



# Chapter Competition Reporting Rules and Guidelines

Please read these rules before completing the online form at [www.awards.asmc.org](http://www.awards.asmc.org)

## Introduction

This annual Chapter Program Report encompasses the Chapter Competition, Community Service, Communications, Neil R. Ginetti 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. Awards are presented to the highest scoring chapters in each size category, as outlined below.
- Membership awards are to recognize outstanding membership results by chapters. To qualify, the chapter must have a minimum of fifteen members at the start of the reporting period (April 1 – March 31). Additionally, one recruiter of the year is selected for each chapter size category, based upon the paid membership count on file at National Headquarters. Recruiter awards are based on recruitment of new members only. ASMC staff, paid consultants and instructors do not qualify for this award.
- The Neil R. Ginetti 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, chapters must complete and submit the minimum requirements outlined at the top of page 2.

## 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-1	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

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



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## Five Star Chapter Program Requirements

The Five Star Chapter Program was established to set a standard for a well-rounded professional chapter which supports the mission of the society. To qualify, a local chapter must meet minimum points criteria in meetings, communication and administration. To qualify, 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 administrative actions in sections 6 A-E. The online report must be submitted to be recognized as a Five Star chapter.

## Reporting and Competition Areas

### 1. Membership

A. Membership Growth: Membership records on file with the ASMC National Headquarters will be the baseline for any item that depends upon official membership counts. Only current paid members in good standing as of 31 March will be considered when determining chapter membership counts and recruitment efforts. All membership types are counted in this category, to exclude Honorary Membership. Points for membership growth will be computed by a comparison of paid membership size on April 1, 2016 with paid membership size on March 31, 2017.

Net % increase x 25

750 points maximum

B. Membership Program: 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 zero points.

- Established membership committee with a designated chairperson and at least two members
- Establish clearly defined membership goals and communicate these to entire membership
- Membership campaign that is communicated to the general membership and other target audiences

500 points

C. New Member Orientation Program: Chapter must provide description that clearly describes the methods used to orient new members with ASMC, both nationally and locally. If all requirements are not addressed in the description, the chapter will be awarded zero points. At a minimum program must provide a new member package with welcome letter, description of membership benefits, chapter officer listing, chapter communication, list of upcoming events, and chapter constitution and by-laws.

500 points

D. Sponsorship of Chapters: Each chapter that organizes and sponsors a new ASMC chapter chartered during the reporting year, or sponsors the revitalization of an existing chapter, will receive points. The sponsoring chapter must, at a minimum, conduct an officer training workshop, serve as advisors and provide seed money. The Director for Membership and Chapter Development must approve chapters eligible for revitalization sponsorship. Points claimed must be documented with a letter from the sponsored chapter, outlining the assistance received.

600 points

### 2. Professional Development

A. Manuscripts: In order to qualify for points, an article must contain **at least 1,200 words** and pertain to military comptrollership as defined by the ASMC National Constitution. Points may only be claimed once for the same article, or variation of article. Articles must be original work of the author(s) and **must identify the author in the printed biography as an ASMC member of the competing chapter.**

1) Articles published in the *Armed Forces Comptroller*. Provide list by article title and date published in AFC.

500 points each, 1500 points maximum

2) Articles published in other professional journals. Provide list by article title and date published in AFC.

300 points each, 1200 points maximum



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## B. Educational Activities:

- 1) Educational sessions in addition to and on different dates from regular chapter meetings.
  - Subject matter should predominantly (more than 80%) include areas defined as military comptrollership by the National Constitution.
  - Attendance is not restricted to ASMC members, but there must be a minimum total attendance of more than 20.
  - These activities must be clearly identified and heavily promoted as being organized by the ASMC chapter, or jointly organized by the chapter and another professional association (i.e., AGA). Joint sponsorship with a government office (i.e. local civilian personnel training office, command military training) is not allowed for points.
  - 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:

ASMC Audio Education (minimum 60 minutes)	4800 Maximum points per year 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.

- 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



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### 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.

- 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

### 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](http://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



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## **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.asmconline.org](http://www.awards.asmconline.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)*