



SILVER CERTIFICATE INSTRUCTIONS AND SUBMISSION INFORMATION

IAAP Florida Division's Chapter Recognition Program

- The award period is July 1 to June 30.
- Each Chapter must submit the *Silver Certificate Submission Spreadsheet* to the Division Awards Committee Chair via e-mail, fax, or U.S. mail so that it is received or postmarked by **June 1**. Activities for the month of June can be projected.
- The Awards Committee Chair will confirm receipt of the Form via e-mail. If the Chapter does not receive a confirmation within two days after e-mail or fax submission or four days after mailing, the Chapter President should contact the Awards Committee Chair or Division President by telephone. Chapters can submit their Submission Spreadsheet as soon as the minimum criteria are achieved.
- The Chapter should retain the backup required for each criterion for one full fiscal year after submission. *The backup SHOULD NOT be submitted with the Silver Certificate Submission Spreadsheet.*
- Ten percent of Chapters that submit a Silver Certificate Submission Spreadsheet (minimum three Chapters) will be audited. Audits will begin in August following the Division Annual Meeting at which the Silver Certificate was awarded. The Chapter President will be contacted by the Division Awards Committee Chair with instructions if an audit is necessary.
- Backup documentation for criteria that will be met during the month of June is listed below. If the Chapter's projected activities for June change, documentation from the Chapter President outlining the circumstances should be kept on file.
- If the exact Backup documentation listed is not available, other reasonable backup documentation (as determined by the Division Awards Committee Chair) will be considered.
- Membership is based on numbers as of July 1 of the award year.
- If a percentage calculation does not result in a whole number, the percentage should be rounded *down*. (Example: If a chapter has 35 members, fifty percent would be 17.5; the calculation would be rounded to 17).
- Silver Certificate recipients will be announced at the Awards Banquet at the Division Annual Meeting. A certificate will be presented to the Chapter President or representative.
- For the 2008-2009 year, 18 of 25 criteria are needed to qualify. For the 2009-2010 year and beyond, 19 of 26 criteria will be needed due the inclusion of a criterion for attaining a *Pathways to Excellence Chapter of Excellence* award.
- Contact the Division Awards Committee Chair with questions or if further information is needed.

#	Criterion	Backup Required <i>(Retain on File—Do Not Submit with Submission Spreadsheet)</i>	Comments
1	The Chapter sponsored a CPS/CAP review class or at least one Chapter member instructed or participated in a CPS/CAP review class.	Class roster for participants and instructors (if the chapter sponsored the class). Letter from class sponsor (if other than chapter) noting names of instructors or participants. For members who participate in online training, a copy of the course confirmation. If a member self-studies, the member should provide a letter to the Chapter President listing study period and material studied.	
2	Fifty percent of eligible Chapter members recertified.	List of CPS/CAP holders showing name, recertification eligibility date, and whether the member recertified.	
3	The Chapter submitted its annual objectives to its Division Board contact by August 1.	Copy of Chapter objectives submitted to Division Board Contact. Copy of e-mail from Division Board contact confirming receipt.	The Division Board Contact requests this information from Chapter Presidents in July and provides a form for Presidents to submit. (Confirming e-mail will not be required for the 2008-2009 award year.)
4	The Chapter invited its Division Board Contact to attend at least one Chapter meeting.	Copy of Chapter minutes documenting the Board Contact's visit. For visits scheduled in June, a copy of the meeting calendar or other announcement showing the Contact's scheduled visit.	If a Board Contact is unable to attend a scheduled visit, the Division will endeavor to send another Board member. If a Division representative is unable to attend, the chapter will still receive credit for the invitation.
5	A Chapter member conducted a presentation to a non-IAAP group on the benefits of membership in IAAP.	Copy of the presentation agenda or flyer (if available) or a copy of the Board or Chapter meeting minutes documenting the report on the presentation.	There is no requirement for length of presentation.
6	At least one Chapter member served on the Division Speaker's Bureau.	Copy of Speaker's Bureau listing with Chapter member's name highlighted.	Speaker must be listed on the Speaker's Bureau listing by January 1. To join the Speaker's Bureau, a member must have a program that they are willing to present to other chapters. The program should preferably qualify for recertification points. A copy of the current Speaker's Bureau listing can be found on the Division website. Please note that speakers may request travel reimbursement from chapters at which they are invited to speak.

