



American Society of Professional Estimators

AWARDS GUIDELINES

Revised November, 2007

AMERICAN SOCIETY OF PROFESSIONAL ESTIMATORS AWARDS GUIDELINES

Revised November 2007

TABLE OF CONTENTS

Categories of Awards.....	3
General Notes/Submittal Chart.....	4
Estimator of the Year.....	5
Chapter President of the Year.....	10
Fellow Award.....	16
Honorary Member Award.....	20
Chapter Activity Awards	
A. Best Chapter Program.....	21
B. Best Chapter Fund Raiser.....	25
C. Best Chapter Educational Activity.....	30
D. Best Chapter Newsletter.....	34
E. Best Chapter Website.....	40
F. Best Chapter Membership Recruitment/Retention Program...	45
Awards Judging Procedures.....	49
Grading Sheets (for Committee use).....	50
Chapter Achievement Awards.....	56
Member Sponsorship Awards.....	62
Chapter Membership Awards	
A. Chapter Membership Increase Award.....	63
B. Chapter Membership Retention Award.....	63
C. Service Awards.....	64
D. Chapter Certification Chairman of the Year Award.....	64
E. President's Awards	64

CATEGORIES OF AWARDS

Submittals are required for the following categories:

1. National Estimator of the Year Award
2. National Chapter President of the Year Award
3. Fellowship Award
4. Honorary Member
5. Regional & National Chapter Activity Awards
 - A. Best Chapter Program
 - B. Best Chapter Fund Raiser
 - C. Best Chapter Educational Activity
 - D. Best Chapter Newsletter
 - E. Best Chapter Website
 - F. Best Chapter Membership Recruitment/Retention Program
6. National Chapter Achievement Awards
 - A. Chapter Recognition Award
 - B. Outstanding Chapter Award
 - C. Superior Chapter Award
 - D. Superior Chapter with Distinction Award

Submittals are not required for the following categories, but are derived from Society Business Office records.

7. Member Awards
 - A. Individuals Sponsoring More than 5 New Members
 - B. Individuals Sponsoring More than 15 New Student Members
 - C. National Recruiter of the Year
8. Regional & National Chapter Membership Awards in two categories, Chapters with less than 20 members and Chapters with more than 20 members.
 - A. Chapter with the Largest Increase in Members
 - a. Measured by Count
 - b. Measured by Percentage
 - B. Chapter with the Largest Retention of Members
 - a. Measured by Count
 - b. Measured by Percentage
9. Member Awards
 - A. 10 & 20 Year Service Award
 - B. Chapter Certification Chairman of the Year awards in two categories, Chapters with less than 20 members and Chapters with more than 20 members.
 - C. President's Awards

General Notes Regarding Submittals

1 - All submittals **MUST BE RECEIVED** at the Society Business Office (SBO) by the dates noted below. **Late submittals will not be considered for awards.**

2 - Submittals for each Award are all to be separate and independent. For example, a submittal for “President of the Year” must include all substantiating data and not reference the Chapter’s “Chapter Achievement” submittal for Chapter Activities completed.

3 - Each submittal is reviewed by more than one person. This requires multiple copies of **PDF formatted CD’s** to be submitted to SBO for distribution to each of the reviewing committee members along with one paper copy to be displayed at the National Convention (grading sheets will be removed from the Convention copy). SBO shall not be responsible for making copies. Submittals can not be sent by e-mail.

4 - All submittals must include the phone number or e-mail address of the preparer in case of questions regarding the submittal.

5 - The Awards year does not run concurrent with the Society business year, but runs from June 1 to May 31 of the year preceding Convention.

AWARDS SUBMITTAL CHART

AWARD	DUE	PDF Formatted CD's
Estimator of the Year	4/15	7
Chapter President of the Year	6/1	10
Fellowship Award	4/15	7
Honorary Member	4/15	4
Chapter Activity Awards	6/1	10
Chapter Achievement Awards	6/1	2 (Paper Copies)

The Revised Awards Guidelines dated November 2007 are available upon request from the Society Business Office and are posted on the Society’s National website.

Estimator of the Year Award

A. FORM - Nominations shall be submitted on Form EY as distributed by the Awards Committee. Seven (7) PDF formatted CD's and one paper copy of the submittal are required for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be made to the Society Business Office (SBO).

B. DUE DATE - Nominations for this Award shall be closed on April 15th. Submittals **MUST BE RECEIVED** at SBO by this date to be considered. Late submittals will not be considered.

C. JUDGING - Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each of the nominee's substantiating documentation. The Chairman of the Committee shall compile the results of the evaluations and advise the Society Business Office of the results no later than June 15. A simple majority of the committee members shall agree on one (1) nominee as the award recipient.

D. CRITERIA - See the current application form with point system noted. Nominee must have ten (10) years estimating experience.

E. AWARD - Shall be determined by the National Business Office.

F. PRESENTATION - Shall be by the National Awards Committee & Fellow Chairman at the Awards Banquet of the Annual Convention. A summary of the recipient's Society, industry and community activities shall be submitted with the application and given as part of the introduction.

ESTIMATOR OF THE YEAR

20____ - 20_____

Nomination Form

CHAPTER # _____

Submitted by:

Chapter President

Phone # or e-mail address

FORM EY Page 2 (Revised November 2007)
NOMINATIONS FORM-ESTIMATOR OF THE YEAR

Name: _____ Birth Date: __/__/__

Address: _____

Home Phone: _____ Nominee's Membership Classification: _____

Nominating Chapter: _____ No.: _____

Employer: _____

Employer's Address: _____

Phone: _____ Nominee's Occupational Title: _____

This nomination form is to be included in the CD's submitted to the Society Business Office on behalf of the nominee. In addition, the major sections shall be organized as follows:

A. PROFESSIONAL EXPERIENCE

Include a complete resume that provides progressive job descriptions and size of any estimating staff supervised throughout nominee's career.

B. ASPE ACTIVITY

Include a chronological listing of offices held, committees chaired, and technical contributions made, along with a statement by one or more Chapter Secretaries or Presidents, certifying that the list of activities has been verified and that it conforms with all available records. (SUBSTANTIATING DATA MUST BE ATTACHED)

C. PROFESSIONALISM

Include a chronological listing of contributions to the industry, community, and charitable organizations. (SUBSTANTIATING DATA MUST BE ATTACHED)

D GENERAL

Include any other documentation which might give the Awards Committee a basis for allowing discretionary points for distinguished service to the industry or ASPE.

This nomination submitted and verified by: _____
Title _____ Date _____

Instructions: Completed CD's shall be received at the Society Business Office by April 15th. Seven (7) PDF formatted CD's and one paper copy is required for distribution to Awards Committee members.

Estimator of the Year Award

Submittal Form

Points will be awarded in the following categories on the basis of the quality and completeness of the supporting documentation accompanying the nomination. Seven (7) PDF formatted CD's shall be submitted to the Awards Committee with tabs identifying the items documented. The documentation shall be arranged to conform to the categories and subcategories below. Submit this application and supporting documentation by April 15th of the Award year.

