OpMan 72 – Annual Chapter Recognition Programs

MEMBERSHIP GROWTH INCENTIVE PROGRAM FOR CHAPTERS

AWARDS CRITERIA: All chapters chartered before the previous July 1 will be eligible for the award. Winning chapters will be recognized in each AOC region. The awards will be based on the net membership growth within each chapter based on the difference between baseline retention membership and new members during the 1 July to 30 June evaluation period. In those instances where a chapter absorbs the membership from a closing chapter, those new members coming from the closing chapter will not count toward this award. The Membership Director will check the number of members in each chapter on 1July and then again, on 30 June for this comparison.

1. **AWARDS**: Awards will be made in each region for those chapters with the greatest net increase in members. The chapters winning the award for the greatest net increase in number of members will receive a cash award of $200 dollars. The chapter with the greatest net increase in number of members throughout the AOC for the year will receive complimentary registration and 4-nights hotel accommodations for its President (or the chapter's designated representative) at the AOC Annual Convention. Transportation cost is not included. The program is capped at $4,000 dollars

2. **CERTIFICATION AND PRESENTATION OF AWARDS**: Each August 1st the AOC Membership Director will provide to the chairman of the membership committee a count of the active members of each chapter worldwide, by region, and indicate the change in membership as compared to the previous year's total for each chapter. These comparisons will be based on the chapter membership totals as of June 30 of each year. The membership committee will analyze the list provided by the staff and select the winners based upon the chapters with the greatest growth in each region. If none of the chapters in a region experience growth in a year, there will be no recognition for that AOC region. The winning regional chapters will be announced and receive their awards at the Chapter Presidents' meeting, which is held in conjunction with the AOC Annual Symposium.

CHAPTER OF THE YEAR

CHAPTER Of THE YEAR PROGRAM: All Chapters in an active status are eligible to submit a list of their activities over the award period (1 July of the prior year to 30 June of the current year) for potential AOC recognition. These activities will be used to quantify chapter   accomplishments according to the point structure documented in the Chapter Activity Report form (Attachment 3). Each chapter should use this form to submit applications and necessary backup   material for recognition. Submit a completed copy of the form to the AOC Membership POC via   email, Fax, or postal mail no later than August 1. The Final point total obtained from the submitted report will be presented first to the Membership Committee and then to the Board of Directors or validation. Chapters meeting the specified criteria outlined below will be recognized at the Annual Symposium. The chapter category will be based on the number of members as of 6/30 of the current year.

Chapter category	Number of Members
Large	300 or more
Medium	100 - 299
Small	10 – 99

AWARD: The Award will be given to the highest scoring chapter in each category described above (see attachment 2 for details on point structure). The evaluation of all submissions will be based on the point structure as defined in the attachment. The points have been assigned based on the significance of each activity to the membership and the Association. Because chapter size determines resources available to each chapter, the point's requirements vary based upon chapter size. The winning chapters will each receive $400 dollars.

IN THE EVENT OF A TIE IN EACH CATEGORY: A review of chapter membership total on 1 July minus the total of chapter membership on the following 30 June will be calculated to determine % of membership increase. The chapter with the least % of membership loss will be named Chapter of the Year in their respective categories.

1. **CHAPTER ACTIVITY RECOGNITION**

   a. **AWARDS:** Any chapter in the association that is not selected as a Chapter of the Year can earn recognition as an "Excellent Chapter," an "Outstanding Chapter," or a "Distinguished Chapter," when the chapter earns at least the number of points indicated below. Each chapter earning an Excellent Award will receive $50 dollars; an Outstanding Award will receive $100 dollars and a Distinguished Award will receive $200 dollars.

Chapter Category	Minimum Points for Excellent	Minimum Points for Outstanding	Minimum Points for Distinguished
Large	44	52	57
Medium	26	35	50
Small	20	25	33

2. **CERTIFICATION AND PRESENTATION OF AWARDS:** In conjunction with reporting on the point totals and results for the Chapters of the Year awards, the AOC headquarters staff will report to the Membership Committee, verifying the chapters' submissions and the point totals for each chapter's submissions. The Membership Committee will validate and approve the results as presented by the staff for those chapters earning the Excellent, Outstanding, Distinguished and Chapter of the Year designations. The AOC Board of Directors will give final approval. The selections will be based on validated point totals. Each winning chapter will be recognized at the AOC Annual Symposium. Chapter will receive their awards during the "Chapter President's meeting or other designated venue at the Annual Convention. If the chapter is not represented at the convention the award will be sent to the chapter.

