

AFC Yearbook Manual by criteria

- ▶ #1. Membership-For MEMBERSHIP UNLIMITED points “It Pays to Belong”
- ▶ We can work on increasing our membership or just increasing the number of new members. Either way having more members yearly will help with this criteria.
- ▶ Remember that the period for the fiscal year is
- ▶ June-May.

June – May

Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees. Full-time members June -May

Each new adjunct or part-time member acquired: .50 (half) point new adjuncts

New retiree (retiree or life retiree): .25 (quarter) point RETENTION BONUS POINTS

Excluding Trustees/Contributing Chapters will earn bonus point for the % of retained members:

90% or more members retained: 5 points

75% - 89% of members retained: 2 points

74% or less of members retained: 0 points

Each year AFC State Office will provide the previous year's total membership #

#2.STATE LEADERSHIP-the Maximum is 30 points and the breakdown is One officer to State, Region, or Commission Office or Committee appointee - 2 points each Candidate for State, Region, or Commission Office

This information is available in the AFC Website.

The positions are:

State Officer

Region Officer

Commission Officer

Committee Officer

State Candidate

Region Candidate

Commission Candidate

Other

<http://www.myafchome.org/afc-advocacy>

#3. REGION AND COMMISSION PARTICIPATION a Maximum of 50 points
Points are only awarded to one person per commission per conference
Submittal of Chapter Activity Report to Region Director prior to each of
the four regularly scheduled Board of Directors meetings - 1 point each
(Maximum 4 points)

Attendance at Region Conference - 5 points

Attendance at Chapter President's meetings - 1 point each (Maximum 3
points)

Attendance at Commission Conference - 1 point each (Maximum 18
points)

The goal is to attend as many conferences as possible and to send at
least one representative to each conference according to the calendar of
events posted in the myafchome.org website online

If we hold a Chapter/Commission Conference we have extra points.

ALWAYS DOCUMENTING THE EVENT WITH A PHOTO AND CAPTURE OF DATE,
PARTICIPANT NAME AND EVENT LOCATION - a photo without the pertinent
information is obsolete because it doesn't render the needed data.

Also as mentioned herewith , the registration to the event as proof of
attendance.

1. **Name of Activity:** November - Annual Conference
2. **Name of Activity:** September Board Meeting
3. **Name of Activity:** Students Services Commission
4. **Name of Activity:** Leadership Conference
5. **Name of Activity:** Region I Conference
6. **Name of Activity:** Region II Conference
7. **Name of Activity:** Region III Conference
8. **Name of Activity:** Region IV Conference
9. **Name of Activity:** Region V Conference
10. **Name of Activity:** Technology & Campus Safety
11. **Name of Activity:** Learning Services Commission
12. **Name of Activity:** Administration Commission

See list with names and dates from Tallahassee or keep track at the Chapter level.

UPDATES: LOOK UP AFC Website for guidelines

#4. COMMISSION EXEMPLARY PRACTICES-Maximum 90 points

Chapter must provide copy of cover sheet or supporting documentation for nomination a Nomination for Commission Exemplary Practice - 5 points each with a maximum of 25 points will be awarded per commission. This nomination has to aim at different commissions not just one. This participation on the Nominations is crucial to earn us the points. For example: during Joint Commissions we have a perfect opportunity to target diverse Commissions at once. Like the Excellence in Technology Award from the Technology Commission. See AFC Website under RECOGNITION of AWARDS

#5. CHAPTER POLITICAL ACTIVITIES with a Maximum of 20 points (5 points each activity)

Chapter must provide a copy of each activity announcement making sure that the Chapter involvement is clearly documented.

Any organized political activity. Include only activities sponsored or co-sponsored by the Chapter (not the College). merits 5 points each

If each campus schedules one Political Activity each term we can have the maximum of points. Examples are: the conference Call from AFC Tallahassee, the trip to Tallahassee with the college, any political event on campus co-sponsoring SGA, etc. flyers, photos, emails, etc.

#6. PROFESSIONAL DEVELOPMENT ACTIVITIES BY CHAPTER with a Maximum of 20 points - Only working on an activity by campus we can have the maximum of points. Again we will need a photo, flyer, email, poster, the YouTube link of any organized educational activity. We must only include chapter sponsored or co-sponsored activities for 5 points each. Examples are: Power Point presentation on Tax or Business related subjects, Psychology related subjects, informational sessions, etc. If we have one per campus we will have more than what we need to complete the maximum amount of 20 points ($4 \times 5 = 20$).

#7. MEMBERSHIP DEVELOPMENT ACTIVITIES BY CHAPTER for a Maximum of 20 points - Any organized membership development activity is worth 5 points each - A campus participating in the Membership Drive, recruiting activity must make sure that we have the announcement with the dates, place, participants involvement clearly documented. If only 4 activities from 4 of our 8 campus participate we will have the maximum amount of points awarded by MEMBERSHIP on Campus by Chapter. An example of Membership recruiting activity will be the 50/50 Membership Drive, Welcome Back/Membership Appreciation, etc.

#8. COMMUNITY SERVICE ACTIVITIES BY CHAPTER with a Maximum of 26 points where the Chapter must provide documentation showing Chapter involvement. Any organized community service activity is 5 points each -the satisfaction has no values attached to it.... Also, our participation in a state sponsored service project is 2 points each and we always participate. We just have to clearly and specifically document this via email, flyers, posters, announcements in the SharePoint or any other venue, like LibGuide, Weebly, Circle, Teams, etc. Usually we sponsor or co-sponsor non-profit organizations like the United Way, the Lighthouse for the Blind, etc. Sponsorship with <https://culca.org/> FIU, FAU, UM, etc.

