

# AFC Yearbook Manual by criteria proposal

## #1. Membership

- ▶ Maximum is 15 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 of the fiscal year is:  
July1-June30
- ▶ **Chapter Retention Rate** and your **Growth Percentage Rate** according to Sharlee Whiddon, Association Administrative Specialist, Association of Florida Colleges-1725 Mahan Drive-Tallahassee, Florida 32308 to contact her office for this information:
- ▶ 850-222-3222 (office), 850-222-2327 (fax).

## #2.STATE LEADERSHIP

- Maximum is 30 points and the breakdown is:  
One officer to State, Region, or Commission Office or  
Committee appointee - 5 points each  
Candidate for State, Region, or Commission Office - 2 points  
each.  
To corroborate this information refer to the AFC home page at  
<http://myafchome.org>

# #3. REGION AND COMMISSION PARTICIPATION

- ▶ Maximum of 30 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EVENT WITH A PHOTO AND CAPTURE OF DATE, PARTICIPANT NAME AND EVENT LOCATION - a photo without the pertinent information is obsolete because it doesn't render the needed data.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. Gaby Buitron at MDC would be able to provide us with info.

# #4. COMMISSION EXEMPLARY PRACTICES

- Unlimited points.
- Chapter must provide copy of cover sheet or supporting documentation for nomination of 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.

# #5. CHAPTER POLITICAL ACTIVITIES

- Maximum of 20 points (4x5).
- 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.
- 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

- ▶ Maximum of 20 points (4x5).
- ▶ 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 a 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.

# #7. MEMBERSHIP DEVELOPMENT ACTIVITIES BY CHAPTER

- ▶ Maximum 20 points (4x5).
- ▶ 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 using a flyer with the logo.
- ▶ 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

- ▶ 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, etc.
- ▶ Usually we sponsor or co-sponsor non-profit organizations like the United Way, the Lighthouse for the Blind, etc.



# #9. SOCIAL ACTIVITIES BY CHAPTER

- ▶ Maximum of 20 points.
- ▶ Only 4 activities needed!
- ▶ The more the merrier suggestions are: bdays 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 restaurant.
- ▶ It can be also a social meeting for Halloween, Thanksgiving, Christmas.....
- ▶ Another example: We have the retirees social with all retired members every year.
- ▶ Now, we can count this event for the retirees criteria. Though if we count an event as “social” then we cannot use the same event as “political” because it is one or the other.

# #10. FUNDRAISING ACTIVITIES BY CHAPTER

- **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, etc.**

# #11. SCHOLARSHIP PROGRAM

- ▶ 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, West and North.
- ▶ See documentation provided for last year's award.

# #12. CERTIFIED COLLEGE PROFESSIONAL (CCP) PROGRAM

- Unlimited points.
- Chapter must provide name(s) of CCP candidates(s) as of June 30.
- 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

# #13. SOCIAL MEDIA

- 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 <http://www.mdc.edu/afc/> - 10 points.
- Facebook Page - 10 points.
- Other form of electronic social media - 10 points.
- At present we have our Chapter Weebly Website <http://afcmdc.weebly.com> and Other form the SharePoint site <https://sharepoint.mdc.edu/north/committees/facc/> and we are working on establishing our AFC Facebook, Twitter, LinkedIn, Instagram, etc. with MDC.

# #14. PUBLICIZING CHAPTER ACTIVITIES

- ▶ Maximum of 10 points - Submit copy of article published in/Current, Vision, 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, etc.

# #15. CHAPTER ORGANIZATION

- ▶ 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 for easy access.

# #16. COLLEGE RETIRED MEMBERS ACTIVITIES

- 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!