



ALABAMA DIVISION

CHAPTER OF THE YEAR AWARD

Chapter _____

Year: May 1, 2010 through April 30, 2011

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. EFAM Delegate - 25 Points _____

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

- a. Administrative Professionals Day/Week Event - 25 Points _____
- b. Chapter Seminar(s) (minimum 4 hours) - 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 meetings 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/Membership 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 _____
- b. Publish chapter newsletter – 5 Points Each _____
- c. Submit Avery Chapter Achievement Awards Application – 50 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:

Ann Payne, CPS/CAP
Alabama Division Vice President
E-mail: annpayne@southernco.com