AWARDS COMMITTEE

The Awards Committee is responsible for the FACC Awards program. The FACC President recommends and the Board of Directors approves the appointments to this Committee annually. The Committee consists of a member from each Region plus a Chair. This Committee will normally meet twice a year for the selection of awards: (1) at the Board of Director's Fall meeting, usually in September or October, and (2) at the FACC Annual Convention, usually held in October or November.

The Chair of this Committee will notify the FACC Executive Committee, Region Directors, and the Awards Committee of the deadlines for awards. Region Directors will be responsible for notifying their Chapter Presidents of the deadlines for awards.

The FACC Awards Program consists of the following: Honorary Life Member Award, Distinguished Service Member Award, Outstanding Commission of the Year Award, Outstanding Region of the Year Award, and Outstanding Chapter of the Year Award.

Honorary Life Membership Award: The nomination (see Exhibit A) is to be submitted to the Awards Committee Chair by September 15. The Awards Committee will review these nominations at their Fall meeting. The results will be announced at the FACC Annual Convention.

Distinguished Service Member Award: The nomination (see Exhibit B) is to be submitted to the Awards Committee Chair by September 15. The Awards Committee will review these nominations at their Fall meeting. The results will be announced at the FACC Annual Convention.

Outstanding Commission of the Year Award: The nomination (see Exhibit C) is to be submitted to the Awards Committee Chair no less than 2 weeks before the FACC Annual Convention. The reporting period of the Outstanding Commission of the Year Award is October 1 – September 30. The Awards Committee will make their selection during the FACC Annual Convention and the results will be announced during the convention.

Outstanding Region of the Year Award: The nomination (see Exhibit D) from each Region is to be submitted to the Awards Committee Chair no less than 2 weeks before the FACC Annual Convention. The reporting period of the Outstanding Region of the Year Award is October 1 – September 30. The Awards Committee will make their selection during the FACC Annual Convention and the results will be announced during the convention.

Outstanding Chapter of the Year Award: Each Chapter is encouraged to participate in this award by submitting the nomination to the Awards Committee Chair by July 31. The reporting period of the Outstanding Chapter of the Year is June 1 to May 31. Chapter nominations will be judged on the basis of the point system (Exhibit E). The Awards Committee will award one of three distinctions to each Chapter nomination: Platinum Chapter, Gold Chapter, or Silver Chapter and each Chapter’s distinction will be announced at the FACC Annual Convention. The Awards Committee will make the selection of Outstanding Chapter of the Year from the Platinum Chapter nominations and the result will be announced at the FACC Annual Convention.
The Honorary Life Membership Award is the highest honor that the Florida Association of Community Colleges can bestow on an individual. It is an award of appreciation, the crowning achievement that recognizes long-term dedication to the Association.

CRITERIA

A nominee should be an individual who has made outstanding contributions to the mission and goals of the Florida Association of Community Colleges. These contributions should have had a lasting or continuing effect on the Association. Positions of service/leadership within the organization (Chapter, Region, Commission, and State) would be one example of such commitment.

Any individual making such significant, long-term contributions and exhibiting such long-term commitment to the Florida Association of Community Colleges is eligible for nomination.

PROCEDURE

Any member of the Florida Association of Community Colleges and in good standing may nominate an individual for this award.

Each nomination must include:

- A completed nomination form (Exhibit A).
- A brief vita/narrative with sufficient detail relative to the nominee's contributions (no more than 1,000 words). Please provide any information supporting the nominee’s long-term dedication and/or their lasting or continuing affect on the association.

Nominations must be submitted to the Awards Committee Chair by September 15.

The Awards Committee will select those to be honored from the nominations received.

The results will be announced at the FACC Annual Convention.
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

HONORARY LIFE MEMBERSHIP AWARD
NOMINATION FORM

Complete and submit this form with your nomination.
Nominations must be submitted to the Awards Committee Chair by September 15.

NAME OF NOMINEE: ________________________________

NOMINEE’S ADDRESS: ________________________________
CITY: __________________ ZIP: ________________

PHONE: ____________________________

NAME OF MEMBER MAKING NOMINATION: ________________________________

COLLEGE OF MEMBER MAKING NOMINATION: ________________________________

E-MAIL ADDRESS OF MEMBER MAKING NOMINATION: ________________________________

PHONE NUMBER OF MEMBER MAKING NOMINATION: ________________________________

SIGNATURE OF
MEMBER MAKING NOMINATION: ________________________________

DATE: ________________________________

REASON FOR NOMINATION: Attach a brief vita/narrative (not to exceed 1,000 words) with sufficient detail relative to the nominee’s contributions. Please provide any information supporting the nominee’s long term dedication and/or their lasting or continuing affect on the association.

