



# Chapter Program Awards

The Program Awards recognize chapters for demonstrating excellence in a program area. **Programs submitted as part of the ACE (Achieving Chapter Excellence) award application may not be submitted for an individual Chapter Program Award in the same year.**

## Eligibility

Chapters must meet the requirements for an active chapter:

- ◆ Chapters have held an initiation and submitted the Chapter Affiliation Agreement by the deadline for the previous academic year.
- ◆ Programs must have been completed during the same academic year.
- ◆ Chapters can submit one eligible program per category.
- ◆ Chapters are eligible to win in two categories per academic year.

## Criteria

Entries must be in one of the following categories:

- ◆ Celebration of Teaching
- ◆ Community Service
- ◆ Fundraising
- ◆ Leadership Development
- ◆ *Literacy Alive!*
- ◆ Professional Development

## Narrative Requirements

All submissions must include the following prerequisite information, in addition to specific program criteria:

- ◆ **Description of Program:** Outline the program(s), including participant(s) and volunteer information, and an overview of the program.
- ◆ **Planning and Depth of Program:** Detail the program planning outline. Include budget, leader names, and marketing information (if necessary). Program is required to be member-driven, in-depth, and long-term and/or ongoing.
- ◆ **Objectives and Expected Outcomes:** Clearly defined objectives/goals, including information as to why the program was chosen. Discuss the expected outcomes of program, including feedback/testimonials with data and/or quotes.
- ◆ **Impact:** Discuss the benefits of the program for participants and planners, including feedback and data. What did participants and members learn throughout the process?
- ◆ **Evaluation:** Evaluate the outcomes and discuss how they compare with the program goals and what can be improved. How will the chapter use what has been learned to move forward as a group and/or as educators?
- ◆ **Bonus Points:**
  - ◆ Creativity of project – 3 points
  - ◆ Project is new to the chapter – 3 points
  - ◆ Video/creative submission – 5 points
  - ◆ Includes alumni – 3 points
- ◆ **A complete online submission will consist of:**
  - ◆ [Online entry form](#).
  - ◆ Supporting narrative meeting the requirements listed above (up to two pages, single spaced) or otherwise creative entry; and
  - ◆ Up to three documents supporting narrative.

If you have any questions, please contact the Membership Experience Team at [MET@kdp.org](mailto:MET@kdp.org)

## Chapter Program Awards Rubric

Chapter Name/Number:

Program Category:

Institution:

Program Title:

Submission Criteria	Complete Elements (7–10 pts)	Needs Development (4–6 pts)	Lacks Elements (1–3 pts)	No information Provided (0 pts)
<p><b>Objectives and Expected Outcomes</b> Define the goals and objectives of the program and discuss the choice of program and target audience. Discuss expected outcomes of program, including feedback and testimonials with data and/or quotes.</p>				
<p><b>Description of Program</b> Outline the program(s), including participant(s) and volunteer information, and provide overview of the program.</p>				
<p><b>Planning and Depth of Project</b> Detail the program planning outline. Include budget, leader names, and marketing information (if necessary). Program is required to be member-driven, in-depth, and long-term and/or ongoing.</p>				
<p><b>Impact</b> Discuss the benefits of the program for participants and planners, including feedback and data. What did participants and members learn throughout the process?</p>				
<p><b>Evaluation</b> Evaluate the outcomes and how they compare with the program goals and what can be improved. How will the chapter use what has been learned to move forward as a group and/or as educators?</p>				
<p><b>Bonus Points</b> Bonus points will be awarded based on the following criteria: newness of project, creativity, and depth of submission (pics versus videos, use of KDP materials, alumni, members, etc.).</p>				
<p><b>Overall Quality</b> Written mechanics (spelling, grammar, line spacing, indentation, etc.)</p>				
<p><b>Total Points</b> The total points awarded in each category</p>				

**Total submission points:**

**/70**