

1. INTRODUCTION

APMP may award up to six Chapter Awards. Any Chapter can self-nominate for one or more of the first four awards listed below:

- **Chapter Membership Award**, given to the Chapter that shows outstanding performance in increasing membership during the preceding calendar year
- **Chapter Programs Award**, given to the Chapter that shows outstanding performance in their regular programs (excluding annual symposia or training days) in meeting the needs of their members
- **Chapter Special Events Award**, given to the Chapter that shows outstanding performance in hosting a special event (i.e. other than the regular meeting program) that has shown value to their members, e.g. a symposium or training day.
- **Chapter Communications Award**, given to the Chapter that shows outstanding performance in the content and value of their newsletter, website or other communications means to their members and community

Chapters must submit their nominations by 28 February each year to the APMP Secretary. The Secretary will not accept nominations received after that date.

APMP may award two further Chapter awards at their discretion:

- **The Stephen P. Shipley Award for APMP Chapter of the Year**
- **The Steven S. Myers Award for APMP Chapter Chair of the Year**

A Chapter must submit nominations for one or more of the first four awards to be eligible for the Stephen P. Shipley Award for APMP Chapter of the Year.

1.1 THE JUDGING COMMITTEE

The Judging Committee comprises the Secretary (non-voting chairperson) and the five Regional Directors (voting members). The Secretary distributes the nominations from the chapters to the Regional Directors. Each Regional Director reviews the nominations, and scores their top three recommendations for each of six awards:

1st place = 3 points; 2nd place = 2 points; 3rd place = 1 point

The Regional Directors submit their scores to the Secretary, who tallies the scores and submits the names of the Chapters receiving the highest number of votes to the remainder of the APMP Board of Directors for ratification. The Executive Director confirms that each nominated chapter has submitted the required reports and bank statements. The CEO provides a tie-breaking vote should that be necessary.

1.2 AWARD PRESENTATIONS

The APMP Board of Directors honors the winners in each category at the next Annual International APMP Conference, and each winning Chapter is encouraged to have a representative at the conference to accept the award. Should a representative not be able to attend the conference, the appropriate Regional Director honors the successful Chapter at a Chapter meeting.

2. EVALUATION PROCESS

2.1 MANDATORY INFORMATION TO BE SUPPLIED FOR EACH AWARD NOMINATION

The Chapter shall supply the following information with their nominations for any of the self-nominated awards:

- a. Chapter name
- b. Chapter charter date
- c. Chapter officers and positions
- d. Chapter geographic area
- e. Any additional information that emphasizes the Chapter in relation to the award nomination

The Chapter must have submitted its Quarterly Chapter Rebate Report Form for the fourth quarter of the previous year by 15 January to the APMP Executive Director, accompanied by the Chapter's December bank statement(s) showing year-end balance(s).

This information counts as 10% of the overall score for any award nomination. In the following sections, the percentages marked beside each section indicate how much it will affect the final score.

Chapters should provide supporting materials applicable to each award nomination.

2.2 CHAPTER MEMBERSHIP AWARD

The Chapter shall supply the following information with a Chapter Membership Award nomination, in addition to the information requested in section 2.1:

- Describe any innovations for attracting new members, retaining existing members and reregistering lapsed members (50%):
 - Detail techniques and methods used
 - Provide samples of brochures, flyers, website and emails used
- Provide numbers on paid membership (40%):
 - State membership percentage increase over the past year
 - State number of new members
 - State number of retained members, i.e. members who renewed their membership dues
 - State number of lapsed members reregistered, i.e. members who renewed their membership dues having allowed them to lapse beyond the 30-day grace period

2.3 CHAPTER PROGRAMS AWARD

The Chapter shall supply the following information with a Chapter Programs Award nomination, in addition to the information requested in section 2.1:

- Describe your programs throughout the year giving the following information for each meeting (70%):
 - State number of programs/meetings held
 - State number of chapter members and visitors attending each meeting
 - Describe tangible information presented at each meeting
 - Describe new, creative or innovative programs held during the year. For each describe the nature of the meeting, why it was created, and value achieved
- Describe how member/attendee feedback is collected (10%)
- Describe how meetings are advertised, i.e. meeting notices, announcements, emails, flyers, etc. (10%)

2.4 CHAPTER SPECIAL EVENT AWARD

The Chapter shall supply the following information with a Chapter Special Event Award nomination, in addition to the information requested in section 2.1:

- Describe the special event (30%):
 - State event dates and location
 - Describe the type of event
 - State the event theme and objectives
 - State the number of attendees
- Describe how membership input, i.e. a call for presentations, surveys, emails, etc., was used by the Chapter in creating the special event (25%)
- Describe how the special event was advertised, i.e. promotional materials, notices, emails, etc. (25%)
- Provide examples of lessons learned with the special event that were shared with other chapters and APMP (10%)

2.5 CHAPTER COMMUNICATIONS AWARD

The Chapter shall supply the following information with a Chapter Communications Award nomination, in addition to the information requested in section 2.1:

- Describe the nature of the communication, (e.g. newsletter, website, or brochure) and the value of content to the chapter members (60%):
 - For a website, demonstrate that calendars, events, chapter officer contact information, hyperlinks, etc., are current
- Provide samples of electronically distributed or printed matter, or a link to a website, etc., to demonstrate high-level professionalism in presentation (30%)

2.6 THE STEPHEN P. SHIPLEY AWARD FOR APMP CHAPTER OF THE YEAR

A Chapter must submit nominations for one or more of the four self-nomination awards to be considered for the Stephen P. Shipley Award for APMP Chapter of the Year. The award is given at the discretion of the Judging Committee.

2.7 THE STEVEN S. MYERS AWARD FOR APMP CHAPTER CHAIR OF THE YEAR

The Steven S. Myers Award for APMP Chapter Chair of the Year is awarded at the discretion of the Judging Committee.