



# 2016 OUTSTANDING CHAPTER AWARD

*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, 2016**.  
Chapter Presidents will be notified by **April 15, 2016**.

## **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 31<sup>st</sup> of the previous year through December 31<sup>st</sup> 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