DEADLINE DATE: September 15
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

NOMINATION/SELECTION PROCEDURES FOR
DISTINGUISHED SERVICE MEMBER AWARD

CRITERIA

Any member of the Florida Association of Community Colleges in good standing is eligible to be nominated for the Distinguished Service Member Award.

Nominees should be outstanding and dedicated individuals who have demonstrated exceptional involvement in FACC.

The proposed nominee's achievements must be clearly consistent with the mission of the Florida Association of Community Colleges.

Preference will be given to nominees who distinguish themselves by outstanding accomplishment and/or contribution to local, region, and state FACC endeavors and goals.

PROCEDURE

Nominations for the Distinguished Service Member Award will be invited from Chapter. Each Chapter may submit a single nomination by September 15.

Each nomination must include:

- A completed nomination form (Exhibit B).
- A brief vita/narrative including sufficient detail relative to activities concerned with award criteria (no more than 1000 words). Please provide any information supporting the nominee’s outstanding accomplishment and/or contribution to FACC.

Nominations must be submitted by September 15 to the Awards Committee Chair.

The Awards Committee will select those to be honored from the nominations received.

The results will be announced at the FACC Annual Convention.
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

DISTINGUISHED SERVICE AWARD
NOMINATION FORM

Complete and submit this form with your nomination.
Nominations must be submitted to the Awards Committee Chair by September 15.

NAME OF NOMINEE: ____________________________

COLLEGE: ____________________________ CAMPUS: ____________________________

ADDRESS: ____________________________________________________________

CITY: ____________________________ ZIP: ____________________________

PHONE: ____________________________

CHAPTER MAKING NOMINATION: ____________________________

CHAPTER PRESIDENT'S NAME: ____________________________

CHAPTER PRESIDENT’S E-MAIL ADDRESS: ____________________________

CHAPTER PRESIDENT’S PHONE NUMBER: ____________________________

CHAPTER PRESIDENT'S SIGNATURE: ____________________________

DATE: ____________________________

REASON FOR NOMINATION: Attach a brief vita/narrative (not to exceed 1,000 words) with sufficient detail relative to the nominee’s contributions. Please provide any information supporting the nominee’s outstanding accomplishment and/or contribution to FACC.

DEADLINE DATE: September 15
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

NOMINATION/SELECTION PROCEDURES FOR
OUTSTANDING COMMISSION OF THE YEAR AWARD

PERIOD OF AWARD
October 1 – September 30

CRITERIA

Each Commission of the Florida Association of Community Colleges is eligible for consideration of the Outstanding Commission of the Year Award.

Commission nominations should show evidence of performance clearly consistent with the mission and goals of FACC. The contributions should be significant and outstanding as documented on the nomination proposal.

Commission nominations will be judged on the basis of the point system (Exhibit C).

PROCEDURE

Each Commission is encouraged to participate in this award.

Each Commission nomination should include a completed nomination form (Exhibit C) and book documenting outstanding and significant contributions that meet the criteria for the Outstanding Commission of the Year Award.

The nomination is to be submitted to the Awards Committee Chair no less than two weeks before the FACC Annual Convention.

The reporting period of the Outstanding Commission of the Year Award is October 1 – September 30.

The Awards Committee will make their selections during the FACC Annual Convention and the results will be announced at the convention.
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

OUTSTANDING COMMISSION OF THE YEAR AWARD
NOMINATION FORM

Complete and submit this form with your nomination. Nominations must be submitted to the Awards Committee Chair no less than two weeks before the FACC Annual Convention.