2. **POINT STRUCTURE –** Evaluation Period- 1 July through 30 June

ACTIVITY   **POINTS**

1. **CHAPTER MEETINGS**   **Maximum Points 21**
   A) INFORMATIONAL MEETING   Maximum Points 12

An informational membership meeting is a chapter meeting with a speaker or some other opportunity to provide attending members information useful to their profession. The main purpose for bringing Crows

together is to be informational and not social; therefore, this gets the maximum of points. One (1) point is scored for each membership meeting (may include joint meetings with another organization) up to a total of twelve (12) points. These meetings should include a guest speaker, awards, scholarship, etc. Provide the nature of each function and date/

        B) SOCIAL MEETING/FUNCTIONS   Maximum Points 3

A social meeting does not include informational membership meetings. These are events such as sports tournaments, social dinners, dances, etc. Score one (1) point for each social event for a maximum total of three (3) points. Provide the nature of each function and the date held.

        C) BOD MEETING   Maximum Points 6

Chapter Board of Directors meetings are business meetings of the Chapter's Board of Directors, separate from general membership meetings. Score one (1) point per meeting to maximum of six (6). These meetings must be in addition to other chapter functions. Furnish required substantiation, i.e., minutes, etc.

2. CHAPTER COMMUNICATIONS   **Maximum Points 15**

        A) CHAPTER NEWSLETTER: Maximum Points 4

Score one (1) point per edition of your chapter newsletter to a maximum of four (4). Newsletter can be sent via mail, e-mail, or a combination of both. The purpose is to keep the membership informed. Chapter Web pages do not earn points in this category. Provide copies of each.

        B) SOCIAL NETWORKING/CHAP. BLOG: Maximum Points 2

Score 1 Point for Chapter having their own Facebook/Twitter/LinkedIn Social Networking site. Score one (1) Point for Chapter President or Chapter officer participating in a group on the AOC LinkedIn site.

        C) ECROW/AOC NEWS SUBMISSION: Maximum Points 4

Score two (2) points for each article or chapter information that your chapter submitted (maximum 2 submissions) to be published in ECROW or AOC News in the JED Magazine.

        D) CHAPTER WEBSITE   Maximum Points 3

Chapter sponsored website that highlights local activities, upcoming events, and fosters electronic connectivity between local members, other chapter homepages, and AOC HQ. Score three (3) points for keeping your chapter website current. Include the URL for your chapter's web page in your submission. Chapter web sites maintained at the AOC web page qualify as long as they are maintained.

        E) AOC PRESIDENT'S CHAPTER PRESIDENT'S MEETING/TELECONFERENCE
           (ADOBE CONNECT)   Maximum Points 2

Obtain 1 point for each AOC President's Chapter President's Meeting attended by a Chapter President or designated representative (Maximum – 2 points/2 meetings).

3. CHAPTER SYMPOSIA/TUTORIALS   **Maximum Points 12**

        A) SYMPOSIA   Maximum Points 9

Defined as a chapter sponsored conference outside of regular chapter meetings where speakers address issues, subjects or technical matter relating to Electronic Defense/Information Superiority. A positive image is an important goal of the AOC. Score three (3) points for each event that was planned and executed by your chapter. Maximum of three (3) events. These events should be at a minimum of one half day in length. You may score three points for each day of a multiple day event as long as it is technical in nature. Include description of subject matter and specify attendance. Social or sports functions are not included in this category.

        B) TUTORIALS (Separate from those above)   Maximum Points 3

Defined as a chapter sponsored educational session with either an AOC Educational course or a local technical education course for both members and non-members of the AOC. For non-AOC courses,submit the course instructor(s) name(s) and qualifications and a description and/or syllabus of the course.

4. CHAPTER RECRUITING/MENTORING AND RETENTION PROGRAM   Maximum Points   9
   A) CHAPTER RECRUITING PROGRAM   Maximum Points   4
An active membership recruiting program is essential to the health of the AOC. Score four (4) points if your chapter has an established Recruiting Program. Provide the name of the Chairman and a description of recruiting activities/procedures. (i.e. annual membership drive)
   B) CHAPTER MENTORING PROGRAM   Maximum Points   1
Some chapters may have more experience with running a chapter and being successful than others. Score one (1) point for reaching out to another chapter and providing them with assistance. Provide Chapter name and point of contact as well as the details of the mentoring provided.
   C) CHAPTER RETENTION PROGRAM   Maximum Points   4
An active membership retention program is also essential to the health of the AOC. Score four (4) points if your chapter has an established Retention Program. Provide the name of the Chairman and a description of retention activities/procedures.

5. CHAPTER FUNDING FOR EDUCATION PROGRAM   Maximum Points   7
This section provides recognition for any chapter education, scholarship, enlisted tuition grant programs and or funding for education. One or more award(s) must have been made during this review period. Score 7 points if your Chapter has awarded one or more persons during this review period with a grant or scholarship to support continuing higher education. If you have submitted your annual scholarship report to AOC headquarters, no additional information is required.

