

## How to Prepare the Bi-Annual Chapter Achievement Rebate Report

The purpose of the Bi-Annual Chapter Achievement Rebate Report is to develop more effective ANFP chapter organizations and to recognize the states which have met the necessary requirements. The Bi-Annual Chapter Achievement Rebate Report is electronic and split into two installments due throughout the year.

- **Start now.** Filling out the Bi-Annual Chapter Achievement Rebate Report application can get overwhelming – especially when it's done last minute. Beginning with the 2016 volunteer year, the award will be split into two installments, due throughout the year. All of the installments can be found on [www.ANFPonline.org](http://www.ANFPonline.org) in chapter portal once you are logged in). Try to keep everything that involves your chapter documented and dated so it will be easier for you later in the year.
  - **July 15:** First installment due
  - **January 15:** Second installment due
- **Get organized.** It's helpful to the review committee if the applications are clearly typed out. Download all of the installments at once and save them to your computer so that you can complete them throughout the year. Please note each is a separate document and should be uploaded separately.
- **Be detailed.** Offer more than yes or no answers. We want to know who, what, when, where, why, and how. Give details and examples and submit back-up documentation if you wish to [chapters@ANFPonline.org](mailto:chapters@ANFPonline.org).
- **Delegate.** Utilize your team of volunteers! You don't have to do this all on your own. Ask each officer involved to submit information.
- **Be an ambassador.** Remember that you are representing your chapter. This award reflects how the state as a whole achieved, not just the president. Winners will be recognized at Annual Meeting.
- **Go green.** Save money on shipping by attaching each Word document to an e-mail and sending to [chapters@ANFPonline.org](mailto:chapters@ANFPonline.org).