COMMISSION:

COMMISSION CHAIR:

COMMISSION CHAIR’S E-MAIL ADDRESS:

COMMISSION CHAIR’S COLLEGE:

COMMISSION CHAIR’S COLLEGE ADDRESS:

CITY: ZIP:

COMMISSION CHAIR’S PHONE:

COMMISSION CHAIR’S SIGNATURE:

DATE:

DEADLINE DATE: Two weeks prior to the FACC Annual Convention.
Outstanding Commission of the Year
October 1 – September 30

1. MEMBERSHIP
   Maximum 5 points
   Commission must provide a membership list from FACC office or local Commission contact list.
   Membership list – 5 points

2. GOALS AND OBJECTIVES
   Maximum 5 points
   Commission must provide goals and objectives set for the Commission and their progress.
   Goals and objectives – 5 points

3. COMMISSION NEWSLETTER
   Maximum 20 points
   Commission must include copies of newsletter and method of distribution.
   Each newsletter – 5 points each (Maximum 20 points)

4. COMMISSION CHAIR BOD ATTENDANCE
   Maximum 20 points
   Commission must provide minutes from Board of Directors meetings showing attendance.
   Attendance by Chair or Chair-Elect – 5 points each

5. BOD WRITTEN REPORT
   Maximum 20 points
   Commission must provide copies of report.
   Each report - 5 points each

6. COMMISSION BOARD MEETING
   Maximum 15 points
   Commission must provide minutes for each meeting. Meetings may be in person, via phone conference or teleconference.
   Each Commission Board Meeting – 5 points each

7. COMMISSION CONFERENCE
   Maximum 20 points
   Commission must provide program of events.
   Hosting or Co-hosting a Commission Conference – 20 points

8. COMMISSION EXEMPLARY PRACTICE
   Maximum 20 points
   Commission must provide award criteria, procedures and award winner’s name(s).
   Awarding an Exemplary Practice – 15 points
   Exemplary Practice Presentation at Commission Conference or State Conference – 5 points

9. PUBLICATIONS
   Maximum 10 points
   Commission must submit copy of article published in/ submitted to Current, any article published in other publication, or run date and station for radio or TV appearance. Must be a FACC Commission activity.
   Each article submitted – 2 points each (Maximum 10 points)

10. COMMISSION WEB SITE
    Maximum 10 points
    Commission must provide a screen print of website.
    Commission Website – 10 points

11. YEAR-END REPORTS
    Maximum 20 points
    Commission Financial Statement – 10 points
    Commission Bylaws/Policies and Procedures – 10 points

12. COMMISSION AWARDS
    Maximum 5 points
    Commission must provide a list of awards and recipients. Exclude Exemplary Practice Awards.
    Each Commission Award presented for outstanding leadership or service to the Commission – 1 point each (Maximum 5 points)

Revised September 2007
POINTS OF INFORMATION FOR COMMISSION OF THE YEAR AWARD

1. **Membership.** Include an updated membership list from FACC Office or local Commission contact list dated within the criteria period.

2. **Goals and Objectives.** Include a copy of the Commission’s Goals & Objectives and your progress.

3. **Commission Newsletter.** Include a copy of each newsletter and method of distribution. Newsletters may be distributed as printed publications or emailed electronically to all the Commission’s members.

4. **Commission Chair BOD Attendance.** The Commission Chair is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Chair cannot attend, the Vice Chair may attend in their absence. Include a copy of each BOD meeting’s minutes with the Chair or Vice Chair’s attendance highlighted.

5. **BOD Written Report.** The Commission Chair is responsible for submitting a Commission activity report at each of the four BOD meetings annually. Include a copy of each report submitted.

6. **Commission Board Meeting.** Include a copy of the minutes from each meeting. Commission Board meetings could include any meeting in person, via phone conference or teleconference of the Commission’s officers.

7. **Commission Conference.** Include a program of events for the conference. The Commission Conference may be co-hosted with other commissions.

8. **Commission Exemplary Practice.** Include award criteria, procedures and award winner’s name(s) for all exemplary practices awarded by the Commission during the criteria period. Points are also awarded for any Exemplary Practice presentation presented at the Commission Conference or the FACC Annual Convention. Include the Conference program or the FACC Annual Convention program as documentation of the presentation.

9. **Publications.** 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 Commission news only.

10. **Commission Website.** Include an up-to-date screen print of the Commission website including the date of printing within the criteria period.

11. **Year-End Reports.** Include a financial statement and copy of the Commission’s Bylaws/Policies and Procedures.

12. **Commission Awards.** Include a list of Commission awards and recipients presented to Commission members for outstanding leadership or service to the Commission during the criteria period. Exclude any Exemplary Practice Awards presented by the Commission.

