

### Chapter of the Year Award

AFE Chapter of the Year Award recognizes Chapters that present an outstanding example of representing the mission and value proposition of AFE through its leadership development, compliance with AFE Chapter Guidelines, and provision of programs, products and services that help to enhance the overall AFE membership experience. AFE Regional Vice Presidents are encouraged to submit Chapter nominations by completing the nominee submission process and including examples of the nominated Chapter's supporting work and programs.

**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. How does the Chapter work to support AFE national and regional activities? (0 – 25 pts.)
2. What is the Chapter's succession plan for developing new Chapter, Region, and National leaders and volunteers; what training or volunteer recognition is provided? (0 – 20 pts.)
3. What has been the most successful strategy for membership marketing and retention? Describe in quantifiable terms how this strategy has strengthened the Chapter. How is this strategy tied into the Chapter's strategic plan? (0 – 20 pts.)
4. How does the Chapter contribute to the professional development of its members? Discuss the various monthly programs offered, additional seminars and Chapter participation in encouraging members to obtain their certifications. How is professional development strategy tied into the Chapter's strategic plan? (0 – 15 pts.)
5. How has the Chapter worked with local colleges, universities or institutes and other organizations to advance the facilities engineering profession? (0 – 10 pts.)
6. Discuss Chapter communications. How is important information disseminated to members? Include information about the newsletter, public relations, Web site, etc. How is this strategy tied into the Chapter's strategic plan? (0 – 10 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

\_\_\_\_\_

Phone \_\_\_\_\_

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