

**ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING CHAPTER OF THE YEAR AWARD
NOMINATION FORM**

Complete and submit this form with your nomination. Please fill out the form entirely. Attach additional pages as necessary. Nominations must be submitted to the Awards Committee Chair by July 31. See the Standing Committees section of the AFC Leadership Manual for address information.

COLLEGE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

CHAPTER PRESIDENT: _____ E-MAIL ADDRESS: _____

CHAPTER PRESIDENT'S PHONE: _____

ACTIVITIES SUBMITTED FOR JUDGING

1. MEMBERSHIP (Unlimited Points)

Points will be calculated for new members and member retention

NEW MEMBER POINTS - Excluding Trustees/Contributing

Chapters will earn points for new members enrolled during the period of June 1 – May 31 as follows:

- *Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees*
- *Each new adjunct or part-time member acquired: .50 (half) point*
- *New retiree (retiree or life retiree): .25 (quarter) point*

RETENTION BONUS POINTS – Excluding Trustees/Contributing

Chapters will earn bonus point for the percentage of retained members as follows:

- *90% or more members retained: 5 points*
- *75% - 89% of members retained: 2 points*
- *74% or less of members retained: 0 points*

Each year the AFC State Office will provide the previous year's total membership number (excluding trustees/contributing) as of May 31, to the chapter. Examples of the new calculation method will be provided to all chapters.

TOTAL POINTS AWARDED FOR MEMBERSHIP _____ points

2. STATE LEADERSHIP (Maximum 30 points)

Chapter must provide name(s) and office/committee as of May 31, 2021. Officers serving on that date will be the only officers awarded points. Chapters must provide documentation for candidates not elected.

One officer to State, Region, or Commission Office or Committee appointee as of May 31, 2021 (5 points each)

Names of candidates for State, Region, or Commission Office (2 points each)

TOTAL POINTS AWARDED FOR STATE LEADERSHIP _____ points

3. STATE, REGION AND COMMISSION PARTICIPATION (Maximum 50 points)

Chapter must provide copy of report submitted with submittal date, registration verification, and/or minutes showing attendance.

Attendance at Legislative/Leadership Conference – 1 point per attendee (Maximum 5 points)

Attendance at Safety Symposium – 1 point per attendee (Maximum 5 points)

Attendance at Annual Conference – 1 point per attendee (Maximum 10 points)

Attendance at Membership Development Workshop – 1 point per attendee (Maximum 2 points)

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 – 1 point each (Maximum 5 points)

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

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

Note: Points are only awarded to one person per commission per conference

Attendance at _____

Name of attendees

Attendance at _____

Name of attendees

Attendance at _____

Name of attendees

Attendance at Commission Conferences:

Name of attendee _____ Commission _____

Name of attendee _____ Commission _____

Name of attendee _____ Commission _____

Name of attendee _____ Commission _____

Attendance at Annual Conference

Name of attendees

Submittal Dates of Chapter Activity Reports to Region Director

TOTAL POINTS AWARDED FOR STATE, REGION & COMMISSION PARTICIPATION

_____ **points**

4. COMMISSION EXEMPLARY PRACTICES (Maximum 90 points)

Chapter must provide copy of cover sheet or supporting documentation for nomination

Nomination for Commission Exemplary Practice - 5 points each

A maximum of 25 points will be awarded per commission.

Name of nomination _____ Exemplary Practice _____

Name of nomination _____ Exemplary Practice _____

Name of nomination _____ Exemplary Practice _____

TOTAL POINTS AWARDED FOR COMMISSION EXEMPLARY PRACTICE

_____ points

5. CHAPTER POLITICAL ACTIVITIES (Maximum 20 points)

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). - 5 points each

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR CHAPTER POLITICAL ACTIVITIES _____ points

6. PROFESSIONAL DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized educational activity.

Include only chapter sponsored or co-sponsored activities. - 5 points each

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

_____ points

7. MEMBERSHIP DEVELOPMENT ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized membership development activity. – 5 points each

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR MEMBERSHIP DEVELOPMENT ACTIVITIES _____

points

8. COMMUNITY SERVICE ACTIVITIES BY CHAPTER (Maximum 28 points)

Chapter must provide documentation showing Chapter involvement.

Any organized community service activity. – 5 points each

Participation in a state sponsored service project – 2 points each

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR COMMUNITY SERVICE ACTIVITIES _____ points

9. SOCIAL ACTIVITIES BY CHAPTER (Maximum 20 points)

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

Any organized social activity for chapter members or potential members.