Categories	Points Claimed	Tab Number of Documentation Location	For Committee Use Only
A. Professional Experience (20 points minimum/30 points maximum)			
1. Certification by ASPE (5 points)			
2. Estimator responsible for preparing definitive/detailed labor and material estimates for a contractor subcontractor, construction material fabricator, manufacturer, design firm, owner, surety, financial lender or independent estimating firm (1 point per year; 20 points maximum)			
3. Chief Estimator responsible for supervising estimators preparing estimates as described in 2 above (1 point per year; 5 points maximum)			
B. ASPE Activity (20 points minimum/40 points maximum)			
1. Offices Held			
a. Board of Trustees (including Regional Governors and Technical Board Chairs)			
i. President (2 points per year)			
ii. Member Board of Trustees (1.5 pts./ year)			
b. Regional Offices			
i. District Director (1 point per year)			
ii. Technical Board Member(.75 point per year)			
c. Chapter Offices			
i. President (1.5 points per year)			
ii. Chapter Officer or Director (0.5 pt. per year)			

FORM EY Page 4 (Revised November 2007)
 Estimator of the Year

Categories	Points Claimed	Tab Number Documenta- tion Location	For Committee Use Only
2. Committees Participation (10 points maximum)			
a. Society Committees (1 point per year)			
b. Regional Committees (.75 points per year)			
c. Chapter Committees (.5 points per year)			
d. If Committee Chair (.5 point per year)			
3. Educational Contributions (10 points maximum)			
a. Published Articles in Estimator (2 points per article)			
b. Published Articles in Chapter Newsletter (1 point per article)			
c. Speaker at Society Seminar or Workshop (1 point per presentation)			
d. Speaker at Regional Seminar, Workshop, or Meeting (.75 point per presentation)			
e. Speaker at Chapter Seminar, Workshop, or Meeting (.5 point per presentation)			
C. Professionalism (10 points minimum)			
1. Industry (10 points maximum)			
a. Contributions to other construction industry organization (1 point per documented item)			
b. Published articles, papers, or books (1 pt. ea.)			
1. Civic (10 points maximum)			
a. Contributions to community (1 point per documented item)			
b. Contribution to charitable organizations (1 point per documented item)			
D. General (10 points maximum) – Include any other documentation which might give the Awards Committee a basis for allowing discretionary points for distinguished service to the industry or ASPE. No points shall be claimed for this category. Points will be awarded by the Awards Committee.	X		
Total			

Candidate must achieve the minimum points in Categories A, B, and C to be eligible for this award.

CHAPTER PRESIDENT OF THE YEAR AWARD

A. FORM - Nominations shall be submitted on Form PY as distributed by the Awards Committee. Ten (10) PDF formatted CD's and one (1) paper copy are required for distribution to the reviewing committee members. All required documentation is to be included as laid out in the award criteria guidelines. All award submittals shall be made to the Society Business Office.

B. DUE DATE - Nominations for this Award shall be closed on June 1st. Submittals **MUST BE RECEIVED** at SBO by this date to be considered.

C. JUDGING - Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each of the nominee's substantiating documentation. The Chairman of the committee shall compile the results of the evaluations and advise the Society Business Office of the results no later than June 1st. A simple majority of committee members shall agree on one nominee.

D. CRITERIA - Based on the point system with the current application form.

E. AWARD - Shall be as determined by the National Business Office.

F. PRESENTATION - Shall be by the National Awards Chairman at the Awards Banquet of the Annual Convention. **A summary of the recipient's Society, industry and community activities shall be submitted with the application and given as part of the introduction.**

CHAPTER PRESIDENT OF THE YEAR

20____ - 20____

Nomination Form

CHAPTER # _____

Submitted by:

Chapter President

Phone # or e-mail address

FORM PY Page 2 (Revised November 2007)
CHAPTER PRESIDENT OF THE YEAR

Name: _____ Birth Date: ____/____/____

Address: _____ Home Phone: _____

Nominee's Membership Classification: _____

Nominating Chapter: _____ No.: _____

Employer: _____

Employer's Address: _____

Phone: _____ Nominee's Occupational Title: _____

This nomination form is to be included in the CD documentation submitted to the Society Business Office on behalf of the nominee. In addition, the major sections shall be organized as follows:

A. CHAPTER ACTIVITIES ORGANIZED DURING THE AWARD YEAR

Comprehensive list of Chapter activities and results organized during the award year, including but not limited to the goals of the chapter, chapter schedule of events, analysis of the chapter's progress towards chapter recognition and the results of the President's leadership.

B. INVOLVEMENT IN OTHER ASPE ACTIVITY DURING THE AWARD YEAR

Include a listing of other offices held, committees chaired, and technical contributions made during the award year, along with a statement by the Chapter Secretary that the list of activities has been verified and that it conforms with all available records.

(SUBSTANTIATING DATA MUST BE ATTACHED)

C. PROFESSIONALISM DURING THE AWARD YEAR

Include a listing of contributions to the industry, community, and charitable organizations during the award year. (SUBSTANTIATING DATA MUST BE ATTACHED)

D. GENERAL

Include any other documentation which might give the Awards Committee a basis for allowing discretionary points for distinguished service during the award year to the industry or ASPE.

This nomination submitted and verified by: _____
Name & Title Date

Instructions: Completed volumes MUST BE RECEIVED at the Society Business Office by June 1st of the award year.

CHAPTER PRESIDENT OF THE YEAR

Categories	Required Document- ation	Points Claimed	Tab # of Documen- tation	Committee Use Only
A. Activities Organized During the Award Year (Minimum 100 Points)				
1. Submit Chapter Election Results to SBO by June 1 (5 pts.)	Copy of letter to SBO			
2. Submit list of Chapter Committee Chairman to SBO by Critical Calendar Date (5 pts.)	Copy of letter to SBO			
3. Submit Chapter Year Plan of Action to SBO and Regional Governor by Critical Calendar Date (5 pts.)	Copy of letter to SBO			
4. Submit Chapter Schedule of meetings, topics, educational and social events to SBO and Regional Governor by Critical Calendar Date (6 pts.)	Copy of letter to SBO			
5. Submit Chapter Reports to SBO and Regional Governor by Sept. 15, Feb. 15, and June 1. (10 pts.)	Copies of Reports			
6. Have a Chapter Representative at Regional Meetings. (2 pts. / meeting)	Attendance lists.			
7. Have a Chapter Representative at the Annual Convention (5 pts.)	Attendance list.			
8. Hold minimum of 6 Chapter Board of Director Meetings. (9 pts.)	Copies of Minutes.			
9. Hold a minimum of 8 Chapter Meetings. (20 pts.)	Copies of notices.			
10. Membership retention of 80% (5 pts.) or 95% (10 pts.)	Copies of Rosters.			
11. Increase membership by 5 (5 pts.) or by 15 (10 pts.)	Copies of Rosters.			
12. Have Chapter Member accepted into the Certification Program. (1 pt/member - maximum 5 pts.)	Letter from Certification Chair.			
13. Have a Chapter Member receive Certification. (3 pts./member - maximum 9 pts.)	Copy of certificate.			
14. Chapter sponsors a 1 day Estimating Seminar. (5 pts.)	Copy of notices.			
15. Chapter publishes 4 newsletters (8 pts.) or 8 newsletters (16 pts.)	Copies of newsletters.			
16. Publicize Chapter Meetings in local trade or public publications. (1 pt. per announcement)	Copies with Masthead.			
17. Chapter conducts Fund raiser from which the net profit is at least \$200.00. (3 pts.)	Treasurer's Report.			
18. Chapter conducts separate Fundraiser from which the net profit is at least \$400.00. (6 pts.)	Treasurer's Report.			

Categories	Required Document- ation	Points Claimed	Tab # of Documen- tation	Committee Use Only
19. Chapter conducts meeting on Ethics. (5 pts.)	Copy of Notice.			
20. Sponsor member as a guest lecturer at a college, university, trade association or builder's association class. (5 pts.)	Letter from organizer.			
21. Hold Chapter Awards Banquet to recognize contributions by members. (10 pts.)	Copy of Notice.			
22. Award a Chapter Estimator of the Year. (3 pts.)	Copy of Certificate.			
23. Start or maintain a Student ASPE organization of at least 10 members. (10 pts.)	Copy of Roster.			
24. Chapter submits for Chapter Activity Awards. (5 pts./submittal - max. 15 pts.)	1st 2 pages of Submittal.			
25. Chapter submits for Chapter Achievement Award. (5 pts.)	1st 2 pages of Submittal.			
B. Other ASPE Activities. (Minimum 30 pts.)				
1. Chapter Offices held by Nominee.				
A. President - Required for Submittal. (25 pts.)	Copy of Roster.			
B. Other Chapter Offices: Treasurer or Secretary only. (5 pts. ea. year held)	Copy of Roster.			
2. Chapter Committee Chair(s) held by Nominee.				
A. Chapter Committee(s). (5 pts. / Committee chaired.)	Committee lists.			
B. Newsletter Editor. (10 pts.)	Copy of Newsletter.			

