



Chapter Competition Reporting Rules and Guidelines

Please read these rules before completing the online form at www.awards.asmconline.org

Introduction

This annual Chapter Program Report encompasses the Chapter Competition, Community Service, Communications, Neil R. Ginnett Professional Development, and Five Star award programs. The online form with documentation must be **submitted** by April 10. Award winners are recognized on the website and at the National PDI. Please keep in mind that there are items due throughout the year in the administrative area.

- To compete for Overall Chapter Competition, follow these rules and provide any documentation required as shown as shown on the Awards Online form and below.
- Professional Development award is determined by overall points in Section 2, variety and uniqueness of programming, and member participation in professional development events. This award is presented only when merited in uniqueness.
- Communications award is determined by overall points in Section 4, and the timely, newsworthy content of website (or Facebook) and newsletter (electronic or any other way provided).
- Community Service is awarded to chapters that meet a minimum number of community service hours as listed in section 5.
- To qualify for Five Star Status, see below for minimum requirements.

Chapter Size Categories

In most recognition categories, chapters compete against other chapters in their same range of membership size. Chapter size is determined at the beginning of the reporting period, April 1, based upon paid membership count on file at National Headquarters.
A1 351+ members A 151-350 members B 76-150 members C 75 members and less

Recognition

Overall Chapter Competition

Presented to the chapters earning the greatest number of verified points in the competition areas described below. Chapters receive a perpetual awards plaque that fits 16 plates. National Headquarters maintains a log of all awards given to a chapter. Once a plaque is filled with plates, a new plaque will be sent:

<u>Chapter Size Category</u>	<u>Award</u>
Group A-I	Distinguished: Plaque or plate and \$1000
	Meritorious: Plaque or plate and \$500
Group A	Distinguished: Plaque or plate and \$800
	Meritorious: Plaque or plate and \$400
Group B	Distinguished: Plaque or plate and \$600
	Meritorious: Plaque or plate and \$300
Group C	Distinguished: Plaque or plate and \$400
	Meritorious: Plaque or plate and \$200

Communications	Distinguished and Meritorious in each size category, plaque or plate
Five Star	Plaque or plate to each chapter that qualifies
Community Service	Plaque or plate to each chapter that qualifies
Established Chapter Absolute Growth	Plaque or plate and \$200
Established Chapter Percentage Growth	Plaque or plate and \$200
Recruiter of the Year	Distinguished winner in each chapter size category, plaque
Neil R. Ginnett Professional Development	Plaque and \$1000 (awarded only if merited)

Five Star Status

The online report must be submitted to be recognized as a Five Star chapter. To qualify for Five-Star status, chapters must meet a minimum of 600 points in membership meetings (Section 2C1) and 150 points in Defense Financial Management Topics (Section 2C2); 100 points in Executive Committee Meetings; 1200 points in newsletters and 500 points in administration. To meet the minimum points as outlined above, a chapter must hold at least one Executive Committee meeting each quarter, at least two monthly general membership meetings each quarter (six of which are with a defense FM topic), provide a quarterly newsletter or email to members, and complete all actions in sections 6 A-E. Please note items in administration are due throughout the year.



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- The event must represent consecutive hours of training, not a total of several different (shorter) training events.
- Breaks and meals should not be included in calculation of training hours.
- Centrally funded EDFMT courses may not be claimed for chapter points. Only courses organized and paid by chapter may be claimed.

Points will be awarded as follows:	4800 Maximum points per year
ASMC Audio Education (minimum 60 minutes)	200 points for each session
Half day (min. of 3 hours)	400 points for each 3 hour block
Full day (min. of 6 hours)	1000 points for each full day

2) Chapters may claim 500 points for having a program to assist members with their CDFM or CDFM-A. Chapter must provide detailed description that substantiates the below minimum requirements. If all requirements are not addressed in the description, the chapter will be awarded no points.

- An established certification committee with a designated chairperson
- Certification goals set and clearly defined to the entire chapter membership
- PR Campaign with certification benefits clearly publicized to the entire chapter membership. 500 points

3) CDFM Growth: Chapters are awarded points for growth of membership that holds active CDFM status. Points for CDFM growth will be computed by a comparison of number of active status CDFM on April 1, 2016 with number of active status CDFM on March 31, 2017.