**Remember:**
- Properly date your materials. October 1 – September 30 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.
PERIOD OF AWARD
October 1 – September 30

CRITERIA

Each Region of the Florida Association of Community Colleges is eligible for consideration of the Outstanding Region of the Year Award.

Region nominations should show evidence of performance clearly consistent with the mission and goals of FACC. The contributions should be significant and outstanding as documented on the nomination proposal.

Region nominations will be judged on the basis of the point system (Exhibit D).

PROCEDURES

Each Region is encouraged to participate in this award.

Each Region nomination should include a completed nomination form (Exhibit D) and book documenting outstanding and significant contributions that meet the criteria for the Outstanding Region of the Year Award.

The nomination is to be submitted to the Awards Committee Chair no less than 2 weeks before the FACC Annual Convention.

The reporting period of the Outstanding Region of the Year Award is October 1 – September 30.

The Awards Committee will make their selections during the FACC Annual Convention and the results will be announced at the convention.
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

OUTSTANDING REGION OF THE YEAR AWARD
NOMINATION FORM

Complete and submit this form with your nomination. Nominations must be submitted to the Awards Committee Chair no less than two weeks before the FACC Annual Convention.

REGION:

REGION DIRECTOR:

REGION DIRECTOR'S E-MAIL ADDRESS:

REGION DIRECTOR’S COLLEGE:

REGION DIRECTOR'S COLLEGE ADDRESS:

CITY:            ZIP:

REGION DIRECTOR’S PHONE:

REGION DIRECTOR'S SIGNATURE:

DATE:

DEADLINE DATE: Two weeks prior to the FACC Annual Convention.
Outstanding Region of the Year
October 1 – September 30

1. MEMBERSHIP  Maximum 35 points
Region must provide a membership list from FACC office.
Membership list – 5 points
Net Increase in membership from previous year:

5% increase 10 points
6% to 10% increase 15 points
11% to 20% increase 20 points
Over 20% increase 25 points

Note: Net increase is the sum of any percentage increase minus any percentage decrease.
Board of Directors Membership – 1 point for every Chapter that has a member on the Board of Directors (Maximum 5 points)

2. GOALS AND OBJECTIVES  Maximum 5 points
Region must provide goals and objectives set for the Region and their progress.
Goals and objectives – 5 points

3. REGION NEWSLETTER  Maximum 20 points
Region must include copies of Region newsletter and method of distribution.
Each newsletter – 5 points each (Maximum 20 points)

4. REGION DIRECTOR BOD ATTENDANCE  Maximum 20 points
Region must provide minutes from Board of Directors meetings showing attendance.
Attendance by Region Director or Deputy Director – 5 points each

5. BOD WRITTEN REPORT  Maximum 20 points
Region must provide copies of report.
Each report - 5 points each

6. CHAPTER PRESIDENT’S MEETING  Maximum 15 points
Region must provide minutes for each meeting. Meetings may be in person, via phone conference or teleconference.
Each Chapter Presidents’ Meeting – 5 points each

7. REGION CONFERENCE  Maximum 20 points
Region must provide program of events. This conference is not to be confused with the Region Meeting held annually at the state convention.
Holding a Region Meeting – 15 points
Each School Represented – 1 point each (Maximum 5 points)

8. PUBLICATIONS  Maximum 10 points
Submit copy of article published in/submitted to Current, any article published in other publication, or run date and station for radio or TV appearance. Must be a FACC Region activity.
Each article submitted – 2 points each (Maximum 10 points)

9. REGION WEB SITE  Maximum 10 points
Region must provide a screen print of website.
Region Website – 10 points

10. YEAR-END REPORTS  Maximum 20 points
Region Financial Statement – 10 points
Region Policies and Procedures – 10 points

11. REGION AWARDS  Maximum 5 points
Region must provide a list of awards and recipients.
Each Region Award presented for outstanding leadership or service to the Region – 1 point each (Maximum 5 points)

Revised September 2007
POINTS OF INFORMATION FOR REGION OF THE YEAR AWARD

1. **Membership.** Include an updated membership list from FACC Office dated within the criteria period. Increase in membership will be determined from the FACC Chapter membership totals for the criteria period and the previous period. State Board of Directors (BOD) Membership should be documented using the FACC Leadership Manual or FACC website. Highlight names of individuals.

2. **Goals and Objectives.** Include a copy of the Region’s Goals & Objectives and your progress, not individual Chapter’s Goals & Objectives.