Form PY Page 4 (Revised November 2007)
 Chapter President of the Year

Categories	Required Document- ation	Points Claimed	Tab # of Documen- tation	Committee Use Only
3. Technical Contributions from Chapter during the Nominee's Presidency.				
A. Convention Technical Papers. (2 pts. each)	Copies.			
B. Technical Article in the Estimator. (2 pts. each)	Copies.			
C. Technical Speaker at National Seminar. (1 pt./ presentation.)	Seminar Agenda.			
4. Professionalism During the Award Year				
A. Industry (5 pts. maximum)				
1. Contributions to other industry organizations. (1 pt./documented items.)	Notices/ Letters.			
1. Contributions to Community. (1 pt./documented item.)	Copy / Letters.			
2. Contributions to Charitable Organizations. (1 pt./documented item.)	Copy / Letters.			
C. Awards Committee Discretionary Points	X	X		
A. Subjective evaluation of the overall merit of the Nominee's effectiveness and leader-ship during the Award Year, involvement with ASPE and qualifications to be the Recipient of the Chapter President of the Year Award.	X	X		
Total Points				

Failure to achieve the minimum points noted in each category will result in the Nominee's elimination from consideration for the Award. An individual may receive the National Chapter President of the Year Award only once.

FELLOW AWARD

- A. FORM - Nominations shall be submitted on Form FA as distributed by the Awards Committee. Seven (7) PDF formatted CD's and one paper copy of the submittal are required for distribution to the reviewing committee members. All required documentation is to be included in the format as laid out in the Submittal Form. All award submittal shall be made to the Society Business Office.
- B. DUE DATE - Nominations for this Award shall be closed on April 15th. Submittals **MUST BE RECEIVED** at SBO by this date to be considered.
- C. JUDGING - Each member of the Committee of Fellows shall be invited to prepare an objective evaluation based on each of the nominee's substantiating documentation. The Chairman of the Awards Committee shall compile the results of the evaluations and advise the Society Business Office of the results no later than June 1st. A 2/3 majority of committee members shall agree on any nominee. No more than one Fellow award will be issued each year.
- D. CRITERIA
 1. Member must be a Certified Professional Estimator (CPE).
 2. Member must have been in good standing for 10 years.
 3. Nominated by Chapter with two (2) Certified Professional Estimator (CPE) members.
 4. Approved by 2/3 majority of the Committee of Fellows.
 5. Approved by a simple majority of the Board of Trustees.
- E. AWARD - Shall be a Certificate identifying the member's status as a Fellow Member and a gold Estimator pin.
- F. PRESENTATION - Shall be by the National Awards and Fellowship Committee Chairman at the Awards Banquet of the Annual Convention. **A summary of the recipient's Society, industry and community activities shall be submitted with the application and given as part of the introduction.**

FELLOW AWARD

20____ - 20____

Nomination Form

CHAPTER # _____

Submitted by:

Chapter President

Phone # or e-mail address

Fellow Award

Submittal Form

Points will be awarded in the following categories on the basis of the quality and completeness of the supporting documentation accompanying the nomination. Seven (7) PDF formatted CD's and one paper copy of documentation shall be submitted to the Awards Committee containing a cover page identifying the candidate and tabs to identify the documentation location. The documentation sections shall be arranged to conform to the categories and subcategories below with all pages numbered consecutively. Submit this application and supporting documentation for receipt by April 15th of the Award year at the Society Business Office.

Categories	Points Claimed (Fill out by submitter)	Tab Number of Documentation	For Committee Use Only
A. Professional Experience (20 points minimum)			
1. Certification by ASPE (5 points)			
2. Estimator responsible for preparing definitive/detailed labor and material estimates for a contractor subcontractor, construction material fabricator, manufacturer, design firm, owner, surety, financial lender or independent estimating firm (1 point per year; 20 points maximum)			
3. Chief Estimator responsible for supervising estimators preparing estimates as described in 2 above (1point per year;5 points maximum)			
A. ASPE Activity (20 points minimum)			
Offices Held			
a. Board of Trustees (including Regional Governors and Technical Board Chairs)			
i. President - 2 pts. Per year			
ii. Member BOT (1 point per year)			
b. Regional Offices			
i. District Director (1 point per year)			
ii. Technical Board Mbr (.5 pt per ear)			
c. Chapter Offices			
i. President (1.0 points per year)			
ii. Chapter Officer or Director (.5 pt per year)			

FORM FA Page 3 (Revised November 2007)
Fellowship Award

Categories	Points Claimed	Tab Number of Documentation	Committee Use Only
2. Committee Participation			
a. Society Committees (1 pt per year)			
b. Regional Committees (.75 points per year)			
c. Chapter Committees (.5 points per year)			
d. If Committee Chair (.5 point/year)			
3. Educational Contributions			
a. Published Articles in Estimator (2 points per article)			
b. Published Articles in Chapter Newsletter (1 point per article)			
c. Speaker at Society Seminar or Workshop (1 point per presentation)			
d. Speaker at Regional Seminar, Workshop, or Meeting (.75 point per presentation)			
e. Speaker at Chapter Seminar, Workshop, or Meeting (.5 point per presentation)			
C. Professionalism (10 points minimum)			
1. Industry			
a. Contributions to other construction industry organization (1 point per documented item)			
b. Published articles, papers, or books (1 point each)			
2. Civic			
a. Contributions to community (1 point per documented item)			
b. Contribution to charitable organizations (1 point per documented item)			
D. General (10 points maximum) – Include any other documentation, which might give the Awards Committee a basis for allowing discretionary points for distinguished service to the industry or ASPE. No points shall be claimed for this category. Points will be awarded by the Awards Committee.	X		
Total			

Candidate must achieve a minimum of 100 points to be considered for this award.

HONORARY MEMBER AWARD

NOTE: See the Society By-Laws for the specific definition of an Honorary Member.

- A. FORM - Nominations shall be submitted to the Society Business Office in the form of a letter detailing the nominee's qualifications for consideration. Two (2) copies are required. A copy of the letter will be forwarded to the Awards Committee. This Award may be presented to more than one approved Honorary Member per year.
- B. DUE DATE - Nominations for this Award shall be closed on April 15th. Letters of nomination **MUST** be received at the Society Business Office by the due date to be considered.
- C. JUDGING - Each member of the Awards Committee shall be given an opportunity to review the letter of nomination, and to approve or disapprove of the Award. Nominees receiving a 2/3 majority approval from the Committee Members, shall be submitted to the National Board of Trustees for approval.
- D. CRITERIA - Based on a subjective evaluation of the nominee's experience and worthiness to receive the Award.
- E. AWARD - Shall be an Honorary Member Certificate.
- F. PRESENTATION - Shall be by the National Awards and Fellowship Committee Chairman at the Awards Banquet of the Convention. A summary of the recipient's Society, industry and community activities shall be submitted with the application and given as part of the introduction.

