

Chapter of the Year (1 of 2)



The NACE Chapter of the Year award recognizes NACE chapters that exemplify outstanding achievement in chapter planning and management, member participation, merit of educational programs, and membership growth and retention. Entries will be judged on how well the chapter achieved their overall goals and objectives for membership, educational programs, fundraising, community service, special activities, communications, and marketing.

Give a 150-word overview of the award submission to answer the following prompt. This overview should set the tone for the rest of the award submission. This overview may be used in promotional materials and NACE reserves the right to modify this description for the award program.



How did the chapter exemplify outstanding achievement in chapter planning and management, member activity in programs and on committees, merit of educational programs, and membership growth and retention?

Respond to the below bulleted prompts in 500 words. Answer all prompts in the order listed, adding space between answers, for maximum point value.

- What different, unique, or creative activities from the past year elevate the chapter to an award-winning level?
- Describe how the chapter board supported the future leaders and volunteers within the chapter. What does the chapter do to grow recognition for the chapter within the community?
- Describe the goals set forth by the chapter board for the year, whether each goal was achieved, and obstacles that the chapter faced or overcame using those goals.
- Describe the communications for the year, including the type of communication (email, print, social media etc.), the goal of the communication, and the time and/or frequency of each communication. How are you communicating with the chapter's members beyond programs, including member and sponsor recognition, keeping them up to date on industry and local news and trends, in addition to marketing programs?

Respond to the below bulleted prompts in 500 words. Answer all prompts in the order listed, adding space between answers, for maximum point value.

- Describe your top three programs, including program title, speakers' names, topics, or themes.
- Discuss the educational and member benefits of the program. Did the program align with one of the 7 core competencies of the include CPCE program (include link)? Did the program include fundraising or community service?



Chapter of the Year (2 of 2)



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Upload the following to support your written award submission. All upload material must be submitted to receive full credit for this portion of the submission.

- Upload 1-2 high quality photos and one sample invitation for each program highlighted (6 total photos and 3 total invitations)
- Upload 1-2 samples of chapter communication materials (print, social media, or email)
- Upload a spreadsheet with all monthly programs, including the speaker, the total number of attendees for each program, including the number of members that attended and the number of guests that attended.
- Upload a spreadsheet detailing the annual chapter budget.
- Request Chapter Annual Update (which will be provided and uploaded by NACE Staff) - awards@nace.net. This annual update will include the total number of new members, the member retention rate, reporting compliance, the number of CPCEs in the chapter (as a percentage of year-end membership), the amount the chapter has donated to the Foundation of NACE (as a per member amount based on year-end membership), and the number of members that attended Evolve and Experience (as a percentage of year-end membership)

