

Chapter	Year: May 1, 2011 through April 30, 2012
<b>1. Attendance: (list attendees)</b>	
Washington-Alaska Division Meeting Delegate - <b>25 Points</b>	
Washington-Alaska Division Meeting Alternate Delegate - <b>25 Points</b>	
Washington-Alaska Division Meeting Leadership Workshop (Sunday Morning of Division Meeting) Chapter Representative (Incoming Chapter President) - <b>25 Points</b>	
Washington-Alaska Division Leadership Workshop – <b>5 points per attendee (Maximum 25 Points)</b>	
International Convention Delegate - <b>25 Points</b>	
International Convention Alternate Delegate - <b>25 Points</b>	
<b>2. Activities (attach documentation: program/flyer/certificate/meeting minutes):</b>	
Administrative Professionals Day/Week Event - <b>25 Points</b>	
Chapter Seminar(s) - <b>50 Points Each</b>	
Chapter Administrative Professional of the Year Event (following Division Guidelines) - <b>25 Points</b>	
Boss/Executive Recognition Event - <b>25 Points</b>	
Monthly Chapter Meeting s Offering Program with Recertification Points – <b>5 Points Each</b>	
Community Service Project(s)/Program(s) - <b>50 Points Each</b>	
Annual Scholarship(s) to Student(s) - <b>50 Points Each</b>	
Recruitment Meeting – <b>50 Points Each</b>	
Members recruited from Recruitment Meeting (joined within 30 days of meeting) – <b>25 Points Each</b>	
IAAP Informational Presentation to Businesses and/or Schools - <b>25 Points Each</b>	
Conduct New Member Orientation - <b>10 Points each, with maximum of 50 Points.</b>	
Charter Student Chapter(s) – <b>50 Points Each</b>	
Charter Professional Chapter(s) – <b>50 Points Each</b>	
<b>3. Communications (attach documentation):</b>	
Conduct Annual Member Interest/Satisfaction Survey – <b>25 Points each</b>	
Publish Chapter Newsletter – <b>5 Points Each</b>	
Submit Avery Chapter Achievement Awards Application – <b>25 Points</b>	
Submit Award for Excellence Nomination – <b>25 Points</b>	
Submit Annual Audit Report to Division Treasurer by 04/30/10 – <b>50 Points</b>	
Submit Annual Strategic Plan to Division President by 04/30/10– <b>50 Points</b>	
Current IAAP Community Chapter Website (provide address) – <b>25 Points</b>	
<b>TOTAL POINTS</b>	
<input style="width: 80px; height: 30px;" type="text"/>	

**Deadline: April 20, 2012:** Please submit nominations form with copies of their supporting documentation to WA-AK Division Board at [melanie@rmcarchitects.com](mailto:melanie@rmcarchitects.com)