3. **Region Newsletter.** Include a copy of each newsletter and method of distribution. Newsletters may be distributed as printed publications or emailed electronically to all the Region’s Chapter members.

4. **Region Director BOD Attendance.** The Region Director is responsible for attending each of the four BOD meetings annually. If the Director cannot attend, the Deputy Director may attend in their absence. Include a copy of each BOD meeting’s minutes with the Director or Deputy Director’s attendance highlighted.

5. **BOD Written Report.** The Region Director is responsible for submitting a Region activity report at each of the four BOD meetings annually. Include a copy of each report submitted.

6. **Chapter Presidents Meeting.** Include a copy of the minutes from each meeting. Chapter Presidents meetings could include any meeting in person, via phone conference or teleconference of the Region Director and the Region’s Chapter Presidents.

7. **Region Conference.** Include a list of attendees and college affiliation to show representation from Chapters and a program of events for the conference. The Region Conference must be a meeting or conference held for members of the entire region. It is not to be confused with the Region Meeting held at the FACC Annual Convention. There is no deduction for Chapters not attending the Region Conference.

8. **Publications.** 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 Region news only, not individual Chapter accomplishments within the Region.

9. **Region Website.** Include an up-to-date screen print of the Region website including the date of printing within the criteria period.

10. **Year-End Reports.** Include a financial statement and copy of the Region’s Policies and Procedures.

11. **Region Awards.** Include a list of Region awards and recipients presented to the Region’s Chapter members for outstanding leadership or service to the Region during the criteria period.

**Remember:**
- Properly date your materials. October 1 – September 30 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.
The Chapter of the Year Award’s process has been restructured to include more than just one “Outstanding Chapter” Award. A range of points will be established by the Awards Committee for the awarding of “Platinum Chapter”, “Gold Chapter” and “Silver Chapter” distinctions. Each chapter submitting a nomination will be recognized for their efforts at the FACC Annual Convention. The Awards Committee will also determine an Outstanding Chapter of the Year from all the nominations.

PERIOD OF AWARD
June 1 – May 31

CRITERIA

Each Chapter of the Florida Association of Community Colleges in good standing is eligible for consideration for Chapter distinctions and the Outstanding Chapter of the Year Award.

Chapter nominations should show evidence of performance clearly consistent with the mission and goals of FACC. The contributions should be significant and outstanding as documented on the nomination proposal.

Chapter nominations will be judged on the basis of the point system (Exhibit E).

PROCEDURES

Each Chapter is encouraged to participate in this award.

Each Chapter nomination should include a completed nomination form (Exhibit E) and book documenting outstanding and significant contributions that meet the criteria for the Outstanding Chapter of the Year Award.

The nomination is to be submitted to the Awards Committee Chair by July 31.

The reporting period of the Outstanding Chapter of the Year is June 1 to May 31.

The Awards Committee will make their selections during the FACC Annual Convention and the results will be announced at the convention.
FLORIDA ASSOCIATION OF COMMUNITY COLLEGES

OUTSTANDING CHAPTER OF THE YEAR AWARD
NOMINATION FORM

Complete and submit this form with your nomination. Nominations must be submitted to the Awards Committee Chair by July 31.

COLLEGE: ______________________  CAMPUS: ______________________

ADDRESS: ______________________

CITY: ______________________  ZIP: ______________________

CHAPTER PRESIDENT: ______________________

CHAPTER PRESIDENT’S E-MAIL ADDRESS: ______________________

CHAPTER PRESIDENT’S PHONE: ______________________

CHAPTER PRESIDENT’S SIGNATURE: ______________________

DATE: ______________________

DEADLINE DATE: July 31
Outstanding Chapter of the Year
Platinum Chapter, Gold Chapter, Silver Chapter Distinctions
June 1 – May 31

The Chapter of the Year Award’s process has been restructured this year to include more than just one “Outstanding Chapter” Award. A range of points will be established by the Awards Committee for the awarding of “Platinum Chapter”, “Gold Chapter” and “Silver Chapter” distinctions. Each chapter submitting a nomination will be recognized for their efforts. The Awards Committee will also determine an Outstanding Chapter of the Year from all the nominations.

1. MEMBERSHIP

- Excluding Trustees, Retirees, and Associate Members

Chapter must provide a membership list from FACC Office, proof of total number of employees, and percentage of members.

