

2015

# Chapter Management Awards Program Application



Managed by the ASHRA Regional,  
Chapter and Member Services  
Committee and the ASHRA Staff

For More Information, contact:  
[ashhra@aha.org](mailto:ashhra@aha.org) or 312-422-3720

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## 2015 ASHHRA CHAPTER MANAGEMENT AWARDS PROGRAM (For submission of 2014 chapter activities)

### Introduction

Welcome to the American Society for Healthcare Human Resources Administration (ASHHRA) Chapter Management Awards Program (CMAP). This program recognizes ASHHRA affiliated chapters for their significant achievements throughout the course of the planned year in promoting effective chapter management, encouraging the advancement of HR leadership in all of our health care organizations and supporting current HR professionals within chapters as they enhance their skills and reach new competencies.

### IMPORTANT NOTES:

1. **The 2015 Chapter Management Awards Program is handled electronically using Box.net.**
2. **Please use the Box.net Training Manual that provides instructions on how to upload and manage your files. See page 3 for access rights to Box.net for uploading your documents.**
3. **You will also see a sample of a 2014 Four Star chapter winner for you to benchmark when uploading your submissions.**
4. **Each chapter will have its own folder to upload submissions.**
5. **The deadline to submit your basic chapter management requirements is March 6, 2015.**

### Program Purpose

The ASHHRA Chapter Management Awards Program is designed to assist you as a chapter leader in the efficient and effective management of your chapter. This application is intended to serve as a resource guide and to highlight some of the activities that are trademarks of successful chapters.

### Helpful Tips

Below are a few helpful hints to make the submission process easier:

- Assign members of your chapter leadership (e.g. committee chairpersons, committee members, etc.) various responsibilities for completing the areas that are mentioned in this application. This will help to ensure that no one individual, including you, is overwhelmed by the many responsibilities of chapter management. It will also assist you in the development of future chapter leaders in support of your chapter's leadership succession planning process.
- Identify available resources to assist you in the completion of your program (e.g. Regional Consultant, financial needs, other purchased services, etc.).
- Establish specific target dates for completion, affording you enough time for compilation and submission to ASHHRA in a timely manner.

**The deadline to submit your Basic Chapter Management requirements on Box.net is March 6, 2015. If your chapter meets the basic requirements after a review by your Regional Consultant, the deadline to submit Advanced Chapter Management files (sections 2, 3 and 4) is May 8, 2015.**

### Eligibility

All nationally recognized affiliated ASHHRA chapters may participate. The chapter must have a current approved affiliation agreement on file with the ASHHRA national office for the 2015 program year.

### Levels of Participation and Corresponding Recognition

An ASHHRA chapter and its leadership can earn recognition by participating in the ASHHRA Chapter Management Awards Program. This program provides the opportunity to be nationally recognized at the ASHHRA Annual Conference and to receive a monetary award, as well as complimentary membership in ASHHRA (see below). The program has five separate levels of participation and recognition. Chapters can decide their desired level of participation. Each chapter that attains a recognition level will receive an award at the ASHHRA Annual Conference and Exposition as well as the following incentives:

Participation Level	Corresponding Recognition
4 Star	<ol style="list-style-type: none"> <li>1. <b>\$1,000</b> monetary reward &amp; two (2) complimentary annual ASHHRA memberships</li> <li>2. Recognition at the ASHHRA Annual Conference</li> </ol>
3 Star	<ol style="list-style-type: none"> <li>1. <b>\$750</b> monetary reward &amp; two (2) complimentary annual ASHHRA memberships</li> <li>2. Recognition at the ASHHRA Annual Conference</li> </ol>
2 Star	<ol style="list-style-type: none"> <li>1. <b>\$500</b> monetary reward &amp; one (1) complimentary annual ASHHRA membership</li> <li>2. Recognition at the ASHHRA Annual Conference</li> </ol>
1 Star	<ol style="list-style-type: none"> <li>1. <b>\$200</b> monetary reward &amp; one (1) complimentary annual ASHHRA membership</li> <li>2. Recognition at the ASHHRA Annual Conference</li> </ol>
Honorable Mention	Recognition at the ASHHRA Annual Conference

The chapter is awarded the highest level (one level only) it attains in a program year based on the approved grand total of points earned in that program year. The chapter must fully achieve the participation level by attaining the minimum level of points, as indicated in the ASHHRA Points Distribution Grid. The chapter president must send an email with attached membership applications to [ashhra@aha.org](mailto:ashhra@aha.org) by **December 18, 2015** to redeem complimentary memberships.

The Program is based on four categories:

- Basic Chapter Management
- Advanced Chapter Management
- Chapter/ASHHRA Educational Opportunities
- Chapter Management Activities

## ASHHRA Point Distribution Grid

To be eligible for an Award, your chapter must complete and be approved for the corresponding number of POINTS listed below.

HONORABLE MENTION	ONE STAR AWARD	TWO STAR AWARD	THREE STAR AWARD	FOUR STAR AWARD
<i>Points required</i>	<i>Points required</i>	<i>Points required</i>	<i>Points required</i>	<i>Points required</i>
*All Basic Chapter Management Items are Required	All Basic Chapter Management Items Required, plus a total of 19-38	All Basic Chapter Management Items Required, plus a total of 39-68	All Basic Chapter Management Items Required, plus a total of 69-93	All Basic Chapter Management Items Required, plus a total of 94-108

### Assistance in Completing the Awards Submission Documents

Should you have questions regarding your submission, please contact your ASHHRA Regional Consultant (RC), who is a member of the ASHHRA Regional, Chapter and Member Services Committee (RCMSC). All submissions must be uploaded to Box.net. Hard copy and flash drives will not be accepted. Contact information for your RC may be obtained from the ASHHRA office, found at [www.ashhra.org](http://www.ashhra.org), or on page 23 of this application.

### Documentation and Electronic Submission

- Each chapter is required to submit on Box.net all documentation to substantiate completion of program activities
- **Deadline for submission of this application and all supporting documents:**
  - **Basic Chapter Management - Friday, March 6, 2015**
  - **Advanced Chapter Management (sections 2, 3, and 4) - Friday, May 8, 2015**

### SPECIAL NOTE:

Please refer to the Box.net Training User Guide for any questions on how to navigate the site. This document is located within each chapter folder on Box.net, as well as on the ASHHRA website. Each chapter president will receive an online invitation to gain access to this folder. The ASHHRA staff can also provide guidance on navigating through your chapter folder and walk you through the upload process.

For questions and additional information:

ASHHRA at 312-422-3720 or [ashhra@aha.org](mailto:ashhra@aha.org)

## Chapter Award Review, Approval, and Notification

Members of the ASHHRA Regional, Chapter and Member Services Committee (RCMSC) review all entries annually. Contact your Regional Consultant; see listing on page 23, should you have questions.

Points are awarded for quality of programs, projects, efforts and results, as well as documentation of those activities. Emphasis in all categories is given to such items as seminars, workshops, membership growth, participation and involvement at the local, regional and national levels, as well as to sound chapter management.

Awards and recognition will be given at the ASHHRA Annual Conference and Exposition. Additionally, a letter from ASHHRA will be sent to the chapter designating the award category and incentives attained. No appeals will be accepted once the ASHHRA Board of Directors has approved the awards.

## Application Completion Instructions

### Chapter Management Activities

Each section below identifies a number of chapter management activities. Points are awarded for documented completion of the activity within the chapter's award submission materials. The points actually awarded for any given section may vary from zero to the identified maximum number of points. In other words, partial credit may be awarded, at the discretion of the reviewers.

### Extra Credit Chapter Management Activities

Sections 3 and 4 have extra credit activities. This optional extra credit activity is meant for the chapter to have an option of submitting other meaningful activities that were conducted during the submission year for consideration and points. Our goal with this category is to encourage and recognize chapter innovation and creativity in designing activities and programs.

## Submission Review Schedule

Activity	Deadline	Activity Owner	Communication
<b>Launch 2015 ASHHRA Chapter Management Award Program (CMAP)</b>	January 16, 2015	ASHHRA	Email to RCs, chapter president, and post notice on chapter page of website
<b>Send CMAP participation reminders</b>	Monthly	ASHHRA	Email to chapter presidents, mention in RC's newsletters
<b>Deadline to submit Basic Chapter Management on Box.net</b>	March 6, 2015	Chapters	Chapter sends an email to RC to confirm submission of basic chapter management
<b>Regional Consultants review Basic Chapter Management</b>	March 21, 2015	RCs	RC will notify chapters if they have met basic chapter management requirements
<b>Deadline to submit Advanced Chapter Management</b>	May 8, 2015	Chapters	Confirmation of submission upload in Box.net
<b>Awards Adjudication</b>	Week of June 15, 2015	RCs	Meeting with RC Committee
<b>Secondary Board Review</b>	Week of June 22, 2015	Board of Directors	Report feedback to RCs and ASHHRA staff
<b>Notify chapters and individual winners</b>	Week of July 14, 2015	ASHHRA	Email and formal letter to winners and individual winners' supervisors

### APPLICATION COVER PAGE

Please complete this form with your chapter's information and include it with your submission.

You will also need to send this to your Regional Consultant and [ashhra@aha.org](mailto:ashhra@aha.org) upon completion of your Basic Chapter Management submission – **Due March 6, 2015**

<b>Chapter Name</b>			
<b>2015 Chapter President Name</b>			
<b>Star Level Applying For</b>			
<b>Region Number</b>		<b>Date of Completion</b>	
<b>CMAP Submitter</b>		<b>Title</b>	
<b>Organization</b>			
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Phone (Work)</b>	(    )	<b>Chapter website URL (http://www.)</b>	
<b>Phone (Mobile)</b>	(    )	<b>Email</b>	
<b>Chapter's 1<sup>st</sup> Submission</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		

By my signature below, I certify that the information submitted and activities described herein are accurate as of the date submitted and only reflect the activities of our chapter from January 1 – December 31, 2014.

<b>Chapter Officer Signature</b>		<b>Date</b>	
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Section 1 Basic Chapter Management – Due by March 6, 2015			
All requested material required for this section			
Check <input checked="" type="checkbox"/> if completed	Basic Chapter Management	*Required	Approved
<input type="checkbox"/>	<p><b>1. Chapter Membership Roster.</b> Chapter must submit a membership roster that identifies the following:</p> <ul style="list-style-type: none"> <li>▪ Each individual identified by full name, address, phone and email</li> <li>▪ Each individual’s ASHHRA national and local chapter membership identified</li> <li>▪ Optional: chapter leadership identified on roster</li> </ul> <p><b>Documentation Required:</b> Chapter Roster with appropriate details identified. (See addendum 1, page 19).</p>	*	
<input type="checkbox"/>	<p><b>2. Chapter Membership Campaign Goals and Results</b></p> <ul style="list-style-type: none"> <li>▪ Chapter conducts membership campaign, describing the program, the numerical membership increase goal, and the numerical results attained:</li> </ul> <p><b>Documentation Required:</b></p> <ul style="list-style-type: none"> <li>• Campaign Goals</li> <li>• Campaign Material</li> <li>• Campaign Results</li> </ul>	*	
<input type="checkbox"/>	<p><b>3. ASHHRA Membership Promotion Planning</b> Chapter demonstrates how ASHHRA membership is promoted within the local chapter.</p> <p><b>Documentation Required:</b> Provide material or tool used to promote ASHHRA membership</p>	*	
<input type="checkbox"/>	<p><b>4. Chapter Bylaws and National Affiliation Agreement</b> Chapter has formally adopted approved bylaws affiliating chapter with national ASHHRA organization.</p> <p><b>Documentation Required:</b> Copy of bylaws stating approved national affiliation agreement.</p>	*	
<input type="checkbox"/>	<p><b>5. Chapter Bylaws – President must be an ASHHRA member</b> Chapter bylaws state the chapter president must be an ASHHRA national member.</p> <p><b>Documentation Required:</b> Copy of chapter bylaws with section stipulating ASHHRA membership requirement.</p>	*	



<input type="checkbox"/>	<p><b>6. Chapter Budget</b>            Chapter is to have both an annual budget report and an annual financial report published for chapter membership</p> <ul style="list-style-type: none"> <li>▪ Provide chapter annual budget (see Addendum 3, page 21)</li> <li>▪ Provide chapter annual financial report (see Addendum 4, page 22)</li> </ul>	*
<p><b>Documentation Required:</b> Submit copy of the chapter's budget.</p>		
<input type="checkbox"/>	<p><b>7. Chapter Annual Objectives and President's Report</b>            Chapter is to have written annual objectives. The chapter president is to have annual goals written report of the results of the chapter's annual objectives submitted to the chapter membership.</p>	*
<p><b>Documentation Required:</b> Submit a copy of the chapter annual objectives and president's report.</p>		
<input type="checkbox"/>	<p><b>8. Executive Committee/Board Meetings</b>            Chapter is to have held at least two executive committee/board meetings during the year.</p>	*
<p><b>Documentation Required:</b> Attach two meeting agendas and the associated meeting minutes, the names and chapter leadership titles of those in attendance at the meeting.</p>		
<input type="checkbox"/>	<p><b>9. Meeting Management – Communication of Minutes</b>            Chapter is to have meeting minutes from a chapter meeting.</p>	*
<p><b>Documentation Required:</b> Submit copy of meeting minutes and submit documented evidence of how the minutes were communicated to the entire membership (i.e newsletter, email, etc.).</p>		
<input type="checkbox"/>	<p><b>10. Election of Chapter Officers</b>            Chapter is to submit a document/email communicated to ASHHRA, indicating current officers.</p>	*
<p><b>Documentation Required:</b> Chapter officers listed in Excel spreadsheet.</p>		
<input type="checkbox"/>	<p><b>11. Application Cover Page</b>             Documentation Required: Application cover page completed in its entirety.</p>	*
<p><b>Section 1: Basic Chapter Management</b></p>		<p><b>Completed Yes / No</b></p>

Check <input checked="" type="checkbox"/> if completed	<b>Section 2 Advanced Chapter Management</b>	Points Available	ASHHRA Approved Points
<input type="checkbox"/>	<b>12. New Member Orientation</b> Chapter is to have conducted orientation program for new members. Describe the chapter's orientation program. <b>Documentation Required:</b> Submit new member program.	1	
<input type="checkbox"/>	<b>13. Chapter Membership Diversity</b> Chapter develops and implements membership diversity initiative to promote an inclusive membership which could include diversity from within the health care industry at-large (i.e. long-term care, medical group management, home health, health care vendors, and other partners, etc.) <b>Documentation Required:</b> Copy of chapter membership diversity program and measured results. Copy of specific outreach efforts (i.e. copies of membership invitation letters/emails sent to area health care organizations). Identify diversity of your group.	1	
<input type="checkbox"/>	<b>14. Chapter Bylaws – Officers must be ASHHRA Members</b> Chapter bylaws state that the chapter’s leadership must be ASHHRA national members. <ul style="list-style-type: none"> <li>▪ President</li> <li>▪ President-elect</li> <li>▪ Secretary</li> <li>▪ Treasurer</li> </ul> <b>Documentation Required:</b> Copy of chapter bylaws with section stipulating ASHHRA membership requirement highlighted.	1-3	
<input type="checkbox"/>	<b>15. Chapter Committees</b> Chapter establishes committees, which serve to meet the objectives and needs of the chapter in several areas: <ul style="list-style-type: none"> <li><input type="checkbox"/> Membership</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Bylaws</li> <li><input type="checkbox"/> Communication</li> <li><input type="checkbox"/> Legislation</li> <li><input type="checkbox"/> Other, specify: _____</li> </ul> Chapter maintains committee roster with names of <u>committee chairperson and committee members</u> and the objectives and results based on the Chapter’s needs. <b>Documentation Required:</b> Submit copy of each committee’s objective. (See Addendum 2, page 20).	1-5	
<input type="checkbox"/>	<b>16. ASHHRA Chapter Leadership Workshop (CLW) and ASHHRA Annual Conference</b> Chapter president and/or designated representative of the chapter attended the ASHHRA CLW and ASHHRA Annual Conference 2014. <b>Documentation Required:</b> Provide the names of the individual in attendance at the 2014 ASHHRA CLW and ASHHRA Annual Conference. Submit a copy of the receipt from ASHHRA.	1-2	

<input type="checkbox"/>	<p>17. Chapter Recognition – ASHHRA Awards Program Nominations Chapter nominated an ASHHRA award recipient for the ASHHRA Annual Conference &amp; Exposition Awards program in 2014.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chapter Officer</li> <li><input type="checkbox"/> Chapter Achievement</li> <li><input type="checkbox"/> HR Leader</li> <li><input type="checkbox"/> National Mentorship Award</li> <li><input type="checkbox"/> Communication</li> </ul> <p><b>Documentation Required:</b> Submit a copy of the nomination form or a copy of the congratulatory letter from 2014.</p>	<p>1-4</p>
<input type="checkbox"/>	<p>18. <b>Chapter Newsletter</b> Chapter distributed a minimum of two (2) newsletters (hardcopy or electronic to entire membership).</p> <p><b>Documentation Required:</b> Submit electronic version of each newsletter.</p>	<p>1</p>
<input type="checkbox"/>	<p>19. <b>Chapter Programs/Projects</b> Chapter conducted/sponsored human resources programs or projects, such as salary surveys, benefit surveys, legislative activities, skill inventories.</p> <p><b>Documentation Required:</b> Submit sample of the program or project with objectives and follow-through.</p>	<p>1</p>
<input type="checkbox"/>	<p>20. <b>Regional Collaboration with other ASHHRA Chapters</b> Show interaction between your chapter and other chapters within the region. Examples are:</p> <ol style="list-style-type: none"> <li>1. Joint program, joint venture, joint webinar</li> <li>2. Participated on RC conference calls</li> </ol> <p><b>Documentation Required:</b> Submit evidence of participation via meeting roster.</p>	<p>1</p>
<input type="checkbox"/>	<p>21. <b>National ASHHRA Participation</b> Chapter member(s) contributed to ASHHRA national activities, other than attendance at educational activities, (i.e. served on an ASHHRA committee, served as a legislative liaison, volunteered for an ASHHRA task force, submitted an article to an ASHHRA publication, or contributed to the regional consultant newsletter).</p> <p><b>Documentation Required:</b> Submit copies of programs, minutes, ASHHRA rosters, and/or correspondence.</p>	<p>1</p>
<input type="checkbox"/>	<p>22. <b>Chapter Website</b> Develop, launched, or maintenance of Chapter website that includes all below:</p> <ul style="list-style-type: none"> <li>▪ Chapter leadership directory</li> <li>▪ ASHHRA leadership, include (ASHHRA president, regional consultant, etc.)</li> <li>▪ Chapter calendar</li> <li>▪ Chapter bylaws</li> <li>▪ Link to <a href="http://www.ashhra.org">www.ashhra.org</a></li> </ul> <p><b>Documentation Required:</b> Copy of screenshots of items above, or links.</p>	<p>1</p>
<input type="checkbox"/>	<p>23. <b>Chapter Website – Advanced (Web Presence)</b> In addition to maintaining a functional chapter website, do the following:</p> <ul style="list-style-type: none"> <li>▪ Link chapter website to state association website.</li> <li>▪ Provide ability for members to join or renew their chapter membership online.</li> <li>▪ Provide ability for members to register for chapter meetings and/or events online.</li> </ul>	<p>1</p>

	<b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion, including website URL.	
<input type="checkbox"/>	<b>24. Chapter Leader Position Descriptions</b> Develop or maintain position descriptions for chapter leaders. <b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion.	1
<input type="checkbox"/>	<b>25. Leadership Transition Meeting</b> Conduct an annual leadership transition and/or strategic planning meeting. <b>Documentation Required:</b> Submit copies and/or meeting agenda and minutes from meeting.	1
<input type="checkbox"/>	<b>26. Chapter Leadership Succession Planning</b> Implement or maintain a succession plan to identify potential and future leaders. <b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion.	1
<input type="checkbox"/>	<b>27. Chapter Reward and Recognition</b> Recognize or reward chapter volunteer leaders other than ASHHRA Awards program. <b>Documentation Required:</b> Submit documentation to substantiate completion.	1
<input type="checkbox"/>	<b>28. Chapter Code of Ethics</b> Adopt a code of ethics for the chapter. <b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion.	1
<input type="checkbox"/>	<b>29. Promotion of ASHHRA</b> <ul style="list-style-type: none"> <li>▪ Display ASHHRA promotional materials at meetings.</li> <li>▪ Provide an ASHHRA benefits update at chapter meeting(s). (Helpful hint: A PowerPoint presentation with script is available from the ASHHRA)</li> <li>▪ Highlight ASHHRA activities or services in chapter newsletter and/or on chapter Web site.</li> </ul> <b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion.	1
<input type="checkbox"/>	<b>30. Contribution to ASHHRA Publications</b> Submit an article, white paper, competitive practice, resource, or tool to include in an ASHHRA publication (print or online). An individual chapter member can make the submission. <b>Documentation Required:</b> Submit copies and/or documentation to substantiate completion.	1
<input type="checkbox"/>	<b>31. Extra Credit:</b> (Submit additional activity not mentioned anywhere in the program). Provide evidence. Examples: Additional newsletters, chapter blogs/online forums.	1
<b>Section 2: Advanced Chapter Management</b>		<b>Total Possible Points</b>
		<b>30</b>

Check <input checked="" type="checkbox"/> if completed	Section 3 Educational Opportunities	Points Available	ASHHRA approved Points
<input type="checkbox"/>	<p><b>32. Chapter Educational Meeting/Program:</b></p> <ul style="list-style-type: none"> <li>▪ Chapter is to have conducted an educational program. The submission could be one program <u>or</u> multiple programs. Chapter can earn four points per educational hour with a maximum of no more than eight hours/programs. “Lunch and learn” is acceptable provided the presentation portion is at least one hour. Breaks and lunch time min/hours should not be included in total earned hours.</li> </ul> <p><b>For program presented: Submit a summary of the individual evaluations including total number of evaluations collected.</b></p> <p><b>Also provide:</b></p> <ul style="list-style-type: none"> <li>• Brochure, flyer, email notice, website publicizing program.</li> </ul>	4 per hour (up to 32 total points)	
<input type="checkbox"/>	<p><b>33. ASHHRA Educational Program</b></p> <p>List attendees that have attended the 2014 ASHHRA Annual Conference.</p> <p><b>Documentation Required:</b> Copy of registration form or program confirmation listing learning selections.</p>	2 per attendee (up to 12 total pts)	
<input type="checkbox"/>	<p><b>34. Extra Credit:</b> (Submit an additional one-hour program not mentioned anywhere else in the program as evidence).</p>	0-6 (2 pts per item submitted)	
<b>Section 3: Educational Opportunities</b>		<b>Total Points Possible</b>	<b>50</b>

Check <input checked="" type="checkbox"/> if completed	Section 4 Chapter Management Activities	Points Available	ASHHRA approved Points
<input type="checkbox"/>	<p><b>35. Chapter Partnerships</b>            Work in partnership with another ASHHRA chapter. (Examples include: Hold a joint educational or other program, assist another chapter in a related project, work together for a common cause or charity, etc.)</p> <ul style="list-style-type: none"> <li>• Joint conference call (1 point) maximum per year</li> <li>• Conducted joint webinar (2 points) maximum per year</li> <li>• Administered Salary/Compensation survey (2 points) maximum per year</li> <li>• HRCI approved program (2 points) maximum per year</li> <li>• Joint conference (4 points) maximum per year</li> <li>• Other not mentioned above (1 point) maximum per year</li> </ul> <p><b>Documentation Required:</b> a brochure, email notification to recipient list, agenda, minutes, planning doc.</p>	0-6	
<input type="checkbox"/>	<p><b>36. Chapter/Chapter Member Community Partnerships</b></p> <ul style="list-style-type: none"> <li>▪ Show documentation of interaction with other allied health care or professional organizations (i.e., American Nurses Association, National Association of Social Workers, American Physical Therapy Association, HFMA, SHRM, state professional associations, etc.)</li> </ul> <p><b>Documentation Required:</b> Submit copies of letters, minutes, programs, etc.</p>	2	
<input type="checkbox"/>	<p><b>37. Chapter Enhancement Program</b></p> <ul style="list-style-type: none"> <li>▪ Chapter conducted a scholarship/internship or other related professional enhancement program for its members or those who aspire to the human resources profession.</li> </ul> <p><b>Documentation Required:</b> Submit a description of the program.</p>	2	
<input type="checkbox"/>	<p><b>38. Chapter-sponsored - Community Projects/Activities</b></p> <ul style="list-style-type: none"> <li>▪ Chapter conducted or sponsored additional programs or projects that have not been covered under other categories (i.e. partnerships with schools, school involvement in chapter activities, research projects, community service projects, awarding of CEU's).</li> </ul> <p><b>Documentation Required:</b> Submit a description of the program. Submit copies of programs, minutes, and/or correspondence.</p>	2	
<input type="checkbox"/>	<p><b>39. Chapter Members – Community Involvement</b></p> <ul style="list-style-type: none"> <li>▪ Chapter members participated in human resources activities outside the chapter activities (i.e., teaching, seminar leaders, task force, committees other than ASHHRA, etc.).</li> </ul> <p><b>Documentation Required:</b> Submit a description of the program. Submit copies of programs, minutes, and/or correspondence.</p>	2	
<input type="checkbox"/>	<p><b>40. Advocacy</b></p> <ul style="list-style-type: none"> <li>▪ Chapter or chapter members actively participated in legislative activities on a state or federal level. Participation can include contributing to a political action committee, communication with state or federal representatives, inviting legislative representatives to speak during meetings, etc.</li> </ul>	2	

	<b>Documentation Required:</b> Submit documentation of activity (i.e. letters, programs, budget allocation, etc.)	
<input type="checkbox"/>	<b>41. Chapter Member Participation in ASHHRA at the National Level</b> This may include, but is not limited to, the mentorship program as a mentee, mentor, or committee/task force member.	4
	Documentation Required: <b>Provide documented evidence.</b>	
<input type="checkbox"/>	<b>42. Extra Credit:</b> (Submit additional activity not mentioned anywhere in the program). Use this area to “showcase” the special projects/services that your chapter provides that are not already reflected elsewhere. Provide evidence. NOTE: All 8 extra credit points will be given to chapters with an ASHHRA regional consultant representative. <b>Documentation required:</b> Submit name of regional consultant.	0-8 (2 points per item submitted)
<b>Section 4: Chapter Management Activities</b>		<b>Total Possible Points</b>
		<b>28</b>

### Chapter Management Awards Program Evaluation

1. Does the Chapter Management Awards Program add value to your chapter?  Yes  No  Somewhat

Comments: \_\_\_\_\_

2. Does the program help you in managing your chapter?  Yes  No  Somewhat

Comments: \_\_\_\_\_

3. Does the award submission form help you in preparing materials for the Chapter Management Awards Program?  
 Yes  No  Somewhat

Comments: \_\_\_\_\_

4. Please check all items that you believe add value to the management of your chapter.

- ASHHRRA Membership
- Officers are ASHHRRA Members
- Promotion of ASHHRRA
- Participation in ASHHRRA committees, task forces, and as officers
- New member orientation
- Chapter membership campaign
- Chapter objectives
- Chapter budget
- Chapter Board meetings
- Four (4) or more chapter member meetings per year
- Chapter meeting minutes
- Chapter program evaluations
- Chapter committees
  - Membership
  - Programming
  - Bylaws
  - Legislative
  - Publicity
  - Other
- Chapter sponsored internships
- Collaboration with other chapters
- Collaboration with other professional associations
- Chapter sponsored scholarships
- Chapter newsletters

5. Please comment and make suggestions on the format for improving this Chapter Management Awards submission process.

\_\_\_\_\_

6. If you could change one thing to improve this process, what would it be?

\_\_\_\_\_



## Chapter Management Program Completion Form

to be sent to [ashhra@aha.org](mailto:ashhra@aha.org) by **May 8, 2015**

ASHHRA Chapter Management Awards Program SCORING of TOTAL POINTS EXPECTED			
Section	Title	Total Points Available	Total Points Expected
1	Basic Chapter Management (questions 1-11)	-	-
2	Advanced Chapter Management (questions 12-31)	30	
3	Chapter/ASHHRA Educational Opportunities (questions 32-34)	50	
4	Chapter Management Activities (questions 35-42)	28	
Possible Total Points		<b>108</b>	

### Final Submission Checklist

<input checked="" type="checkbox"/> Check if Complete	Instructions
<input type="checkbox"/>	All materials have been submitted electronically on Box.net (in Microsoft Word, Adobe Acrobat – PDF, and/or Excel) files. <b>No email submissions will be accepted.</b>
<input type="checkbox"/>	The entry includes each chapter activity clearly identified.
<input type="checkbox"/>	The application cover page has been completed and placed as the first page of the submission.
<input type="checkbox"/>	The Chapter Management Star Award supporting documents have been provided according to the desired star level submitted for review and approval.
<input type="checkbox"/>	No excess documentation has been included in the submission.
<input type="checkbox"/>	The Chapter Management Recognition Program Evaluation form has been completed.

I certify by my signature below, that I have read and followed the instructions in the Chapter Management Awards Program guidebook and that all statements made therein are true and accurate to the best of my knowledge.

<b>Full Name</b>			
<b>Signature</b>		<b>Date</b>	
<b>Email</b>		<b>Phone</b>	

## Addendum 1

### **SAMPLE ROSTER (should be in Excel)**

XYZ HEALTH CARE HUMAN RESOURCES ASSOCIATION

#### Chapter Roster

Full Name (First, MI, Last)	Job Title and ASHHRA Title	Organization	Address Street, City, ZIP	Phones Work Mobile (Fax)	Email	ASHHRA National Member (Y or N)	XYZ Chapter Member (Y or N)
	Chapter President					Y	Y
	Chapter VP					Y	Y
	Chapter Secretary					Y	Y
	Chapter Treasurer					Y	Y
	Chapter Committee Chairperson – X Committee					Y	Y
	List of non- officer chapter members					Y	Y

**Addendum 2**  
**SAMPLE CHAPTER COMMITTEE ROSTER**  
XYZ HEALTH CARE HUMAN RESOURCES ASSOCIATION  
**Chapter Committee Roster**

Chapter Committee	Position	Full Name (First, MI, Last)
XYZ Chapter – Legislative Committee (Four Committee Members)	Committee Chairperson:	
	Committee Member	
	Committee Member	
	Committee Member	
	Committee Member	
XYZ Chapter – Bylaws Committee (Four Committee Members)	Committee Chairperson:	
	Committee Member	
	Committee Member	
	Committee Member	
	Committee Member	
XYZ Chapter – ABC Committee (Four Committee Members)	Committee Chairperson:	
	Committee Member	
	Committee Member	
	Committee Member	
	Committee Member	
XYZ Chapter – ABC Committee (Four Committee Members)	Committee Chairperson:	
	Committee Member	
	Committee Member	
	Committee Member	
	Committee Member	
XYZ Chapter – ABC Committee (Four Committee Members)	Committee Chairperson:	
	Committee Member	
	Committee Member	
	Committee Member	
	Committee Member	

**Addendum 3**  
**SAMPLE BUDGET**  
XYZ HEALTH CARE HUMAN RESOURCES ASSOCIATION  
APPROVED BUDGET  
(CHAPTER FISCAL YEAR)

**REVENUE**

Regular Memberships	73 x \$70	\$1,460
Affiliate and Associate Memberships	13 x \$15	195
New Members	24 x \$25	<u>600</u>
	<b>TOTAL REVENUE</b>	<b><u>\$2,255</u></b>

**EXPENSES**

Postage		\$ 499
Printing		50
Lunch		216
Stationery		173
Speaker Honorarium		600
Golden Rules (3 year supply)		288
President (ASHHRA Meeting Registration)		275
Miscellaneous		<u>54</u>
	<b>TOTAL EXPENSES</b>	<b><u>\$2,255</u></b>
<b>EXCESS OF EXPENSE OVER REVENUE</b>		<b><u>\$ 0</u></b>

**Addendum 4**  
**SAMPLE FINANCIAL REPORT**  
**XYZ HEALTH CARE HUMAN RESOURCES ASSOCIATION**  
**FINANCIAL REPORT**

(CHAPTER FISCAL YEAR)

Balance on Hand:	(Date)	\$1,299.82	
Receipts:	Dues and other income	\$6,533.00	
	Seminar	<u>2,475.00</u>	
	Deposits	<u>\$9,008.00</u>	
Disbursements:	Accounting	\$ 25.00	
	Awards	86.27	
	Bank Charges	36.35	
	Bonding	25.00	
	Career Day	75.00	
	Holiday Party Tip	25.00	
	Meeting Lunches	4,406.27	
	Office Supplies	43.56	
	Postage	446.82	
	Printing	318.00	
	Seminar	2,984.23	
	Speakers	326.04	
	Tapes and Films	<u>220.50</u>	<u>\$9,018.04</u>
Balance on Hand:	(Date)		<u>\$1,289.78</u>
Balance in checking account as of	(Date)		<u>\$1,279.78</u>

- FOR RCMSC Use Only -  
**ASHHRA Regional, Chapter, and Member Services Committee**  
**Chapter Scoring Sheet**

<b>Chapter Name</b>			
<b>Name of individual that submitted on behalf of the chapter</b>			
<b>State</b>		<b>Region Number</b>	
<b>Submission Category</b>	<b>Level Submitted by Chapter Leadership For Review &amp; Approval by RCMSC</b>	<b>Level Verified as Complete by RCMSC Review (RCMSC Final Recommendation)</b>	
1 <sup>st</sup> Time Submission			
Honorable Mention			
1 Star			
2 Star			
3 Star			
4 Star			

Judge #1: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print Full Name)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Judge #2: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Print Full Name)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For Office Use Only**

\_\_\_\_\_ Date notification sent to chapter with cc to Regional Consultant

\_\_\_\_\_ Date if selected, notification sent to chapter president

\_\_\_\_\_ Date if selected, plaque ordered

**2015 Regional, Chapter & Member Services Committee**

**CHAIR**

Sarah Fredrickson  
Director, Workforce Insights  
Mayo Clinic  
200 First Street SW  
Rochester, MN 55905  
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[fredrickson.sarah@mayo.edu](mailto:fredrickson.sarah@mayo.edu)

**CHAPTER OFFICER DIRECTOR  
(Term expires 12/31/15)**

Juliet D Nelson, CHHR  
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**REGION 1, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont**

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**REGION 3, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia, W. Virginia**

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**REGION 5, Canada, Illinois, Indiana, Michigan, Ohio, Wisconsin**

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Chief People Officer, HSHS- Eastern Wisconsin  
St. Vincent, St. Mary's, St. Nicholas and  
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**REGION 6, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota**

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**REGION 7, Arkansas, Louisiana, Oklahoma, Texas**

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**ASHHRA Staff Liaison**

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