



The Chapter of the Year award recognizes the Chapter that excels in the areas of leadership, governance, planning, programs, membership and engagement. The award recipient is announced during the Annual Conference awards ceremony and receives \$1,000 from National. See the attached document for ways to earn points. Good luck!

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Chapter

Submission Date

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Application Completed By

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Phone Number

Email Address

## Award Qualification

- Chapters must update marketing assets (websites, social media, etc) with new WIFS branding OR local branding complementary to the new WIFS branding by **May 1**.
- Applications must include point documentation and be submitted **on or before August 15th** each year.
- Late or incomplete applications will not be considered.
- Chapter that scores the highest number of qualifying points receives the award.
- All information is subject to verification.

Submit completed form and point documentation by August 15th  
WIFS National – Chapter of the Year Award  
136 Everett Road, Albany, NY 12205  
Fax: 518.935.9232 | Email: [office@wifsnational.org](mailto:office@wifsnational.org)



## Qualifying Points – 250 Total

### Chapter Administration – 100 Points

- (20) Current year **Chapter Officers and 1+ Directors register conference** by August 1st .....
- (20) Chapter officer participation in all **monthly Chapter Leader meetings**.....
- (10) **Chapter detail form** submitted in final form by November 30th .....
- (10) **Annual report** and financial statement submitted in final form by December 31st .....
- (10) **Business Plan** received by January 31 .....
- (10) Have **3+ designated Chapter Directors** (Marketing, Membership, Sponsorship etc) .....

### Attract Activities (Membership Growth) – 75 points

- (10) Establish a **Chapter theme** for 2023 and share with National by May 1 .....
- (10) Chapter engages members on **social media** – must tag National in **10 posts**.....
- (15) Added **5 new** (chapter dues paying) **members** from January 1-July 31 .....
- (10) Added **2 new student members** from January 1-July 31.....
- (15) **Project 36 Pillar 1** – Developed 1 University relationship w/Alanah Phillips .....
- (15) **Project 36 Pillar 2** – Chapter submitted 15 Career Changer surveys.....

### Develop Activities (Content/Career Development) – 45 points

- (10) At least 1-member active participation on a **National committee/council**.....
- (10) At least 1 member serving in role of a Mentor during the 2 **Mentorship** program sessions.....
- (10) Credit for having a **non-board member** register for **conference** by July 31.....
- (5) **1** member submission of an article to National for the **AdviseHER** .....
- (10) **2** member submission of articles to National for **LeadHER** Blog .....

### Advance Activities (Engagement, Awards, Sponsorship) – 30 points

- (5) Secures Chapter level monetary **sponsorship for meetings/events** by July 1 .....
- (10) Referring a **Partner for Excellence or Conference Sponsor** to National (resulting in financial support) .....
- (5) Credit for having at least **3** members submit **Circle of Excellence** qualification documents.....
- (5) Credit for having a member that submits a nomination for **Woman of the Year** by July 31 .....
- (5) Chapter activity **in month of March** to align with International Women’s Day Mar 8.....