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% of employees</td>
<td>3 point</td>
</tr>
<tr>
<td>21% to 40%</td>
<td>6 points</td>
</tr>
<tr>
<td>41% to 60%</td>
<td>9 points</td>
</tr>
<tr>
<td>61% to 80%</td>
<td>12 points</td>
</tr>
<tr>
<td>Over 81%</td>
<td>15 points</td>
</tr>
</tbody>
</table>

Or

Net Increase in membership from previous year:

<table>
<thead>
<tr>
<th>Percentage Increase</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5% of employees</td>
<td>12 points</td>
</tr>
<tr>
<td>6% to 10%</td>
<td>13 points</td>
</tr>
<tr>
<td>11% to 20%</td>
<td>14 points</td>
</tr>
<tr>
<td>Over 21%</td>
<td>15 points</td>
</tr>
</tbody>
</table>

Note: Net increase is the sum of any percentage increase minus any percentage decrease.

2. STATE PARTICIPATION

Chapter must provide name and office/committee.

One officer to State, Region, or Commission Office or Committee appointee - 5 points each
Candidate for State, Region, or Commission Office - 2 points each.

3. REGION AND COMMISSION PARTICIPATION

Chapter must provide copy of report submitted with submittal date, Region Conference registration verification, Minutes of Chapter President’s meeting showing attendance and Commission Conference registration verification.

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)

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

4. COMMISSION EXEMPLARY PRACTICES

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

Nomination for Commission Exemplary Practice - 5 points each

5. CHAPTER POLITICAL ACTIVITIES

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
6. **EDUCATIONAL 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

7. **FUNDRAISING 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 fundraising activity. – 5 points each

8. **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

9. **COMMUNITY SERVICE ACTIVITIES BY CHAPTER**

   **Maximum 20 points**

   Chapter must provide documentation showing Chapter involvement.

   Any organized community service activity. – 5 points each

10. **CHAPTER WEBSITE**

    **Maximum 10 points**

    Chapter must provide a screen print of website showing chapter information, membership recruitment information, minutes, upcoming events, etc.

    Chapter Website – 10 points

11. **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. Must be a FACC Chapter activity.

    Each article submitted – 2 points each (Maximum 10 points)

12. **CHAPTER ORGANIZATION**

    **Maximum 15 points**

    Copy of Bylaws showing reviewed and/or 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

13. **RETIRED MEMBERS ACTIVITIES**

    **Maximum 15 points**

    Chapter must provide contact information to include mailing address and/or email address for each retiree member.
    Chapter must provide copy of invitation or information concerning chapter events as sent to retirees and method of distribution. Chapter social activities may not be included.
    Chapter must provide proof of retiree’s participation in chapter, regional or state activities. Chapter social activities may not be included. Points are only awarded per activity where retired members are participating.

    Retired Members Contact List – 5 points
    Publicizing of Chapter Activities to Retirees – 1 point each activity (Maximum 5 points)
    Retiree Member’s Participation in Chapter Activities – 1 point each activity (Maximum 5 points)
POINTS OF INFORMATION FOR CHAPTER DISTINCTIONS
AND THE CHAPTER OF THE YEAR AWARD

1. **Membership.** Include an updated membership list excluding trustees, retirees, and associate members from FACC Office dated within the criteria period. Include proof of total number of college employees from your college HR office and calculate your percentage of members (Membership divided by Total Number of Employees). Percentage increase in membership will be determined from the Chapter membership list for the criteria period and the FACC office’s membership total for the previous period.

2. **State Participation.** State Board of Directors (BOD) Membership should be documented using the FACC Leadership Manual or FACC website. Highlight names of individuals. 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). Chapters may receive an unlimited number of points for this category.

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 Region and Commission Conference registrations. Points are only awarded to one person per commission per conference. 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.

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).

6. **Educational 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).

7. **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).

8. **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).

9. **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 participation of Chapter members on behalf of the chapter 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).

10. **Chapter Website.** Include an up-to-date screen print of the Chapter website including the date of printing within the criteria period.
11. **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.

12. **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.

13. **Retired Members Activities.** Include a Chapter retiree contact list including mailing address and/or email address for each retiree member. Include documentation of how Chapter activities were publicized to retiree members. Documentation should include invitations or information sent to the retiree members and the method of distribution. Include proof of 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. Chapter social activities may not be included.

**Remember:**

- Properly date your materials. October 1 – September 30 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.