



## IAAP® Alabama Division Chapter Website Excellence Award Evaluation Sheet

Chapter Name: \_\_\_\_\_  
 Chapter Web Address: \_\_\_\_\_  
 Evaluator Name: \_\_\_\_\_

**EVALUATION STANDARDS**

- Chapters wishing to be considered for the Chapter Website Excellence Award must maintain their own website.
- One award will be given for the Chapter receiving the highest total score. The award is based on a quarterly review of web sites during each IAAP Fiscal Year (July-June). Evaluations are scheduled for August, November, February and May.
- All entries shall be scored by three judges. Preferably two should be knowledgeable of web page design, one should be an average individual who is familiar with browsing different internet sites. Judges will be selected by the Division Website Director. In the event of a tie, the Division Board will be asked to vote to determine the winner.
- A rating scale of 0 to 5 will be used for each category with 5 being
- Please lists reasons for any score below 3.

| EVALUATION SCORES   | Aug | Comments | Nov | Comments | Feb | Comments | May | Comments |
|---|-----|----------|-----|----------|-----|----------|-----|----------|
| Chapter name and location clearly identified  |     |          |     |          |     |          |     |          |
| Chapter Officers contact information clearly displayed – important to include e-mail address and telephone number   |     |          |     |          |     |          |     |          |
| Chapter calendar of events (Chapter meetings and special events and activities). Doesn't necessarily need to be in standard calendar format visually. Can be a chart or announcement format (may list up to 12 months of programs). |     |          |     |          |     |          |     |          |
| Chapter meeting information visible with date, time, location, directions, contact information  |     |          |     |          |     |          |     |          |
| Minimum of four newsletters posted, none of which should be more than 18 months old.  |     |          |     |          |     |          |     |          |
| Proper use of IAAP® CPS® and CAP® service marks   |     |          |     |          |     |          |     |          |
| Chapter news items current (within past 6 months)   |     |          |     |          |     |          |     |          |
| Current photos in photo gallery labeled by event (within last 6 months)   |     |          |     |          |     |          |     |          |
| Links to documents, other pages work correctly  |     |          |     |          |     |          |     |          |
| Up-to-date information  |     |          |     |          |     |          |     |          |
| Ease in navigation and loads quickly  |     |          |     |          |     |          |     |          |
| Visually appealing format, appearance and neatness including professional, business-related pictures and clip art images that are clean and concise   |     |          |     |          |     |          |     |          |
| Correct grammar, spelling and punctuation   |     |          |     |          |     |          |     |          |
| Information on Membership available   |     |          |     |          |     |          |     |          |
| Site promotes Division and International events   |     |          |     |          |     |          |     |          |
| Site promotes Certification   |     |          |     |          |     |          |     |          |
| Links to Division and HQ sites  |     |          |     |          |     |          |     |          |
| Information of interest to Administrative Professionals   |     |          |     |          |     |          |     |          |
| ADDITIONAL COMMENTS   |     |          |     |          |     |          |     |          |
| <b>QUARTERLY TOTAL</b>  | 0   |          | 0   |          | 0   |          | 0   |          |

**Return electronic form to:**

Ann Payne CPS/CAP  
[annpayne@southernco.com](mailto:annpayne@southernco.com)

|              |   |
|--------------|---|
| ANNUAL TOTAL | 0 |
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