



Outstanding Chapter Award Year 2012

The Association of Correctional Food Service Affiliates is recognizing outstanding chapters. Did your chapter have an eventful year? You could be eligible for an International Award!

Please fill out the application form and return to the ACFSA office postmarked by **March 1, 2013**. Chapter Presidents will be notified by **April 15, 2013**.

Chapter Information:

Please indicate the location of your chapter: _____

Please, check your Chapter's size:

- Small: 25 members or less
- Medium: 25-50 members
- Large: 50 members or more

1. Education/Professional Development:

- a. How many educational /training meetings did your chapter hold in 2012?
Agendas for each meeting must be included.
(5 points per meeting)
- b. Did your chapter host a multi-day conference and/or vendor show, either on your own or in conjunction with other chapter(s)? Conference agenda must be included.
(10 points for each hour of programming / CEU)
- c. How many of the following member contributions has your chapter made in the past year? Please name all recipients.
(10 points per contribution)
 - Awards
 - Scholarships
 - Paid fees for members:
Conference Attendance;
Membership Dues or
Professional Certifications

2. Leadership:

- a.** Are your chapter members involved on the ACFSA International level?
Please identify those members and their involvement.
(10 points per involvement)

- Board members
- Committee chairs
- Committee members
- ACFSA Conference Presenters (please include a copy of program/agenda)
- INSIDER submissions (articles submitted by chapter members, chapter news or board member reports does not count)
- International award/scholarship winner

3 Creativity and Innovation:

- a.** Does your chapter publish a newsletter (print or electronic)? If so, how often?
(10 points per issue; maximum 40 points)
- b.** Please, include newsletter. Promotion of the categories below receives points.
(5 points per category per issue; maximum 60 points)

- Promotes International activities
- Provides Food Service industry information
- Highlights or profiles individual members

4. Membership Development:

- a.** Does your Chapter have a specific membership recruitment plan?
(10 points)
- Briefly describe the plan
 - Include applicable materials
 - Include your method of identifying prospective members

5. Membership Growth (ACFSA verification required):

- a.** Did your membership increase from December 31st of the previous year through December 31st of the current year? Please indicate the number of new members.
(10 points overall for any growth)

6. Financial Management (ACFSA verification required):

- a.** Are all quarterly Treasurer Reports submitted on a timely basis?
(10 points only if all reports have been on time)
- b.** Briefly describe your Chapter's sources of income, other than monies received from ACFSA International:
(10 points overall for any outside income generated)
- Fundraising events
 - Vendor contribution