Include only chapter sponsored or co-sponsored activities. – 5 points each

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR SOCIAL ACTIVITIES _____ points

10. FUNDRAISING ACTIVITIES BY CHAPTER (Maximum 30 points)

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

Any organized fundraising activity. – 5 points each

AFC Foundation Silent Auction Donation. Must provide copy of donation request form. – 5 points each

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

TOTAL POINTS AWARDED FOR FUNDRAISING ACTIVITIES _____ points

11. SCHOLARSHIP PROGRAM (Maximum 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 – 5 points

Participation in a fundraising program to build or fund a scholarship program. – 3 points each

Established Scholarship Program _____

Name of Activity to Build New Scholarship
Program _____

Name of Activity to Build New Scholarship
Program _____

TOTAL POINTS AWARDED FOR SCHOLARSHIP PROGRAM _____ points

12. SOCIAL MEDIA (Maximum 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

Chapter Website Included _____ Facebook Page Included _____ Other _____

TOTAL POINTS AWARDED FOR SOCIAL MEDIA _____ points

13. CERTIFIED COLLEGE PROFESSIONAL (CCP) PROGRAM (Maximum 60 points)

Chapter must provide name(s) of CCP candidates(s) as of May 31, 2021. 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 session per participant

Graduation from program – 5 points per participant

Scholarship Award – 5 points per participant

Name of Candidate _____ Graduate _____

Sessions Attended _____

Name of Candidate _____ Graduate _____

Sessions Attended _____

Name of Candidate _____ Graduate _____

Sessions Attended _____

Name of Candidate _____ Graduate _____

Sessions Attended _____

Scholarship Award for participant _____

TOTAL POINTS AWARDED FOR CERTIFIED COLLEGE PROFESSIONAL PROGRAM

_____ points

14. PUBLICIZING CHAPTER ACTIVITIES (Maximum 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)

Article titles and dates

TOTAL POINTS AWARDED FOR PUBLICIZING CHAPTER ACTIVITIES _____ points

15. CHAPTER ORGANIZATION (Maximum 20 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

Copy of Chapter Strategic Plan – 5 points

Chapter Bylaws _____

Minutes from Chapter Officer meetings _____

Minutes from Chapter member meetings _____

Strategic Plan _____

TOTAL POINTS AWARDED FOR CHAPTER ORGANIZATION _____ points

16. COLLEGE RETIRED MEMBERS ACTIVITIES (Maximum 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)

College Retired Members Contact List _____

Publicizing of Chapter Activities to College Retirees:

Event and dates of invitation

Event and dates of invitation

College Retired Member's Participation in Chapter Activities:

Event and dates of invitation

Event and dates of invitation

TOTAL POINTS AWARDED FOR RETIRED MEMBERS ACTIVITIES _____ points

TOTAL POINTS: _____

**POINTS OF INFORMATION FOR CHAPTER DISTINCTIONS
AND THE CHAPTER OF THE YEAR AWARD**

- 1. Membership.** Points will be calculated for new members and member retention. ***New Member Points Calculation (Excluding Trustees/Contributing)*** - Chapters will earn points for new members enrolled during the period of June 1 – May 31 as follows: a). Each new full-time member acquired: 1 (one) point - excludes trustees, contributing, part-time, adjuncts, and retirees; b). Each new adjunct or part-time member acquired: .50 (half) point; c). New retiree (retiree or life retiree): .25 (quarter) point. ***Retention Bonus Points (excluding trustees/contributing)*** - Chapters will earn bonus point for the percentage of retained members as follows: a). 90% or more members retained: 5 points; b). 75% - 89% of members retained: 2 points; c). 74% or less of members retained: 0 points. Each year the AFC State Office will provide the previous year's total membership number (excluding trustees/contributing) as of May 31, to the chapter. Examples of the new calculation method will be provided to all chapters.
- 2. State Leadership.** State Board of Directors (BOD) and AFC Foundation Board Membership should be documented using the AFC Leadership Manual or AFC website. Highlight names of individuals. Only currently serving officers on May 31 will be counted. Points will also be awarded for Chapter member candidates for state, region, or commission offices. Include a copy of the nomination form or other documentation of the candidacy (minutes, campaign poster, etc.).
- 3. Region and Commission Participation.** The Chapter President is responsible for submitting a Chapter activity report to the Region Director prior to each of the four BOD meetings annually. Include a copy of each report submitted with the submittal date. Include Leadership, Membership, Year End Conference, Region and Commission Conference registrations. Points are only awarded to one person per commission per conference. Individual registration forms should be included for Joint Commission attendance to document individual commission attendance. Include minutes from Chapter President's meetings to verify attendance.
- 4. Commission Exemplary Practices.** Include nomination form for each Commission Exemplary Practice. Points are awarded for all nominations – not just winning nominations. Chapters may receive an unlimited number of points for this category. However, a maximum of 25 points will be given per commission.
- 5. Chapter Political Activities.** Include documentation of each political activity making sure that the Chapter involvement is clearly documented. Chapter Political Activities may include legislative debates, legislative social events, informational sessions, etc., which may or may not include a local or state political representative. Political activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Activities supporting our Armed Forces by AFC Chapters are not considered political activities. However, most of these activities can be considered community service.
- 6. Professional Development Activities by Chapter.** Include documentation of each educational activity making sure that the Chapter involvement is clearly documented. Educational activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter

(not the College). Scholarships awarded by AFC Chapters are not considered an educational activity. However, most of these activities can be considered community service.

7. **Membership Development Activities by Chapter.** Include documentation of each membership development activity making sure that the Chapter involvement is clearly documented. Include only activities sponsored or co-sponsored by the Chapter (not the College).
8. **Community Service Activities by Chapter.** Include documentation of each community service activity making sure that the Chapter involvement is clearly documented. Community Service activities include activities sponsored by the AFC Chapter with participation of Chapter members where members of the community are the beneficiaries. Community Service activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Also include documentation of Chapter participation in state sponsored community service projects held at state meetings, such as Annual Conference, Leadership Conference, Membership Conference and Region Conference.
9. **Social Activities by Chapter.** Include documentation of each social activity making sure that the Chapter involvement is clearly documented. Social activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College).
10. **Fundraising Activities by Chapter.** Include documentation of each fundraising activity making sure that the Chapter involvement is clearly documented. Fundraising activities may include potential members. Include only activities sponsored or co-sponsored by the Chapter (not the College). Funds raised should benefit the chapter of AFC. Fundraisers benefiting outside sources such as Relay for Life or the American Heart Association are community service activities.
11. **Scholarship Program.** Include documentation of the program criteria and scholarships awarded during the reporting period. This program must be sponsored or co-sponsored by the AFC Chapter. Scholarships must be awarded by the Chapter (not the College).
12. **Social Media.** Include an up-to-date screen print of the Chapter website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period. A college intranet is not considered as social media
13. **Certified College Professional (CCP) Program.** Include documentation for each session that a candidate participated, i.e., certificates of completion and proof of graduation from the AFC state office, within the reporting period. Results from the post-test for each module and a letter from the CCP coordinator are examples of documentation.
14. **Publicizing Chapter Activities.** Include articles published in *Current*, other publications, radio, or television appearance. Include a copy of the article with the date and publication name noted, or run date and station for a radio or television appearance. Points are also awarded for articles submitted to media but not published. Include the press release, documentation of method of submittal (copy of email submittal or copy of press release and release date) and list of the media the article was submitted to. Information submitted must reflect a Chapter activity only, not College activities.
15. **Chapter Organization.** Include a copy of the Chapter Bylaws and minutes showing a Bylaws review and/or revision date by the Chapter Executive Board and/or the Chapter membership

within the criteria period. Chapter Bylaws must be reviewed annually even if there are no changes. Include a copy of the chapter strategic plan which must be reviewed annually.

16. College Retired Members Activities. Include a Chapter contact list including mailing address and/or email address for each member who has retired from their college. Include documentation of how Chapter activities were publicized to these members. Documentation should include invitations or information sent to these members and the method of distribution. Include proof of college retiree member's participation in chapter, regional or state activities. Documentation may include (but not be limited to) registration forms, attendance sheets, minutes and press releases.

Remember:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to insure that you receive the maximum amount of points.
- Tab each section of the book according to the nomination form.
- Properly date your materials. June 1 – May 31 of each year. Include the full date (Month, Day and Year) on all documents.
- Document all of your activities with photos, invitations, emails, published articles and any other documentation that will support your nomination.

No activity may count twice in the judging criteria, with the exception of “Publicizing Chapter Activities”. For example, a fundraiser for the United Way campaign cannot be counted as a fundraising activity and as a community service activity. However, the fundraiser could be counted as a community service activity and the news release about the event can be counted in the “Publicizing Chapter Activities” criteria.