#9. SOCIAL ACTIVITIES BY CHAPTER for a Maximum of 20 points - Only 4 activities needed! The more the merrier suggestions are: birthdays gatherings, anniversaries, celebrations, events with a social touch at the end of the event. For example: SSC Appreciation Day attached to a reunion afterwards at Olive Garden or your favorite venue. It can be also a social meeting for Halloween, Thanksgiving, Christmas..... For example: We have the retirees social with a retired member every year. Now, we cannot count this event for other categories or criteria. If we count the event as “social” then we cannot use it for another one with the exception of the Retirees events as it is all recognized.

#10. FUNDRAISING ACTIVITIES BY CHAPTER for a Maximum of 20 points as usual Documentation is the key. Any organized fundraising activity will be 5 points each. If we only have 4 activities that way we will reach the maximum of 20 points per Chapter. Example of Fundraising activities are the hot dog sale, the pizza sale, the books/crafts sale, the Miami Heat Day, the bake sale, etc.

#11. SCHOLARSHIP PROGRAM - a Maximum of 5 points - Chapter must provide AFC chapter scholarship program criteria and documentation of scholarship awards or a copy of each activity announcement for the building of a scholarship program. Chapter involvement must be clearly documented.

An established scholarship program with criteria and documentation of awards is worth 5 points and/or

Participation in a fundraising program to build a scholarship program.
- 3 points each - the maximum is 5 points. We offer scholarships at IAC and North. See documentation provided for last year's award.

#12. SOCIAL MEDIA for a Maximum of 30 points

Chapter must provide a screen print of Chapter Website, Facebook page, Twitter page or other form of electronic social media showing chapter information, membership recruitment information, minutes, upcoming events, etc. A college internal intranet is not considered social media.

Chapter Website - 10 points

Facebook Page - 10 points

Other form of electronic social media - 10 points

At present we have our Chapter Website at <http://www.mdc.edu/afc/>

Other form SharePoint site

<https://sharepoint.mdc.edu/north/committees/facc/SitePages/Home.aspx>

and we are working on establishing our AFC Facebook with MDC and private

<https://afcmdc.weebly.com/news--events.html>

<https://mdc.blackboard.com/>

[Instagram](#)

[What'sApp](#)

[Slack](#)

[LinkedIn](#)

[Other](#)

13. CERTIFIED COLLEGE PROFESSIONAL (CCP) PROGRAM

Unlimited points - more participants to max points.

Chapter must provide name(s) of CCP candidates(s) as of May 31. Chapters must provide documentation for each session that a candidate participated, i.e., certificates of completion, and proof of graduation from the AFC state office.

CCP sessions completed - 5 points per participant

Graduation from program - 5 points per participant

A recruiting and retention campaign should be implemented with current information and the importance of belonging to the CCP PROGRAM and the merits the Chapter attains.

See AFC Website tab under the CCP Program information

Multiple chances to participate in the program during conferences and online.

Testimonials of past CCP Graduates, Workshops on what it means and what is needed, scholarship support, etc.

Look into what other Chapters are doing to successfully participate on the CCP Program and earn the points for the Yearbook.

#14. PUBLICIZING CHAPTER ACTIVITIES for Maximum of 10 points
Submit copy of article published in/submitted to Current, any article published in other publication or day, date, and station for radio or TV appearance. Only print, radio or television press/advertising will be accepted. Internal announcements and email announcements are not considered in this category. Must be an AFC Chapter activity.
Each article submitted - 2 points each (Maximum 10 points)
We are looking for articles in our newspaper The Reporter, News & Events, The College Forum, The Miami Herald, The New Times, AFC Current, AFC Newsletter, etc.
It is going to have a digital component, but we are looking for both editions like articles in magazines, reviews, and newspapers.
Podcasts based on the published media are duly represented

#15. CHAPTER ORGANIZATION for a Maximum of 15 points
Copy of Bylaws showing **reviewed/revised** annually by the Chapter Executive Board or the Chapter membership - 5 points
Copies of minutes from Chapter Officer meetings - 5 points
Copies of minutes from Chapter member meetings - 5 points
Remember to always revised the Bylaws and keep copies of the agenda and minutes in our SharePoint or depository space for easy access to avoid one person leaving and having no access to these files.

CHECKLIST:

1. Chapter By-laws: Reviewed May 31
2. Minutes from Chapter Officer Meetings: AFC Executive Board Meetings Virtual or face-to-face
3. Minutes from Chapter member meetings: AFC Meetings
4. Strategic Plan: AFC Operational Plans
5. Inductions
6. Region Unsung Hero

#16. COLLEGE RETIRED MEMBERS ACTIVITIES with a Maximum of 15 points. Chapter must provide contact information to include mailing address and/or email address for each chapter member who has retired from their college.

Chapter must provide copy of invitation or information concerning chapter events as sent to college retirees and method of distribution. Email invitations are accepted in this category.

Chapter must provide proof of college retiree's participation in chapter, regional or state activities. Points are only awarded per activity where **college retired members are participating.**

College Retired Members Contact List - 5 points

Publicizing of Chapter Activities to College Retirees - 1 point each activity (Maximum 5 points)

College Retiree Member's Participation in Chapter Activities - 1 point each activity (Maximum 5 points)-REMEMBER to include your Retirees in each and every activity, and to include them ALWAYS to secure their participation YEARLY!

BE BOLD! BE WISE! BE CREATIVE!

The END

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