REGIONAL & NATIONAL CHAPTER ACTIVITY AWARDS

A. BEST CHAPTER PROGRAM

1. FORM - Nominations shall be submitted on Form BCP distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. This category shall apply only to programs presented at a regular monthly membership meeting. The program entered can be used for this Chapter Activity Award Category only and may not be used for another Category, also.
2. DUE DATE - Chapter entries for this Award must be received by June 1st at the Society Business Office. Late submittals will not be considered.
3. JUDGING - Shall be by the Awards Committee prior to Convention. Committee members shall not judge the entries in their region. Committee Members are the Governors and all elected National Officers. The judging shall be done numerically as per the evaluation form contained in the award guidelines.
4. CRITERIA - The following Form BCP shall serve as a guideline for judging.
5. AWARD - One submittal per Region will receive an award. From the Regional winners, a National winner shall be selected. The award shall be a Certificate for the Regional recipients and a Certificate and patch for the National recipient to affix to their chapter banner.
6. PRESENTATION – Certificates shall be presented by the National Awards Chairman at the Awards Dinner at the Annual Convention. Patches will be mailed to the regional governors after the Annual Convention.

FORM BCP (Revised November 2007)
BEST CHAPTER PROGRAM
Chapter # _____

BEST CHAPTER PROGRAM

YEAR 20____ - 20____

Nomination Form

CHAPTER # _____

Chapter Awards Chairman

Chapter President

Phone # or e-mail address

Activity Description	Required Documentation	Tab Number of Documentation Location	Points Allowed /Claimed	Committee Verification
1. Publicity				
A. Meeting flyer listing topic, speaker, date, time and location.	Copy of flyer.		2	
B. Flyer sent to other local construction related groups.	Copy of e-mail or fax verification or other group's printed copy.		1 ea	
C. Notice published in Chapter Newsletter.	Copy of Newsletter.		2	
D. Notice posted on Chapter Website.	Printout of web page.		2	
E. Notice published in local newspaper or trade publications.	Copy - including masthead.		1 ea	
F. Recap article published in Chapter Newsletter.	Copy of newsletter.		5	
G. Flyer and recap article sent to O&E committee.	Copy of transmittal.		5	
2. Program/Meeting				
A. Topic of relevance to Chapter, Society and Construction Industry.	Copies of flyer and recap article.		5	
B. Main speaker's credentials described to attendees.	Copy of short bio provided by speaker.		2	
C. Supporting handout material available.	Copies of handouts.		2	
D. Portion of meeting dedicated to Chapter business.	Copy of Chapter notes for meeting or recap article.		2	
E. Portion of meeting dedicated to an Ethical or Procedural question/discussion.	Copy of Chapter notes for meeting or Recap article.		5	
F. Tabletop display including items such as: award certificates, newsletters, membership packets, future meeting notices, pictures of past meetings and/or social events.	Picture of display.		5	

Activity Description	Required Documentation	Tab Number of Documentation Location	Points Allowed /Claimed	Committee Verification
Attendance				
A. Reservation list with notations of member, guest, student, etc..	Copy of list.		2	
B. Attendance by 25% of Chapter members.	Copy of list and # of Chapter members.		5	
C. Attendance by 50% of Chapter members.	Copy of list and # of Chapter members.		5	
D. Student attendance.	Copy of list.		.5 ea./	
E. Guests equal to 10% of attendees.	Copy of list.		5	
F. Guests equal to 20% of attendees.	Copy of list.		5	
G. # of Members bringing at least one guest.	Copy of list.		1 ea	
H. New Chapter member(s) introduced at meeting and given membership pins.	Copy of Chapter notes / recap article.		2	
I. New member(s) as a direct result of meeting.	Copy of application(s).		5 ea	
J. Board member designated as "Meeting Greeter" to introduce attendees to others.	Chapter meeting notes.		5	
Total points claimed				
Judge's Discretionary				
Overall Total				

Give a brief account of the reasons this meeting (of all your meetings during this award year) was selected as your Chapter's submittal for this award. (For use by judges for discretionary points.)

Regional & National Chapter Activity Awards

B. BEST CHAPTER FUND RAISER

1. FORM - Nominations shall be submitted on Form BCFR distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. This category shall apply to all programs raising money initiated and executed by the Chapter. The fund raiser program submitted for this award can be entered in only this Chapter Activity Category and may not be used for another Category, also.
2. DUE DATE - Chapter entries for this Award shall be submitted by June 1st to the Society Business Office.
3. JUDGING - Shall be by the Awards Committee at Convention. Committee members shall not judge the entries in their region. Committee Members are the Governor for each region and elected National Officers. The judging shall be done numerically as per the evaluation form contained in the Award Guidelines.
4. CRITERIA - The following shall serve as a guideline for judging.
 - a. Publicity (pre and post meeting) – 1-10
 - b. Fund Raising Activity – 1 - 30
 - c. Use of Funds – 1 - 20
 - d. Total Dollars Raised – 1 - 20
 - e. Attendance/New Members – 1 - 20
5. AWARD - One submittal per Region will receive and award. From the regional winners, a National winner will be selected. The Award shall be a Certificate for the Regional recipients and a Certificate and a patch to for the National recipient to affix to their chapter banner.
6. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

FORM BCFR (Revised November 2007)
BEST CHAPTER FUND RAISER

BEST CHAPTER FUND RAISER

YEAR 20____ - 20_____

Nomination Form

CHAPTER # _____

Submitted by:

Chapter President

Phone # or e-mail address

FORM BCFR Page 2 (Revised November 2007)
Best Chapter Fund Raiser
Chapter # _____

REQUIREMENTS OF THIS SUBMITTAL:

1. Utilize only the space available, except for the attendees list. Attach a copy of the Chapter's attendance list with notations include if attendee was a member, guest or speaker.
2. Distill the information and avoid unnecessary information.
3. Completeness of the submittal and the results are being judged.
4. Judging is: Publicity (10%), Fund Raising Activity (30%), Use of Funds (20%), Total Dollars Raised (20%), Attendance/New Members (20%)
5. Submittal shall be received at the Society Business Office by June 1st.
6. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy.
7. This Fund Raiser program can be submitted in only one Chapter Activity Award Category and may not used for another Category, also.

GENERAL INFORMATION:

Type of Activity: _____

Fund Raiser Date: _____

Fund Raiser Location: _____

Attendance: Chapter Members ____ Speakers ____ Guests ____ Others ____

Number of New Members as a direct result of this Program: _____

Names of the New Members: _____

Cost of Fund Raiser _____ Meal ____ Yes ____ No ____

Description of Publicity prior to
Event: _____

_____ Description of
Publicity after the
Event _____

FORM BCFR - Page 3 (Revised November 2007)
Best Chapter Fund Raiser
Chapter # _____

PRE PUBLICITY

Attach clippings from the publicity prior to the event. Include with each clipping the name of the publication and date. Chapter Newsletter articles and announcements are to be included. Reduce items to fit and remain legible.

POST PUBLICITY

Attach clippings from the publicity prior to the event. Include with each clipping the name of the publication and date. Chapter Newsletter articles are to be included. Reduce items to fit and remain legible.

PROGRAM

Brief Description of the Activity _____

Objectives and Purposes for holding this Fund Raiser _____

Results of the Fund Raiser _____

Highlights of the Fund Raiser _____

Concluding Information about the Fund Raiser _____

Fund Raiser Financial Information

Expenses

Printing Costs _____
Mailing Costs _____
Meals/Refreshments _____
Meeting Room and Equipment Rental _____
Workbook and Handout Costs _____
Miscellaneous Expenses _____

TOTAL EXPENSES _____

Income

Registration Fees _____
Sponsorship Fees _____
Miscellaneous Income _____

TOTAL INCOME _____

NET INCOME _____

Description of Plans for the Usage of the Funds Raised: _____

Regional & National Chapter Activity Awards

C. BEST CHAPTER EDUCATIONAL ACTIVITY

1. FORM - Nominations shall be submitted on Form BCEA as distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. This category shall apply only to programs presented at a time other than the regular monthly membership meeting. This program can be entered in only one Chapter Activity Award Category and not used for another category also.

2. DUE DATE - Chapter entries for this Award shall be received by June 1st at the Society Business Office. Late submittals will not be considered.

3. JUDGING - Shall be by the Awards Committee prior to Convention. Committee members shall not judge the entries in their region. Committee members are the Governor for each region and elected National Officers. The judging shall be done numerically as per the evaluation form contained in the Award guidelines.

4. CRITERIA - The following Form BCEA shall serve as a guideline for judging.

5. AWARD - One submittal per Region will receive an award. From the Regional winners a National winner shall be selected. The award shall be a Certificate for the Regional recipients and a Certificate and patch for the National recipient to affix to their chapter banner.

6. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

BEST CHAPTER EDUCATIONAL ACTIVITY

YEAR 20____ - 20____

Nomination Form

CHAPTER # _____

Submitted by:

Chapter President

Phone # or e-mail address

Activity Description	Required Documentation	Tab Number of Documentation Location	Points Allowed /Claimed	Committee Verification
1. Publicity				
A. Seminar flyer listing topics, speakers, date, time and location.	Copy of flyer.		2 /	
B. Flyer sent to other local construction related groups.	Copy of e-mail or fax verification or other group's printed copy.		1 ea /	
C. Notice published in Chapter Newsletter.	Copy of Newsletter.		2 /	
D. Notice posted on Chapter Website.	Printout of web page.		2	
E. Notice published in local newspaper or trade publications.	Copy - including masthead.		1 ea /	
F. Recap article published in Chapter Newsletter.	Copy of newsletter.		5 /	
G. Flyer and recap article sent to O&E committee.	Copy of transmittal.		5 /	
2. Seminar Program				
A. Topics of relevance to Chapter, Society and Construction Industry.	Copies of flyer and recap article.		5 /	
B. Speakers from Chapter membership.	Copy of speaker list and Chapter roster.		2 ea /	
C. Speakers from outside Chapter membership.	Copy of speaker list.		2 ea /	
D. Supporting handout material available.	Copies of handouts.		5 /	
E. Seminar duration 4 hours.	Copy of agenda.		5 /	
F. Seminar duration an additional 4 hours.	Copy of agenda.		10 /	
G. Tabletop display of Chapter activities including items such as: award certificates, newsletters, membership packets, future meeting notices, pictures of past meetings and/or social events.	Picture of display.		5 /	

Activity Description	Required Documentation	Tab Number of Documentation Location	Points Allowed /Claimed	Committee Verification
Attendance				
A. Reservation list with notations of member, guest, student.	Copy of list.		5 pts per ea 10 attendees /	
B. Attendance by 10% of Chapter members.	Copy of list and # of Chapter members.		5	
C. Attendance by 20% of Chapter members.	Copy of list and # of Chapter members.		5	
D. Student attendance.	Copy of list.		.5 ea./	
E. Guests equal to 20% of attendees.	Copy of list.		5	
F. Guests equal to 30% or more of attendees.	Copy of list.		10	
G. New member(s) as a direct result of seminar.	Copy of application(s).		5 ea	
H. Board member designated as "Meeting Greeter" to introduce attendees to others.	Chapter meeting notes.		5	
Total points claimed				
Judge's Discretionary				
Overall Total				

Give a brief account of the reasons this seminar should be selected as the winner for this award. (For use by judges for discretionary points.)

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Regional & National Chapter Activity Awards

D. BEST CHAPTER NEWSLETTER

1. FORM - Nominations shall be submitted on Form BCN as distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. This category shall apply only to issues published in the current Society business year. This newsletter can only be submitted in the Chapter Best Newsletter Activity Award Category and not used for any additional Category.
2. DUE DATE - Chapter entries for this Award shall be received by June 1st at the Society Business Office.
3. JUDGING - Shall be by the Awards Committee at Convention. Committee members shall not judge the entries in their Region. Committee members are the Governors for each Region and all elected National Officers. The judging shall be done numerically as per the form contained in the Best Newsletter Award Guidelines.
4. AWARD - One submittal per Region will receive an award. From the Regional winners, a National winner shall be selected. The award shall be a Certificate for the Regional recipients and a Certificate and patch to for the National recipient to affix to their chapter banner.
5. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

BEST CHAPTER NEWSLETTER

YEAR 20____ - 20_____

Nomination Form

CHAPTER # _____

Chapter Awards Chairman

Chapter President

Phone # or e-mail address

REQUIREMENTS OF THIS SUBMITTAL:

- A. Utilize only the space available.
- B. Completeness of the submittal and the results are being judged.
- C. Submittal shall be received at the Society Business Office by June 1st.
- D. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy.
- E. A Newsletter can be submitted in only one Chapter Activity Award Category and may not be used for any additional submittals.

GENERAL INFORMATION:

Name of the Newsletter: _____

Editor: _____

Frequency of Publication: _____

Method of Sending Out: Fax _____ E-mail _____ Printed and Mailed _____

Number of Issues during the Award Year _____

Number distributed to: Chapter Members _____ ASPE Society Office _____
Other ASPE Chapters (List) _____ Industry _____ Other _____

List of Regular Feature Articles and Contributing Authors (see BCN Form Page 4 Content 1 a - h): _____

List of Periodic Feature Articles and Contributing Authors (with issues noted) for which you are claiming points (see BCN Form Page 4 Content 2 a - i) _____

FORM BCN Page 3 (Revised November 2007)
Best Chapter Newsletter - Chapter # _____

Describe how your Chapter uses the newsletter to advertise ASPE and your Chapter (other than distribution). _____

Do you trade Newsletter space with other organizations? If "Yes", please note issues which include notices from other organizations. _____

Does your Newsletter produce income for your Chapter? Describe how. _____

Describe the results your Chapter receives from the publication and distribution of your Newsletter. _____

Include a minimum of four (4) PDF copies of Newsletters published during the award year in each CD. Issues submitted must show Periodic Features for which you claim points (i.e. articles on Ethics or the Certification Program, Educational Articles, Notices, etc.)

Description	Points	Claimed	Verified
Layout (Must be included in all newsletters.)	Max 10		
a. Masthead with Chapter and Newsletter names standard for all issues.	1		
b. Chapter Board and Committee member names with contact information (phone or e-mail addresses) displayed.	2		
c. Supportive graphics / pictures used for visual impact.	3		
d. Aesthetics in design (e.g. font size; variation of style: use of space for balance and interest, etc.).	4		
Content			
1. Regular Features (Articles must be included with regularity in newsletter.)	Max 30		
a. President's Message article.	5		
b. Meeting announcements.	5		
c. Review of last meeting (include speaker name and company, topic discussion description).	5		
d. Board meeting minute highlights (may be included in President's Message).	3		
e. Committee reports.	3		
f. Member profile (used to introduce Board, Chapter or new member to the membership).	2		
g. Multiple contributors (1 per each different person contributing an article - excluding President, Board, Committee Chairs and Editor.)	Max. 5		
h. Other (attach a description of any other type regular feature article.)	2 pts. ea. Max. 6		
2. Periodic Features (Note newsletter issue, title and author of article. Minimum of one each per year of publication.)	Max 25		
a. Article on Ethics (1 pt. for 1 issue, 2 pts. for each additional issue - max of 5 pts.)	Max. 5		
b. Article on Certification Program	5		
c. Notices from other industry organizations (1 point per notice in award year).	Max. 5		
d. Award / recognition announcements.	3		
e. Educational / informational articles written by Chapter member.	2 pts. ea. Max. 6		

FORM BCN - Page 5 Best Chapter Newsletter - Chapter _____	Points	Claimed	Verified
f. Educational / informational articles from another source (source and author noted).	1 pt. ea. Max. 3		
g. ASPE Cannons.	1		
h. Multiple contributors (.5 per each different person contributing an article).	Max. 5		
i. Other. (Attach a description of any other type article published.)	2 pts. ea. Max. 5		
Advertising	Max. 5		
a. Paid business ads. (Min. 4 each issue)	3		
b. Newsletter used in advertising ASPE and Chapter. (Attach explanation of how used.)	2		
Circulation	Max 30		
a. Minimum of four issues per award year.	4		
b. Each additional issue per year (1/ add'l. issue)	Max. 8		
c. Regularly distributed to all Chapter members.	1		
d. Regularly distributed to minimum of 20 non-members. (Attach distribution list.)	5		
e. Regularly distributed to an additional 10 non-members. (2 pts. for each group of 10 over original 20 for "d." (Attach distribution list.)	Max. 6		
f. Regularly distributed to ASPE Society Business Office and BOT members.	2		
g. Regularly distributed to minimum of 10 other ASPE chapters or MAL's. (Attach list.)	4		
h. Regularly distributed to each additional 10 other Chapters not noted for g. (2 pts for each group of 10 Chapters. Attach list.)	Max 10		
h. Regularly distributed to other industry organizations. (Attach list.)	1 pt. ea. Max. 4		
i. Posted on Chapter Website. (Note website address.)	2		
Total Points			
Discretionary Points for Judges			
Editing. Overall quality and accuracy (grammar, spelling, typographical, etc.) which contributes to a Newsletter reflecting the professionalism of our organization.	Max. 5	X	
Grand Total	-----		

Regional & National Chapter Activity Awards

E. BEST CHAPTER WEBSITE

1. FORM - Nominations shall be submitted on Form BCW as distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. Submittal shall include the Chapter website address for viewing by the Awards Committee members.
2. DUE DATE - Chapter entries for this award shall be received by June 1st at the Society Business Office.
3. JUDGING - Shall be by the Awards Committee prior to Convention. Committee members shall not judge entries from their region. Committee members are the Governor for each Region and all elected officers. The judging shall be done numerically as per the form contained in the Award Guidelines. Completeness of the submittal is being judged.
4. AWARD - One submittal per Region shall receive an award. From the Regional winners, a National winner shall be selected. The Award shall be a Certificate for the Regional recipients and a Certificate and patch for the National recipient to affix to their Chapter banner.
5. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

BEST CHAPTER WEBSITE

YEAR 20____ - 20_____

Nomination Form

CHAPTER _____

Chapter Awards Chairman

Chapter President

Phone or e-mail address

REQUIREMENTS OF THIS SUBMITTAL:

- A. Utilize only the space available, except for the Website. The Chapter Website address is to be included in the submittal so Committee members may view the website for evaluation.
- B. Distill the information and avoid unnecessary information.
- C. Completeness of the submittal is being judged.
- D. Submittals shall be received at the Society Business Office by June 1st.
- E. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy.
- F. The Website may be submitted in this category only.

GENERAL INFORMATION:

Website address: _____

Date of activation: _____

Name of the Host Site: _____ Fee? _____

Name of the Webmaster: _____ Fee? _____

Frequency of Updates (List dates): _____

_____ Fee? _____

How is Website funded? _____

Regular Features of the Website _____

Technical, informational or educational articles posted. _____

Links to other Websites (List) _____

Unique visitors or "Hits" per month? _____

Are any new members directly attributed to Website? ___ Yes ___ No

If "Yes" names of new Members: _____

Description	Points	Claimed	Verified
Site Construction	Max. 50		
A. Identifying entry page clearly notes ASPE organization, Chapter, locality and contact information.	5 pts.		
B. Menu or site map.	5 pts.		
C. Every page to have a title for identification and ease of navigation.	5 pts.		
D. Efficient navigation (avoid dead-ends - visitors able to go back to home page and move by communicating links to each page).	10 pts.		
E. Privacy policy. (Every page should have a link to display this policy.)	5 pts.		
F. Visual excitement from colors, graphics & copy.	5 pts.		
G. Site adapted to audience (items of interest to target audience).	5 pts.		
H. Link to National ASPE Website.	3 pts.		
I. Links to other ASPE Chapter Websites. (1/2 point per Chapter Website listed on Form BCW Page 2.)	Max 5 pts.		
J. Links to local or national websites of related Construction Organizations (AGC, ASA, NAWIC, AACE, etc.). (1 point per Website listed on Form BCW Page 2.)	Max 5 pts.		
K. Construction format used allows for rapid loading of pages and movement.	5 pts.		
L. Forms - 1. Must be printed, filled out and faxed or mailed to contact (1 point) or 2. May be downloaded, modified and e-mailed to contact (5 points).	1 pt. or 5 pts.		
Regular Features	Max 40		
A. Chapter Board and Committee Members listed with contact information.	5 pts.		
B. Chapter Calendar of Events posted.	5 pts.		
C. Chapter Newsletters posted. (1/2 pt. per issue posted).	Max 6 pts.		
D. Monthly meeting announcements posted.	2 pts.		

Form BCW Page 4 (Revised November 2007)
 Best Chapter Website
 Chapter _____

Description	Points	Claimed	Verified
E. Chapter Reports posted.	2 pts.		
F. ASPE Membership application posted.	2 pts.		
G. ASPE Mission Statement posted.	2 pts.		
H. ASPE Code of Ethics Canons posted.	2 pts.		
I. Certification Program information posted.	2 pts.		
K. ASPE Recommended Bidding Procedures posted.	2 pts.		
L. Technical or educational articles posted. (1 pt. per article listed on Form BCW page 2.)	Max 10 pts.		
I. Chapter Scholarship Program description and application posted.	2 pts.		
Monthly Effort	Max 10		
A. Frequent updates with latest date displayed. 1/2 pt. per date noted on Form BCW page 2.	Max 6 pts.		
B. Responses to visitor requests (attach copies). 1/2 pt. per response	Max 3 pts.		
C. Current newsletter posted, past issues archived. 1/2 pt. per issue.	Max 4 pts.		
D. Current meeting announcement posted, old deleted or archived. 1/2 pt. per notice.	Max 4 pts.		
E. Bulletin Board maintenance. (Delete all old postings in a timely manner.)	5 pts.		
Total			
Discretionary points for judges.			
Overall quality which contributes to this Website reflecting the professionalism of our organization.	Max 5 pts.		
Grand Total			

Regional and National Chapter Activity Awards

F. BEST CHAPTER MEMBERSHIP RECRUITMENT / RETENTION PROGRAM

1. FORM - Nominations shall be submitted on Form BCMR distributed by the Awards Committee. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy. This award submittal shall be made to the Society Business Office. This category shall apply only to programs and their results in the current Society business year. Retention is renewal of members versus last years membership count. This is a Chapter Program that cannot be submitted in another Chapter Activity Award Category.
2. DUE DATE - Chapter entries for this Award shall be received by June 1st at the Society Business Office.
3. JUDGING - Shall be by the Awards Committee at Convention. Committee members shall not judge the entries in their region. Committee Members are the Governors for each region and all elected National Officers. The judging shall be done numerically as per the form contained in Award guidelines.
4. CRITERIA - The following shall serve as a guideline for judging.
 - a. Program Content - 20%
 - b. Monthly Effort - 20%
 - c. Potential Member Follow up/Member Involvement Program - 20%
 - d. Publicity – 10%
 - e. Retention/Membership Increase – 30%
5. AWARD - Shall be a Certificate for the Regional recipients and a Certificate and patch to for the National recipient to affix to their chapter banner.
6. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

BEST CHAPTER MEMBERSHIP RECRUITMENT / RETENTION PROGRAM

YEAR 20____ - 20_____

Nomination Form

CHAPTER # _____

Chapter Awards Chairman

Chapter President

Phone # or e-mail address

REQUIREMENTS OF THIS SUBMITTAL:

- A. Utilize only the space available, except attach chapter list of prospective members personally contacted (Word or Excel format.)
- B. Distill the information and avoid unnecessary information.
- C. Completeness of the submittal and the results are being judged.
- D. Judging is: Publicity (10%), Program (20%), Monthly Effort (20%), Perspective Member Follow up/New Member Involvement (20%) and Membership Retention/Membership Increase (30%)
- E. Submittal shall be received at the Society Business Office by June 1st. Submittals shall be ten (10) PDF formatted CD's and one (1) paper copy.
- F. This program can only be submitted in this category and does not qualify as a Chapter Program, Educational Program, or Fund Raiser.

GENERAL INFORMATION:

Type of Recruitment Activity: _____

Activity Duration: _____

Number of New Members as a direct result of this Program: _____

Names of the New Members: (list) _____

Description of Program: _____

Description of Pre- Activity Publicity: _____

FORM BCMR Page 3 (Revised November 2007)
Best Chapter Membership Recruitment/Retention Program
Chapter # _____

Objectives and purposes for putting on the Program: _____

Results of the Program: _____

Highlights of the Program: _____

Concluding Information about the Program: _____

Description of Post-Activity Publicity: _____

Attach copies of pertinent brochures or letters used in this Program.

CHAPTER ACTIVITY AWARDS JUDGING PROCEDURES

All entries will be scored on a scale for each area evaluated or on a total point basis depending on the award.

Judges, where applicable, should score highest those activities that promote the goals of ASPE (Professionalism, Ethics, Education, Standards and Certification).

All judging will be done independently. Skewing the scores to spread around the awards will not be permitted.

Entries will be judged by the Awards Committee. The Awards Committee will be made up of the National Awards Chairman, the Governor from each Region and elected members of the Board of Trustees.

Regional and National Award Recipients will be determined by mathematical calculation of the scores from the Grading Sheets included in the Awards Guidelines.

BEST CHAPTER PROGRAM AWARDS GRADING SHEET

Prepared
by:

_____ Name & Office

Chapter Name & #	Points Claimed by Chapter	Points Confirmed By Judge	Discretionary Points (if applicable)	Total Score

BEST FUND RAISER AWARDS GRADING SHEET

Prepared by: _____
Name & Office

Chapter Name & #	Publicity 1-10	Fund Raising Activity 1 -30	Use of Funds 1-20	Total Dollars Raised 1 - 20	Attendance/ New Members 1 – 20	Total Score

BEST EDUCATIONAL ACTIVITY AWARDS GRADING SHEET

Prepared by: _____
Name & Office

Chapter Name & #	Points Claimed by Chapter	Points Confirmed by Judge	Discretionary Points (if applicable)	Total Score

BEST CHAPTER NEWSLETTER AWARDS GRADING SHEET

Prepared by: _____
Name & Office

Chapter Name & #	Points Claimed by Chapter	Points Verified by Judge	Discretionary Points (if applicable)	Total Score

**BEST CHAPTER RECRUITMENT/
RETENTION PROGRAM
AWARDS GRADING SHEET**

Prepared by: _____
Name & Office

Chapter Name & #	Publicity 1 - 10	Program 1 - 20	Retention Member Increase 1-30	Monthly Effort 1 - 20	Follow Up/ Involvement 1 – 20	Total Score

National Chapter Achievement Awards Guidelines

A. FORM - Submittals will be made on Form CAA with all documentation in a notebook organized by numbered tabs for location reference. Two copies of submittals are required. Should any printed material be used as the documentation for more than one activity, simply note the tab location of the documentation for each of the activities (making multiple copies of the same material is not required). Note on the cover sheet the Award Level submitted for from the Levels listed below. This category of Award is not limited to one recipient per year. All chapters meeting the requirements for the different levels of award shall receive the appropriate Achievement Award.

B. DUE DATE - Submittals must be received at SBO by June 1st of the award year. Award year runs from June 1 to May 31 of the year prior to Convention.

C. JUDGING - All documentation will be reviewed by the Awards Committee for verification and completeness of the documentation of completed activities.

D. CRITERIA - See the current Form CAA for activities to be completed and the list below for Award Levels.

E. AWARD - Chapters qualifying for the various Chapter Achievement Award Levels will receive a certificate and a patch for their Chapter Banner.

F. PRESENTATION - Certificates shall be presented by the National Awards Chairman at National Convention. Patches will be mailed to the regional governors after the Annual Convention.

CHAPTER ACHIEVEMENT AWARD LEVELS -

CHAPTER RECOGNITION AWARD

To earn the Chapter Recognition Award, a Chapter must complete 15 of the listed activities with accompanying documentation.

OUTSTANDING CHAPTER AWARD

To earn the Outstanding Chapter award, a Chapter must complete 20 of the listed activities with accompanying documentation.

SUPERIOR CHAPTER AWARD

To earn the Superior Chapter Award, a Chapter must complete 25 of the listed activities with the accompanying documentation. Item 43 must be complete to be eligible for this award.

SUPERIOR CHAPTER WITH DISTINCTION AWARD

To earn the Superior Chapter with Distinction Award a Chapter must complete 35 of the listed activities with accompanying documentation. Items 43 and 44 must be completed for this award

Rev. 7-03

CHAPTER ACHIEVEMENT AWARD NOMINATION

YEAR 20__ - 20__

Chapter # _____

Chapter Name _____

Total Points for Activities Completed _____

Award Level _____

Chapter Awards Chairman

Chapter President

Phone # or e-mail address

This form is to be completed and included in the submittal as a table of contents. All activities are to be completed in the award year (from June 1 to May 31 prior to Convention). All completed activities earn one point.

Activity Description	Required Documentation	Tab Number for Activity Documentation Location (by submitting chapter)	Committee Use Only
1) Have a program or speaker at eight Chapter meetings.	Copy of notices for each meeting from newsletter or fax.		
2) Have at least two other full membership or social meetings.	Copy of notices for each meeting from newsletter or fax.		
3) Have a brief talk by a member (separate from the main program speaker) on an estimating topic at a monthly meeting.	Name of speaker, date of meeting, and brief description of topic. (Chapter business or attendee introductions do not meet this criteria.)		
4) Conduct a minimum of eight Chapter board meetings.	Copy of meeting minutes and list of attendees.		
5) Submit Chapter reports to the Governor and SBO per the critical calendar dates.	Copy of dated reports.		
6) Submit list to SBO of Chapter Officers per critical calendar.	Copy of dated list to SBO.		
7) Submit Chapter plan of action for the year to the Governor and SBO by Oct. 30.	Copy of dated letter.		
8) Publish four articles or technical essays on estimating topics in the Chapter Newsletter.	Copies of the articles or essays with the Chapter newsletter masthead and date. (Chapter business articles do not meet these criteria.)		
9) Publish an article on Construction Ethics in the Chapter newsletter.	Copy of the article with the Chapter newsletter masthead and date.		
10) Publish an article on the Certification process in the Chapter newsletter.	Copy of the article with the Chapter newsletter masthead and date.		
11) Have four Chapter publicity announcements published in local newspapers, magazines, trade newsletters or websites.	Copies of each announcement with the publication's masthead and date or copy of website page.		
12) Publish four Chapter newsletters.	Copy of each newsletter in full.		
13) Publish an additional four Chapter newsletters.	Copy of each newsletter in full.		

Activity Description	Required Documentation	Tab Number for Activity Documentation Location (To be filled out by the submitting chapter.)	Committee Use
14) Send membership information to at least 25 prospective members.	Sample copy of cover letter and list of prospective members, company name and address.		
15) Show a net gain of five new members (CPE, E, ASM, AF).	Copy of the Chapter rosters for the award and previous years (available from SBO).		
16) Show a net gain of fifteen new members (CPE, E, ASM, AF).	Copy of the Chapter roster for the award and previous years (available from SBO).		
17) Have a member retention rate of over 80% from the previous year.	Copy of the Chapter rosters for the award and previous years (available from SBO).		
18) Have a member retention rate of over 95% from the previous year.	Copy of the Chapter rosters for the award and previous years (available from SBO).		
19) Maintain five student members in good standing on your Chapter roster.	Copy of Chapter roster (available from SBO).		
20) Maintain a ten student ASPE organization with separate student officers and activities.	Copy of Chapter roster Student officers, list of events and names of non-student ASPE members involved in the Student organization.		
21) Award a scholarship of at least \$250.00 to a local college or university student enrolled in a construction related curriculum.	Copy of letter of award and copy of check presented to the scholarship recipient.		
22) Award a second scholarship as noted above.	Copy of letter of award and copy of check presented to the scholarship recipient.		
23) Establish or continue a scholarship endowment to a local college or university for use in a construction related field.	Copy of letter of presentation to the school and a copy of the check presented.		
24) Contribute \$500.00 to the National Scholarship Fund.	Copy of cover letter to SBO and copy of check.		

Activity Description	Required Documentation	Tab Number for Activity Documentation Location (To be filled out by submitting Chapter.)	Committee Use Only
25) Sponsor and underwrite a seminar (minimum of 6 hours) on estimating for members and non-members in your Chapter area.	Copy of promotional brochure and information, seminar schedule, list of speakers and attendees.		
26) Provide a guest lecturer for one session of a college or university class on estimating.	Letter from the college or university acknowledging the member's participation.		
27) Sponsor a course (provide instructors) with a minimum of 10 classroom hours at a college or university.	Letter from the college or university noting the curriculum and speakers' names.		
28) Sponsor a fund raising project that nets a minimum of \$250.00 profit.	Description of fund raising project and accounting of the funds raised.		
29) Sponsor a fund raising project that nets a minimum of \$400.00 profit.	Description of fund raising project and accounting of funds raised. (Must be separate from #25 fund raiser above.)		
30) Have at least one member in attendance at two Regional Meetings. (Regional Caucus at Convention can be claimed as one meeting.)	Date and location of meeting and copy of meeting attendance list or meeting minutes with attendees listed.		
31) Have at least two members in attendance at the National Convention.	Date and location of Convention and copy of attendance list.		
32) Chapter hosts a Regional Meeting.	Copy of promotional brochure and list of attendees.		
33) Conduct Certification Workshop(s) for members seeking Certification.	Letter from Certification chairman listing convener, attendees and date(s) of meeting(s).		
34) Have at least one member qualify to take the Certification examination.	Notice of eligibility of applicant(s) from National Certification Chairman.		
35) Have one member receive Certification.	Copy of Certification Certificate.		

Form CAA - Page 5 (Revised November 2007)

Activity Description	Required Documentation	Tab Number for Activity Documentation Location (To be filled out by submitting Chapter.)	Committee Use Only
36) Have a 2nd member receive Certification.	Copy of Certification Certificate.		
37) Have a 3rd member receive Certification.	Copy of Certification Certificate.		
38) Present a Chapter Estimator of the Year Award.	Copy of the certificate or plaque presented with the recipient's name and the year awarded noted.		
39) Submit a nomination for a National Estimator of the Year, Fellow or National Chapter President of the Year.	Copy of the Submittal Cover Sheet and the Nomination Form.		
40) Have at least one member serve on a National Committee, as Regional Governor or in a National Office.	Copy of the National Roster Listing of the Chapter member and the Committee or Society Office held.		
41) Hold a full membership meeting with ethical practices as the main program.	Copy of meeting notice, speaker(s) name and list of attendees.		
42) Have a Chapter member's article on an estimating topic published in a Society publication.	Copy of the published article with the masthead and date.		
43) Submit for a Chapter Activity Award. (Must have been received at SBO by the published deadlines.)	Copy of the Submittal Cover Sheet and Nomination Form.		
44) Submit for two additional Chapter Activity Awards. (Must have been received at SBO by the published deadlines.)	Copies of the Submittal Cover Sheets and the Nomination Forms for each additional Activity Award.		
45) Sponsor an informational ASPE tabletop display or booth at an industry trade show or meeting.	Copy of publicity flyer or letter from organizer stating type of show or meeting, date and location and verification of display.		
46) EARLY COMPLETION BONUS!! Earn 1 additional point if submittal is received at SBO by June 1.	Nothing required. SBO will provide the Awards Committee with confirmation of early receipt.		
Total Points	-----	Total claimed _____	Verified __

MEMBER SPONSORSHIP AWARDS

1. FORM - None required. These awards are derived from SBO membership records. All members are automatically eligible.
2. TIME – Member sponsorship awards shall be measured from June 1st to May 31st of the Award year.
3. JUDGING - Statistics shall be compiled by the Society Business Office.

A. INDIVIDUALS SPONSORING MORE THAN 5 NEW MEMBERS

1. AWARD - The Award for sponsoring more than 5 new members during the eligible period shall be as determined by the National Business Office.
2. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

B. INDIVIDUALS SPONSORING MORE THAN 15 NEW STUDENT MEMBERS

1. AWARD - The Award for sponsoring more than 15 new student members during the eligible period shall be determined by the National Business Office.
2. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

C. NATIONAL RECRUITER OF THE YEAR

1. AWARD - The Award for sponsoring the most new members during the eligible period shall be determined by the National Business Office.
2. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

CHAPTER MEMBERSHIP AWARDS

A. CHAPTER MEMBERSHIP INCREASE AWARDS

1. FORM - None required. These awards are derived from SBO membership records. All chapters, except those chartered in the Society year are automatically eligible.
2. TIME - Membership increase shall be measured from June 1st to May 31st of the Award year.
3. JUDGING - Statistics shall be compiled by the Society Business Office.
4. CRITERIA - One Chapter for each category in each Region will receive an award for the highest membership increase by count and for the highest increase by percentage. The categories for membership increase awards are chapters with less than 20 members and chapters with more than 20 members as measured at June 1st.
5. AWARD - Regional awards shall receive a Certificate. National awards shall receive certificate and a patch for their Chapter Banner.
6. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

B. CHAPTER MEMBERSHIP RETENTION AWARDS

1. FORM - None required. These awards are derived from SBO membership records. All chapters, except those chartered in the Society year are automatically eligible.
2. TIME - Membership Retention shall be measured from June 1st to May 31st of the Award year. Retention percentage is the number of membership renewals divided by last years membership count.
3. JUDGING - Statistics shall be compiled by the Society Business Office.
4. CRITERIA - One Chapter for each category in each Region will receive an award for the highest membership retention by count and for the highest retention by percentage. The categories for membership retention awards are chapters with less than 20 members and chapters with more than 20 members as measured at June 1st.
5. AWARD - Regional awards shall receive a Certificate. National awards shall receive a certificate and a patch for their Chapter Banner.
6. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

C. SERVICE AWARDS

1. This award is derived from Society Business Office information. 10 and 20 year service pins will be sent to the Chapter President each year after Convention to be awarded during a Chapter meeting. A letter of recognition will be sent to each member receiving a Service Award.

D. CHAPTER CERTIFICATION CHAIRMAN OF THE YEAR

1. FORM - None required. This award is derived from SBO records. All Chapter Certification Chairmen registered with the Society Business Office are automatically eligible.

2. TIME - Certification eligibility shall be measured from June 1st to May 31st of the Award year.

3. JUDGING - Statistics shall be compiled by the Society Business Office.

4. CRITERIA - Awards shall be given at the National level. Highest percentage of Chapter members currently eligible (excluding CPEs, members with less than 5 years estimating experience and students) to participate in certification that are accepted to the program. Awards will be issued in two categories chapters with less than 20 members and chapters with more than 20 members as measured at June 1st.

5. AWARD - Award shall be an engraved plaque.

6. PRESENTATION - Shall be made by the National Awards Committee Chairman at National Convention.

E. PRESIDENT'S AWARDS

1. SERVICE AWARDS - as determined by the National President. President's awards shall be awarded by the National President at the Awards Dinner at the Annual Convention.