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7	At least two Chapter members had submissions published in the Division Newsletter.	Copies of the qualifying Division newsletters.	Submissions are limited to 250 words. An article written by any chapter member will qualify. The criterion refers to two submissions per <i>year</i> , not per <i>newsletter</i> .
8	The Chapter created or maintained a current Chapter brochure.	Copy of the Chapter brochure showing last revision date.	
9	At least one Chapter member attended a FLAN meeting and gave an oral or written report on the meeting to the Chapter.	Copy of the written report or a copy of the Board or Chapter meeting minutes documenting that an oral report was given.	If audited, Division Awards Chair will verify chapter member attendance.
10	At least one Chapter member attended the Division Spring Seminar and gave an oral or written report on the meeting to the Chapter.	Copy of the written report or a copy of the Board or Chapter meeting minutes documenting that an oral report was given.	If audited, Division Awards Chair will verify chapter member attendance.
11	The Chapter created or maintained a Mentoring Program.	Copy of the Chapter's Mentoring Program guidelines. List of Chapter members mentored during the award year.	A New Member Orientation Program does not qualify as mentoring.
12	The Chapter submitted its annual audit report to the Division Treasurer.	Copy of annual audit report. Copy of e-mail from Division Treasurer verifying receipt of report.	
13	At least one Chapter member attended LEC and gave an oral or written report on the meeting to the Chapter.	Copy of the written report or a copy of the Board or Chapter meeting minutes documenting that an oral report was given.	If audited, Division Awards Chair will verify attendance.
14	At least two incoming Chapter officers are registered to attend the Officer's Forum to be held prior to the Division Annual Meeting.	Copy of Officer's Forum registration forms for the two attendees.	
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.	Name of representative who plans to attend.	
16	At least one Chapter member served as a Division officer, Division Committee Chair, or as a member of a Division Committee.	Copy of Division Directory with qualifying Officer's or Committee Chair's names highlighted or letter or e-mail from Division Committee Chair confirming committee membership.	Nomination information for Division officers is sent to Chapter Presidents in February. Chapter members can contact the President-Elect to volunteer to chair a Division Committee for the upcoming year. Chapter members can contact a Division Committee Chair to see if volunteer assistance as a committee member is needed. Planned committee service at the Division Annual Meeting qualifies.

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17	The Chapter plans to send a delegate to the Division Annual Meeting.	Copy of credentials form submitted to the Division Credentials Committee Chair.	
18	Fifty percent of the Chapter's membership was present at five Chapter meetings or Chapter-sponsored events.	Event attendance or registration list with qualifying names highlighted. The list must show the date and name of the event.	Qualifying events include Chapter meetings, Board meetings, seminars, ways & means events, community service or civic events, or any other event for which the Chapter requests member participation. Division-sponsored events such as LEC, FLANs, seminars, or the Division Annual meeting do not qualify.
19	The Chapter submitted a completed application for the Avery Chapter Achievement Award and sent a copy to the Division Vice President.	Copy of the award application. Copy of e-mail confirming receipt by the Division Vice President.	Information on the Avery Chapter Awards is distributed to Chapter Presidents. Information is also available on the International website.
20	The Chapter conducted at least one IMPACT meeting.	IMPACT meeting agenda and attendees list.	Information on hosting an IMPACT meeting is available on the International website.
21	The Chapter sponsored a new IAAP professional or student chapter.	Name of new chapter and sponsorship paperwork from International.	
22	The Chapter presented a scholarship to a student in an administrative or business field.	Evidence of scholarship presentation (such as copy of award certificate or Board or Chapter meeting minutes noting award date and name of recipient).	There is no minimum amount.
23	The Chapter participated in three civic or charitable events.	Listing showing date, event name, and names of participants. Copy of agenda, meeting minutes, or flyer describing the event.	"Events" do not include regular monthly collections or donations (such as collecting soda tabs or soup labels).
24	The Chapter created or updated its Strategic Plan.	Copy of Strategic Plan showing the date it was updated. Copy of Board, Chapter, or Special Meeting minutes showing that the Plan was created or updated.	Information on creating a strategic plan is available on the International website.
25	The Chapter held a fundraising event for RTF.	Chapter or Board meeting minutes or agenda and copy of transmittal letter to RTF.	There is no minimum amount.
26	<i>The Chapter received an International Chapter of Excellence Award for the previous year.</i>	<i>Copy of Certificate of Excellence.</i>	<i>This criterion is not effective until the 2009-2010 award year.</i>

Revised 9/26/08