



CHAPTER OF THE YEAR AWARD

For Period of August 1-July 31
 Strict Adherence to Page Limits Is Required

Tab	Description	# of Pages
A	Entry Form	1
B	Cover letter including highlights, goals, and accomplishments and a statement on why your chapter should be selected as Chapter of the Year	Up to 4
C	Chapter Officers and Board of Directors <ul style="list-style-type: none"> • Include both newly elected and outgoing • List positions held and areas of responsibility such as Student Activities Chairman 	Up to 2
D	Membership <ul style="list-style-type: none"> • Attach current chapter member roster • Chapter Statistics <ul style="list-style-type: none"> • Number of members at start of the year (total and by category) • Number of new members added (total and by category) • Number of members dropped (total and by category) • Number of members at year-end (total and by category) – net gain/loss • Percentage of chapter growth • Percentage of chapter retention • Number of firms in chapter as represented by the chapter members • CCM Statistics <ul style="list-style-type: none"> • Number of CCMs at start of the year • Number added • Number dropped • Number of CCMs at year-end – net gain/loss • Student Chapter Statistics <ul style="list-style-type: none"> • Name of Student Chapter(s) • Number of student members • Number who are also national student members 	Up to 8

- Non-member Participation
 - Percentage of non-members participating on average throughout the year with the chapter
 - Efforts, if any, to recruit the non-members into the chapter and CMAA

E Financial Information Up to 2

- Detailed profit and Loss Statement or Income Statement (August 1- July 31)
- Balance Sheet as of 31 July

F Special Programs – Highlight Accomplishments Up to 10 pages

- Chapter Meeting Programs
- Foundation Scholarship Program
- Certification Program
- Student Program
- Awards Program
- Government Affairs/Advocacy
- Formal and informal associations with other professional organizations such as AIA, SAME, AGC, SMPS, ASCE, etc.
- Other outstanding accomplishments