6. CHAPTER ADVOCACY PROGRAM   Maximum Points 5
   A) COMMUNITY AWARENESS EVENTS Maximum Points 3
Community awareness events are chapter sponsored events or participation that highlight the AOC or the EW/IO profession to the public. If your chapter has a community awareness program or hosts a community event, score one (1) point for each community event for a maximum total of three (3).
Provide description of your Chapter's awareness events, to include membership participation and AOC message presented.
   B) CHAPTER ADVOCACY   Maximum points 2
Volunteer at an AOC Event (Regional or International) and/or Host an AOC Webinar: List event, date(s), and names of volunteers. Volunteer Events can include the following, an AOC Headquarters hosted event/conference and or Symposium, an event hosted by another chapter, Global/International event, assisting at an AOC recruitment table at another organizations event. Hosting a Webinar includes volunteering to give a webinar or hosting your chapter members at a luncheon/event to watch and participate in an AOC Webinar.

7. CHAPTER AWARDS PROGRAM   Maximum Points   6
   A) LOCAL AWARDS   Maximum Points   3
Three (3) points awarded if your chapter gives local awards to its members to recognize outstanding achievement or service. Score three (3) points if your chapter presented awards to your members. Identify the award and recipient. Examples are Crow of the Year, Manager of the Year, etc.
   B) AOC AWARD NOMINATIONS   Maximum Points 3
Score three (3) points if your chapter submitted one or more AOC award nomination during this review period. Include the name(s) of your Chapter's nominee(s).

8. REGIONAL DIRECTOR INVOLVEMENT
Those chapters that demonstrate effort to involve their regional director will receive an extra one point for each endeavor. (Maximum of 2 points) Involvement can be defined as an e-mail exchange, chapter visit, telecons, participating in Regional President's meetings, etc. Objective: demonstrate true effort to involve Regional Director in Chapter activities.

APPENDIX A

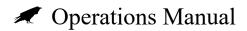**CHAPTER OF THE YEAR AWARD POINT GRID**

NO #	CHAPTER ACTIVITY	DATE	MAX POINTS	NOTED	POINTS CLAIMED
	1 CHAPTER MEETINGS		**21**		
	(A) INFORMATIONAL MEMBERSHIP MEETINGS		12		
	Subject or Speaker	**Date**			
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
	(B) SOCIAL MEETINGS/FUNCTIONS		3		
	Name of Function	**Date**			
1					
2					
3					
	(C) BOD MEETINGS		6		
1					

2					
3					
4					
5					
6					
	2 CHAPTER COMMUNICATIONS		**15**		
	(A) CHAPTER NEWSLETTER		**4**		
	Newsletter Title	**Date**			
1					
2					
3					
4					
	(B) SOCIAL NETWORKING CHAPTER BLOG		**2**		
1					
2					
	(C) ECROW/AOC NEWS SUBMISSION		**4**		
	Subject of Submission	**Date**			
1					
2					
	(D) CHAPTER WEBSITE	**Date last updated**	**3**		
	URL				
1					
	(E) AOC PRESIDENTS CHAPTER PRESIDENTS MEETING/TELECONFERENCE (ADOBE CONNECT)		**2**		
	Name of Meeting/Location	**Date**			
1					
2					

	(F) Chapter Officer volunteer on AOC HQ Committee		1 point per committee		
	Name of Committee and name of Individual volunteering				
1					
	3 CHAPTER SYMPOSIA/TUTORIALS		**12**		
	(A) SYMPOSIA		**9**		
1					
2					
3					
	(B) TUTORIALS		**3**		
	Course Name / Instructor	**Date**			
1			3		
	4 CHAPTER RECRUITING/MENTORING AND RETENTION PROGRAM (describe below and list name of chairman for each applicable activity)		**9**		
	(A) CHAPTER RECRUITING PROGRAM		4		
1					
	(B) CHAPTER MENTORING PROGRAM		1		
	Chapter name and point of contact you reached out to.	**Date**			
1					
	(C) CHAPTER RETENTION PROGRAM		4		
1					
	5 CHAPTER FUNDING FOR EDUCATION PROGRAM		7		
	List how many scholarships and how much funding was given				
1					
	6 CHAPTER ADVOCACY PROGRAM		5		
	(A) COMMUNITY AWARENESS EVENTS		3		
	Name of Event	**Date**			
1					

2				
3				
	(B) Chapter Advocacy		2	
1				
2				
	7 CHAPTER AWARDS PROGRAM		6	
	(A) LOCAL AWARDS		3	
	Name of Award and Awardee	**Date**		
1				
2				
3				
	(B) AOC AWARDS NOMINATIONS	**Date**	3	
	Name or Names of Awardees submitted			
1				
2				
3				
	8 REGIONAL DIRECTOR INVOLVEMENT		2	
	List date of visit or date of request			
1				
2				
	FINAL POINTS TOTAL		**78**	