



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.
- Two awards will be given for the Chapters receiving the highest total score (20 or more members/19 or fewer members). The awards will be based on a quarterly review of web sites during each IAAP Fiscal Year (July-June). Evaluations are scheduled for Sep, Dec, Feb 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 the highest score.

EVALUATION SCORES	Sep	Dec	Feb	May
▪ 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.				
▪ Chapter meeting information visible with date, time, location, directions, contact information				
▪ Minimum of four newsletters posted, none of which should be more than 12 months old.				
▪ Proper use of IAAP®, CPS® and CAP® service marks				
▪ Chapter news items current				
▪ Current photos in photo gallery (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 picture 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				
QUARTERLY TOTAL				
ANNUAL TOTAL				

Additional Comments (optional):

Return this completed form for all participating Chapters no later than **May 15** to

Division President-Elect: Brenda Fischer CPS/CAP; bfische@uab.edu or Fax: (205) 853-9527