

Chapter of the Year – 2009 Term

November 1, 2008, to October 31, 2009

Program Summary and Entry Requirements

The Chapter of the Year award competition recognizes outstanding work, participation and accomplishments by chapters within the Association.

Entry in the Chapter of the Year program is automatic. Chapter Presidents for the 2009 term year should supplement their entry with a chapter résumé and questionnaire. Your résumé should summarize and document your chapter's involvement in certain activities (per attached forms). After judging, results are determined and the winning chapters will be given appropriate recognition at the 2010 World Conference on Club Management in San Diego, CA.

Preparing the Entry

Because entry in this program is automatic, most of the work will be done for your chapter. However, in order to be eligible to win the \$1,000 Club Foundation-sponsored Education grant, all Chapter Presidents must submit a chapter résumé and questionnaire. Please note that if your chapter does not submit these two materials, 50 points will be deducted from your chapter's final point total and your chapter cannot be recognized as a winner, even if your chapter's score is the highest within its size category. The chapter résumé and questionnaire should be returned in the provided folder (no substitutions please) and must be received at National Headquarters by December 1, 2009. Any supplemental materials — chapter newsletter, etc. — should be provided in the folder as well; it should be noted that all supporting documents must be contained within the folder (i.e., no additional folders, binders, etc. are permitted). ***Late entries will not be accepted.***

Judging

Judging is the primary responsibility of the At-Conference Chapter of the Year Committee, with the National Headquarters staff tabulating categories II and III. Please make sure your Chapter Secretary/Managing Director has submitted the meeting minutes and attendance rosters for all chapter meetings as anything received at National Headquarters after December 1, 2009, will not be considered for judging. The judging categories are as follows:

- I. Chapter Résumé and Questionnaire
- II. Chapter and National Education
- III. CMAA Involvement

Awards

The Chapter of the Year awards will be presented at the Managers' Awards Luncheon at the 2010 World Conference to the winner in each of three chapter size categories: small, medium and large. A \$1,000 Education grant funded by The Club Foundation will be awarded to the three winning chapters. In addition, a trophy, which is displayed at the CMAA National Headquarters, will list the winning chapters' names.

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The following lists items that the Chapter of Year judging committee will be looking for in your entry. The chapter résumé should be submitted in a format similar to a personal résumé with bulleted points regarding events, activities and programming that took place from November 1, 2008, to October 31, 2009. The questionnaire is self-explanatory.

Your chapter's résumé should include the following areas: (Some examples of what the judges are looking for are included.)

Chapter and National Education (25 possible points)

Please note, points will have already been awarded (through the automatic entry portion, Section II) for specific credit areas. Judges will evaluate the Chapter President's effectiveness in summarizing the chapter's overall educational programming. Is the programming strong? What does the résumé tell the judges about the chapter members' participation in National educational events?

CMAA Involvement (20 possible points)

Please note, points will have already been awarded (through the automatic entry portion, Section III) for specific credit areas. Judges will evaluate the Chapter President's effectiveness in summarizing the chapter's involvement in National activities and how it relates to the growth of the chapter membership, Conference attendance, Leadership/Legislative Conference attendance, all BMI programs, National Committee assignments, etc. Are there other ways in which chapter members stay involved in CMAA? Does this involvement allow the chapter to grow in both strength and numbers?

Student Activities (15 possible points)

Does the chapter sponsor a student chapter (if applicable)? Does the chapter provide scholarships and/or internships to college students? Do chapter members participate in educational opportunities for students interested in a career in club management? What is original about the chapter's support of/for college students? Does the chapter's effort seem to aid the students in their club management goals? Do they see results?

Civic and Community Activities (15 possible points)

Does the chapter host one or more event(s) to raise funds for/benefit charitable or philanthropic organizations? Do members of the chapter participate or individually host events that benefit charitable or philanthropic organizations? If applicable, how are these events unique?

Chapter Communications (15 possible points)

Does your chapter publish a newsletter, and how often? (*Please include one issue for reference.*) What other methods of communication do the officers use to communicate with the chapter members? Does the chapter operate a Web site? Does the chapter make use of e-mail?

