

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

CRITERIA	# CHECKMARKS EARNED (to be inserted by Member)	DOCUMENTATION TO BE PROVIDED TO DIVISION BOARD CONTACT BY MAY 13, 2011
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CERTIFICATION		
Be a certified member (CPS and/or CAP).		No documentation needed.
Recertify CPS and/or CAP designation.		Provide copy of recertification communication from headquarters.
Teach/Lead/Participate in a certification review course (one check for each).		Documented by Chapter/A-O Division Certification Chairs.
COMMITMENT		
Complete commitment to participate in the international Member of Excellence Program.		Provide copy of signed commitment form.
COMMUNICATION		
Establish a profile in the IAAP Web Community.		No documentation needed.
Post in Web Community e-Groups.		No documentation needed.
Answer Questions of the Month.		No documentation needed.
Publish article on A-O Division Web Community.		No documentation needed.
EDUCATION & TRAINING		
Hold a degree or certificate from an accredited college.		Provide copy of degree or certificate.
Hold a Microsoft certification.		Provide copy of certificate.
Attend non-IAAP workshops, seminars, and/or conferences.		Provide copy of registration.
FISCAL RESPONSIBILITY		
Pay membership dues on or before anniversary date.		No documentation required.
LEADERSHIP DEVELOPMENT & ROLES		
Serve as an officer, committee chair, or committee member at the chapter, division, or international level; or as an RTF (Retirement Trust Foundation) Trustee.		Notify division board contact so we can verify.
Serve on a student chapter advisory board or a school advisory board.		Provide letter from student/school chapter advisory board.
MARKETING, RESEARCH & COMMUNITY OUTREACH		
Conduct a presentation, program, or training at least 60 minutes in length.		Send program info (who/what/when/where).
PROGRAMS & PARTICIPATION		
Attend monthly chapter meetings.		We will verify attendance with chapter secretary.
Attend 2010 International EFAM in Boston.		No documentation needed.
Attend 2010 Division Education Forum in OKC.		No documentation needed.

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CRITERIA	# CHECKMARKS EARNED (to be inserted by Member)	DOCUMENTATION TO BE PROVIDED TO DIVISION BOARD CONTACT BY MAY 13, 2011
Attend 2010 Fall Conference in Louisville.		Provide copy of registration.
Attend 2011 Spring Conference in Tampa.		Provide copy of registration.
RECRUITMENT & RETENTION		
Recruit new member(s).		No documentation needed.
STRATEGIC PLANNING		
Register to attend 2011 A-O Division Annual Meeting by May 13 or early bird registration deadline.		No documentation needed.
TOTAL CHECKMARKS EARNED BY MEMBER		

MEMBER'S VALIDATION: I am applying for the 2010-2011 A-O Division Member of Excellence Program, and the accompanying documentation will confirm that I completed the criteria noted above.

Signature:

Email Address:

Date Submitted:

Total Checkmarks Earned:

Verified By: