



# California Division

## 2011-2012 RECOGNITION AWARDS PROGRAM

Chapter size categories (as of June 30, 2011 Int'l HQ Report)

- 25 or fewer members
- 26-75 members
- 76+ members

**Certification Award:** Based on chapter size categories, this award is for the greatest number of members passing the certification exams, the greatest percentage passing the certification exams, the greatest number of members recertifying, and the greatest percentage recertifying in May and November 2011.

**Award:** During the Certification Recognition Luncheon at the Annual Education Forum (AEF) on Friday, awardees in attendance will receive a gift and certificate. The chapters will receive a certificate.

**Retention Award:** Based on chapter size categories this award is for the greatest percentage retention in membership (June 30, 2011 vs. April 30, 2012 membership reports). **Award:** Certificate to the chapters presented during the Business Session at the CA Division Meeting (CDM) on Saturday.

**Community Service Award:** Based on chapter community service, scholarship activity and volunteerism as reported in the Chapter Annual Report, received by the deadline in request email. **Award:** Certificates presented to chapters during the Networking Luncheon at the CA Division Meeting (CDM) on Saturday.

**Member of Excellence/Chapter of Excellence:** Based on chapter size categories, this award is for the greatest number and percentage of members obtaining Member of Excellence during the 2011-2012 period that have submitted to HQ by April 30, 2011. **Award:** Certificate to Chapter during the Business Session at the CA Division Meeting (CDM) on Saturday.

**Newsletter Award:** Based on a point system per the Newsletter Awards Guidelines. **Award:** Certificate and a token of appreciation awarded to the Newsletter Editor and a Certificate presented to the Chapter during the Business Session at the CA Division Meeting (CDM) on Saturday.

**Recertification Points Award:** Based on recertification points awarded at their Chapter Meetings and a copy of Recertification Certificate sent to the "Chapter Contact" following each meeting. **Award:** Certificate to the chapters presented during the Business Session at the CA Division Meeting (CDM) on Saturday.

**Member of Excellence/Chapter of Excellence:** CA Division will recognize all those members and chapters who received Member of Excellence and Chapter of Excellence during the July 1, 2010 thru June 30, 2011 period. **Award:** Certificate presented to those in attendance during the Business Session at the CA Division Meeting (CDM) on Saturday.



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## 2011-2012 NEWSLETTER AWARDS GUIDELINES

The award period is July, 2011 through March, 2012. Listed below are the guidelines for the California Division 2011-2012 Newsletter Awards.

Each newsletter will be judged in the following nine (9) categories.

- 1) **Identification:** Chapter name, publication date, service marks – use of a disclaimer eliminates the need for the service marks. Please note the approved logo for our organization and its specific use of the registered trademark notation.
- 2) **General Appearance:** Publication is neat, consistent, and has creative artwork. It does not need to be professionally printed to win an award.
- 3) **Grammar, Spelling, and Punctuation:** Proofread your publication! Points can be easily lost in this category by failing to proofread your document.
- 4) **Educational Value:** Excerpts of material are preferable to duplicating an article in its entirety.
- 5) **Timeliness/Continuity:** All publications must be postmarked in the month issued. (Example: a publication issued in October should show a postmark or be e-mailed by October 31 or earlier.) November news from Division or International must appear in December or January not February.
- 6) **Frequency of Publication:** Six (6) issues minimum – July 2011 through March, 2012. Copies must be sent to the California Division Newsletter Chair and each member of the newsletter committee. If you do not have e-mail access, publications may be sent by U.S. Mail.
- 7) **Association Information:**
  1. **International** -- Headquarters information from IAAP web site or emails.
  2. **Division** -- President's letters (excerpts preferable), Annual Meeting information and promotion of the California Division theme....Making the Leap to Remarkable - Step Up, Think Big and Lead the Way.
  3. **Chapter** -- President's message (does not have to be lengthy), meeting information, member information (promotions, family news, birthdays), committee activities.
  4. **Note:** Copyright laws should not be violated. Newspaper articles do not need permission for reprint but articles from magazines, etc., do. However, if taken from a newspaper article, it is good to note your source.

**Points:** The total points per issue are 100 points.

**Reminder:** If the committee has difficulty printing your e-mail version of the newsletter, they will send an e-mail requesting that the publication be sent U.S. Mail.



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**Submission Deadline:** The March, 2011 newsletter must be received by Newsletter Chair no later than April 15, 2011