

DOCUMENTATION WORKSHEET FOR 2010-2011 A-O DIVISION CHAPTER OF EXCELLENCE PROGRAM -- Page 1

CRITERIA	INFORMATION TO BE PROVIDED BY CHAPTER PRESIDENT	DOCUMENTATION TO BE PROVIDED TO DIVISION BOARD CONTACT BY MAY 13, 2011
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CERTIFICATION		
Chapter member(s) obtained CPS and/or CAP rating in May 2010 or November 2010.	Names:	No documentation needed.
Chapter member(s) recertified from July 2010 through April 2011.	Names:	Will verify with chapter certification chair.
Certification review courses taught or lead at chapter level.	Dates:	Documented by Chapter Certification Chair.
COMMITMENT		
Completed commitment to participate in the International Chapter of Excellence Program.	Date Sent:	Provide copy of signed commitment form.
COMMUNICATION		
Participated in the IAAP Web Community.	Yes or No:	No documentation needed.
Published newsletter or e-newsletter to chapter members, sent copy to A-O Board Contact to post on A-O Web Community between July 2010 and April 2011.	Dates:	No documentation needed.
Published chapter's calendar of meeting and topics by October 1, 2010.	Date:	Provide copy of meeting calendar.
EDUCATION & TRAINING		
Conducted a seminar.	Date:	Provide program information.
Chapter meeting(s) offered recertification points.	Dates:	Provide copy of recertification document.
Chapter members attending August 21 Education Forum.	#	No documentation needed.
FISCAL RESPONSIBILITY		
Created and maintained a budget for 2010 – 2011 year.	Yes/No	Provide copy.
Submitted 2009 – 2010 Annual Audit Report to division treasurer.	Yes/No	Provide copy.
Provided a monthly financial statement to the membership.	Yes/No	Provide copy.
Raised funds or contributed to Retirement Trust Foundation, Research & Education Foundation, or Student Chapter Program (1 check for each budgeted contribution, special fundraiser, solicitation of	Dates:	Provide copy of letter transmitting funds to headquarters.

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members for personal contributions, etc.)		
LEADERSHIP DEVELOPMENT & ROLES		
Chapter has a full slate of officers for 2010 – 2011 year and submitted new officers and committee chair listing to headquarters by July 1 deadline.	Yes/No	No documentation needed.
Four officers and four committee chairs of bylaws, certification, education/programs, and membership committees participated in 60-minute leadership/succession planning event at the A-O Education Forum on August 21, 2010.	Date:	No documentation needed.
Chapter member(s) serves as an officer, committee chair, or committee member at the division or international level or as an RTF Trustee.	#	No documentation needed.
Chapter has committee chair positions filled for bylaws, certification, education/ programs, and membership committees.	Yes/No	Provide list of committee chairs.
MARKETING, RESEARCH & COMMUNITY OUTREACH		
Has a marketing plan that is reviewed annually.	Date:	Provide copy of plan, if new, or meeting agenda where reviewed.
PROGRAMS & PARTICIPATION		
Submitted delegate's name or proxy for 2010 International EFAM in Boston by deadline.	Yes/No	No documentation needed.
Submit delegate's name or proxy for 2011 A-O Division Annual Meeting in Bentonville by May 13, 2010.	Yes/No	No documentation needed.
Conducted an APW event or an executive event.	Dates:	Provide copy of program information.
Submitted application for Avery Chapter Achievement Award by deadline of February 1, 2011.	Yes/No	Provide copies.
Nominated one of its employer companies for the IAAP Award for Excellence.		
RECRUITMENT & RETENTION		
Maintained 15 members on roster.	Yes/No	No documentation needed.
Maintained 80% member retention.	Yes/No	No documentation needed.
Achieved a net membership increase of at least 12% with a minimum of 3 new members.	Yes/No	No documentation needed.
Conducted a membership recruitment meeting.	Date:	Provide program information.

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Conducted a new member orientation.	Date:	Provide program information.
Sponsored a new IAAP chapter or student chapter.	Date:	No documentation needed.
STRATEGIC PLANNING		
Submitted a copy of the strategic plan which has been reviewed/updated annually to the division president by December 31, 2010.	Yes/No	Provide copy, if new, or meeting agenda where reviewed.
Conducted an annual member interest/satisfaction survey.	Yes/No	Provide copy.
SPECIAL DIVISION CRITERIA		
Invited division officers to attend a chapter meeting: 1 check for an open-ended, non-specific invitation to come to any chapter meeting at any time. 2 checks for an invitation to come install new chapter officers in June 2011. 3 checks for an invitation to a designated chapter meeting and the opportunity for 10 minutes on the agenda to discuss division activities. 4 checks for an invitation to present a program at a designated chapter meeting that qualifies for a recertification point.	Date:	No documentation needed.

CHAPTER PRESIDENT'S VALIDATION: Our chapter is applying for the 2010-2011 A-O Division Chapter of Excellence Program. The accompanying documentation will confirm that our chapter completed the criteria noted above.

President's Signature:

Name of Chapter:

Email Address:

Date Submitted:

Total Checkmarks Earned:

Verified By: