

THE VIRGINIA DIVISION CHAPTER EFFICIENCY AWARD

The purpose of this award is to congratulate the best, second best and third best functioning chapters in the Virginia Division. Each will receive a commemorative plaque.

The number of points that can be awarded for each question is stated directly in front of each question. The Award committee reserves the right to request documentation for any answer. The Chapter President will affirm the accuracy of the answers. Answer each question yes or no. The deadline for post mark of the award application is Friday, August 8, 2014. The awards will be presented at the Virginia Division Meeting, September 20, 2014 at the Rockingham-Harrisonburg Chapter. The meeting starts at 10 AM. Mail applications to: Norman Leshan, 5019 Mignonette Ct., Annandale, VA 22003. Also, e-mail Norman Leshan at nleshan@gmail.com to alert him to expect your application.

Award Criteria:

POINTS:

- 3 National Participation: Did the chapter send a delegate to the previous National Convention?
- 3 Division Participation: Did the chapter send a delegate to the last four Division meetings?
- 1 Are the following Officer positions filled for the last and present officer year: President, Vice President(s), Treasurer, Secretary, and Membership Dues Recipient?
- 1 Is a written budget annually presented to the chapter membership?
- 1 Does the Treasurer present a written financial statement at each membership meeting?
- 1 Are substantial disbursements paid by check and counter signed by a second officer?
- 1 Are all substantial revenues received in an accountable manner such as a check and recorded by the Treasurer?
- 1 Is the budget annually balanced?
- 1 Is an internal audit annually performed?
- 1 Has the number of members maintained or increased over last year (Dec. 31st. to Dec. 31st) ?
- 1 Does the Member Dues Recipient ask for renewal from members who are late with payment?
- 1 What is the ratio of chapter volunteers to chapter members?
- 1 What is the percent of attendees at membership meetings to total membership?
- 1 Is the Newsletter published periodically?
- 1 Is the Newsletter mailed **and** sent on line or published on the chapter website?
- 1 Does the Newsletter contain the notes of the last membership meeting?
- 1 Is the chapter's website up to date?

Does the chapter website contain:

- 1 chapter address?
- 1 history?
- 1 facility information?
- 1 activities?
- 1 calendar?
- 1 names of Officers and Board of Directors?
- 1 Is there a means to contact the chapter to apply for membership?
- 1 Is there a link to the Division and National Website?
- 1 does it contain up to date chapter bylaws?

I, _____, President of _____ Chapter affirm to the accuracy of this application.

Signature: _____ Date: _____