Net % increase x 10

C. Chapter Meetings: Credit will be awarded for monthly meetings of a chapter's general membership. Meeting must be organized and funded by the chapter or its membership. Monthly meeting points cannot be claimed for events, if they are already claimed under item B1.

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| 1) Membership Meetings: | 75 points for each meeting |
| | 75 points maximum in one month |
| | 900 points maximum for the year |
| 2) Defense Financial Management Topic: Any of the above meetings that include a speaker on Defense Financial Management or related topic qualify for additional points. Topic must be directly/significantly related to defense financial management | 25 points for each meeting with DFM topic |
| | 25 points maximum in one month |
| | 300 points maximum for the year |

3) Joint Meetings: Any general membership meeting, held jointly with another professional association (not a government or private sector entity), qualify for bonus points. The published program or announcement must clearly identify ASMC and the other association.

25 points for each meeting
25 points maximum in one month
300 points maximum for the year

D. Executive Committee Meetings: Points will be awarded for meetings of the chapter's executive committee.

50 points for each meeting
50 points maximum in one month
600 points maximum for the year

3. Awards Program

Each chapter that conducts awards programs, independent of the ASMC National Awards Program, can claim points. To receive credit for Awards Programs, provide a list of the award winners for each award category. It is recognized that a chapter's award ceremony may take place after the close of the Chapter Competition year. If this is the case, document the program and the plan to make the award. Additionally, chapters may claim points for participating in the National Awards program with a minimum of five nominations in individual based categories.

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| A. Chapter Awards program (Achievement, Member of the Year, etc) | 250 points |
| B. Chapter High school scholarship programs | 250 points |
| C. Chapter Member Continuing education grant programs | 250 points |
| D. Participation in National Individual or Team Awards Programs | 250 points |
| | 1000 points maximum |



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4. Communication

A. News: Chapters receive points for each chapter newsletter (or chapter e-mail) published/sent during the competition year. Points are awarded for:

- Past Meeting Summary
- Future meeting announcement
- Member News
- President’s Message
- Short FM topic article
- National ASMC program news

50 points for each item
300 points maximum in each newsletter
3600 points maximum for the year

B. Publicity: The intent of this competition category is to communicate the benefits of our society, to individuals **outside** the ASMC membership. Points are awarded for the publication of chapter news item. Publicity may be in a local newspaper, on local radio or TV stations, daily bulletins with wide distribution outside membership, in the *Armed Forces Comptroller*, on www.asmc.org, or any agency's official publication or website.

30 points for each item
1500 points maximum

C. Website: Points are awarded as follows for a chapter web site. Website must be current (within one month of competition year-end) and regularly maintained.

- Link to the National ASMC website
- Calendar of chapter events
- List of chapter officers
- Local Constitution and Bylaws
- Chapter Newsletter
- Chapter programs (awards, community service, meetings, etc.)
- Member News (achievements by chapter members)
- Defense FM related content

200 points for each item
1600 points maximum for the year

5. Community Service

Each chapter that provides Community Services (philanthropic) will receive 50 points for each separate project. A multi day project will count as one single project. Each Community Service Project must have a minimum of 20 hours of service conducted by ASMC members. The project must be a chapter sponsored activity, not an individual effort, with a minimum of four members participating.

50 points per event, 250 points maximum

All chapters that meet the below minimum of cumulative service hours will be recognized at for Excellence in Community Service.

Category:	A-1	A	B	C
Minimum of Service Hours:	150	125	100	75

6. Administration

This category of competition insures that the chapter is maintaining accurate records of the society with the National Headquarters. Items below must be uploaded throughout the year at www.awards.asmc.org (as required under Fiver Star Status guidelines).

A. **100 points** - Chapter officer update listing with chapter mailing address and all chapter officer's names, positions, commercial telephone numbers and e-mail addresses. *(30 days after Officer installation)*

B. **100 points** - Submit a written Meetings and Activities plan for the year. *(Due once a year; thirty days from installation of new officers. Must be uploaded by March 31)* Include date of event, type of event and speaker or topic information.

C. **100 points** - Submit an annual audit/review of chapter finances. *(Due once a year; due ninety days from installation of new officers. In the event an installation does not occur during the program year, a letter of valid explanation must be submitted by April 10.)*

D. **100 points** - Submit current Chapter Constitution and bylaws *(Must be uploaded by March 31)*

E. **100 points** - Submit the chapter’s Form 990 to local IRS *(Due once a year, Must be uploaded by March 31)*