tiebreaker:

- a. Number of Chapter Members as of April 30 _____
- b. Number of CPS/CAP Holders as of April 30 _____

Submit form and supporting documentation by May 15 to:

Jackie Powell
Alabama Division Vice President
E-mail: jpowell@alasu.edu