

### BEST PROFESSIONAL DEVELOPMENT PROGRAM AWARD

AFE recognizes local Chapters for their innovative, creative, and informative approaches to providing professional development opportunities. The Best Professional Development Award is granted to the Chapter whose professional development program reflects an outstanding best practice for delivering trainings and other programs that address the development needs of engineering and maintenance professionals. Award recipients in this category must complete the nominee submission process and include program calendar of events, handouts, synopsis, Web link, and/or marketing samples.

*All nominations must be submitted electronically by Monday, August 15, 2011.*

Chapter name and number \_\_\_\_\_

Chapter president \_\_\_\_\_

E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Nominated by \_\_\_\_\_

E-mail \_\_\_\_\_ Phone ( ) \_\_\_\_\_

#### Award category

- Small Chapter (65 members or fewer on July 1, 2011)
- Large Chapter (66 members or more on July 1, 2011)

#### Submission Guidelines

1. Describe the Chapter's overall strategy for professional development for its members. How is this strategy tied into the Chapter's strategic plan? (0 – 25 pts.)
2. Describe the Chapter's overall strategy for Chapter programs. Include how topics and speakers are chosen and how meetings are publicized. Describe procedures for conducting successful Chapter programs. How is the education or program committee organized and what are the members' responsibilities? Given the Chapter's size, how successful have the programs been in attracting attendance? (0 – 25 pts.)
3. How does the Chapter incorporate the use of technology in presenting and marketing its professional development activities (webinars, web-based archives of sessions, social media platforms etc.) (0 – 20 pts.)
4. In addition to programs, describe other educational activities sponsored by the Chapter. Describe the content of seminars and partnering with AFE to bring programs to your Chapter, etc. How frequently are programs held and how are topics selected? How are instructors or presenters determined? Include attendance data, degree of success, etc. (0 – 15 pts.)
5. How does the Chapter communicate educational information to members unable to attend programs and events? (0 – 15 pts.)

#### Submission process

Submission should cover activities from June 30, 2010 – July 1, 2011

- Forms must be submitted electronically and received at AFE no later than August 15, 2011
- Font size should be at 12-point, in an easy-to-read font such as Arial or Calibri
- One page per question is the recommended submission length (5 Pages total)
- Attachments can be added for clarification (must be submitted electronically)
- All communications regarding this entry will be directed ONLY to the individual listed in the section "Nominated by:"
- All submissions will be reviewed by the respective Region Vice President (RVP) for the nominated Chapter's region for pre-qualification.
- Nominations receiving the RVP's recommendation will be forwarded to the AFE Awards Committee for final selection.

#### Regional Vice President

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Phone \_\_\_\_\_

Submit nominations and all attachments to AFE at [TThomasHall@AFE.org](mailto:TThomasHall@AFE.org) or via fax to 571/766.2142