Questionnaire (10 possible points)

Is the questionnaire, along with any supporting documents, included?

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Competition Criteria

I. Chapter Résumé and Questionnaire

This section is optional but strongly recommended, as your chapter cannot be recognized for its accomplishments without it.

Answer the enclosed questionnaire and include a chapter résumé prepared by the 2008 President describing the chapter's achievements from November 1, 2008, through October 31, 2009. The chapter résumé should summarize the activities of your chapter as they directly relate to:

- ❖ Chapter and National Education
- ❖ CMAA Involvement
- ❖ Student Activities
- ❖ Civic and Community Activities
- ❖ Chapter Communication

The chapter résumé should be typed in a 12 point font and should be no longer than four pages in length. Include your résumé and questionnaire in the provided folder, along with an issue of your chapter's newsletter or any other type(s) of chapter communication, if applicable. Your chapter will forfeit 50 valuable points if these materials are not received by **December 1, 2009**. Chapters cannot be recognized as winners without sending in these supporting materials by the set deadline.

II. Chapter and National Education

Automatically scored by National Headquarters, no additional materials required.

III. CMAA Involvement

Automatically scored by National Headquarters, no additional materials required.

The National Headquarters staff will complete and calculate your chapter's score for both sections II and III. It is important to note that your chapter's score is directly affected by the materials/information we receive throughout the year [i.e., meeting minutes, newsletters, directories, notification of chapter donations to the Auction(s), involvement in the Chapters Collecting for Communities Campaign (CCC), etc.]. If all meeting minutes and related materials are not on record with the National Headquarters as of December 1, 2009, they will not be considered toward the 2009 Chapter of the Year scoring.

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Chapter Size Categories

Small Chapters

AK-SAR-BEN, Arkansas Razorback, Central New York, Central Pennsylvania, Dogwood, European, Far East, Illini, Inland Empire, Iowa Tall Corn, Michigan, Oklahoma-Kansas, Oregon, Paradise of the Pacific, Toledo, Utah, Volunteer

Medium Chapters

Alabama, City of New York, Detroit, Evergreen, Greater Baltimore, Greater Cleveland, Mid-America, Mile High, New York State, Pelican, Pittsburgh, St. Louis District, Upper Midwest, Virginias, Wisconsin Badger

Large Chapters

Carolinas, Connecticut, Florida, Georgia, Golden State, Greater Chicago, Greater Southwest, Metropolitan, National Capital, New England, New Jersey, Ohio Valley, Philadelphia & Vicinity, Texas Lone Star

Chapter of the Year – Questionnaire for the 2009 Term

November 1, 2008, to October 31, 2009

The chapter participated in the following Association initiative(s) in 2009: (Check all that apply.)

- CMAA's Web site
- The Club Foundation Auctions
- Chapters Collecting for Communities
- Excellence in Education
- Idea Fair for Chapters
- National Board Member or Director/Officer Chapter Visit (if applicable)
- Strategic Planning

Does the chapter publish a newsletter?

- Yes, published ____times per year (issue enclosed for reference).
If published online, how is it accessed? _____
- No

Does the chapter maintain a Web site?

- Yes, Web site address: _____
- No

Does the chapter employ a Managing Director?

- Yes
- No

Does the chapter sponsor a student chapter?

- Yes, name of student chapter: _____
- No

Sponsorship of a student chapter includes the following for hospitality students:

Students may attend local chapter/educational meetings?

- Yes
- No

Does the chapter provide scholarship/grant opportunities to college students?

- Yes
- No

Other student-related activities sponsored by the chapter:

If the chapter does not have the opportunity to sponsor a student chapter directly, how does it participate in the promotion of students in the industry?

In accordance with article XII of the CMAA Bylaws, the chapter has held at least four educational programs as part of its chapter meetings?

- Yes
- No

Does the chapter host one or more event(s) to benefit charitable or philanthropic organizations?

- Yes, charity/organization name: _____
(The forms needed for submission to earn credit for hosting such event(s) are included in this packet.)
- No