



## SILVER CERTIFICATES

### *IAAP Florida Division's Chapter Recognition Program*

*A Chapter must meet a minimum of 18 of the following 25 criteria between July 1 and June 30 to qualify for a Silver Certificate.*

*Submissions are due June 1. Activities for the month of June will be projected.*

1	The Chapter sponsored a CPS/CAP review class or at least one Chapter member instructed or participated in a CPS/CAP review class.
2	Fifty percent of eligible Chapter members recertified.
3	The Chapter submitted its annual objectives to its Division Board contact by August 1.
4	The Chapter invited its Division Board Contact to attend at least one Chapter meeting.
5	A Chapter member conducted a presentation to a non-IAAP group on the benefits of membership in IAAP.
6	At least one Chapter member served on the Division Speaker's Bureau.
7	At least two Chapter members had submissions published in the Division Newsletter.
8	The Chapter created or maintained a current Chapter brochure.
9	At least one Chapter member attended a FLAN meeting and gave an oral or written report on the meeting to the Chapter.
10	At least one Chapter member attended the Division Spring Seminar and gave an oral or written report on the meeting to the Chapter.
11	The Chapter created or maintained a Mentoring Program.
12	The Chapter submitted its annual audit report to the Division Treasurer.
13	At least one Chapter member attended LEC and gave an oral or written report on the meeting to the Chapter.
14	At least two incoming Chapter Officers are registered to attend the Officer's Forum to be held prior to the Division Annual Meeting.
15	At least one Chapter member plans to attend the Incoming Chapter Presidents & Division Committee Chair meeting to be held during the Division Annual Meeting.
16	At least one Chapter member served as a Division officer, Division Committee Chair, or as a member of a Division Committee.
17	The Chapter plans to send a delegate to the Division Annual Meeting.
18	Fifty percent of the Chapter's membership was present at five Chapter meetings or Chapter-sponsored events.
19	The Chapter submitted a completed application for the Avery Chapter Achievement Award and sent a copy to the Division Vice President.
20	The Chapter conducted at least one IMPACT meeting.
21	The Chapter sponsored a new IAAP professional or student chapter.
22	The Chapter presented a scholarship to a student in an administrative or business field.
23	The Chapter participated in three civic or charitable events.
24	The Chapter created or updated its Strategic Plan.
25	The Chapter held a fundraising event for RTF.
	<i>Beginning in FY 2009-2010, Criterion #26 will apply and 19 of 26 criteria will need to be attained.</i>
26	<i>The Chapter received an International Chapter of Excellence Award for the previous year.</i>