



## Chapter of the Year – 2023 Term Small Chapters

November 1, 2022, to October 31, 2023

### Program Summary and Entry Requirements

The Chapter of the Year (COY) award program recognizes and showcases outstanding work, participation, and accomplishments of affiliated CMAA Chapters. After entries are reviewed and judged by the committee, results are revealed and the winning Chapters from each size category will be given appropriate recognition during the 2024 World Conference and Club Business Expo.

### Preparing the Entry

The entry is broken up into four sections. The questions your Chapter must answer are on pages 2-3 of this packet. **The Chapter will submit their entry online by clicking the “Submit an Entry” button and filling out the online form found at [cmaa.org/news/award-programs/](https://cmaa.org/news/award-programs/).** We recommend that you create a Word document with your answers, then copy and paste into the online form when your entry is ready. National staff will automatically score section 3 for all Chapters. ***Late entries will not be accepted.***

### Judging

Judging is the primary responsibility of the Chapter of the Year Committee, with the CMAA staff tabulating section 3. Please make sure your Managing Director/Chapter Secretary has submitted the meeting minutes and attendance rosters for all Chapter meetings as anything received at National Headquarters after **December 15, 2023**, will not be considered during the review process. The judging categories are as follows:

1. Chapter President Paragraph (*scored by the Chapter of the Year Committee*)
2. Managing Director/Chapter Secretary Paragraph (*scored by the Chapter of the Year Committee*)
3. Chapter Engagement Statistics (*scored by National Staff*)
4. Chapter Officer Reports (*scored by the Chapter of the Year Committee*)

### Awards

The Chapter of the Year awards will be presented during the 2024 World Conference to the first, second, and third place Chapters in each of the three size categories: small, medium, and large. A \$3,000 education grant will be awarded to the first place Chapters, a \$2,000 education grant will be awarded to the second place Chapters, and a \$1,000 education grant will be awarded to the third place Chapters. All education grants are funded by The Club Foundation (CF).



**Chapter of the Year – 2023 Term**  
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**1. Chapter President Paragraph** – In 300 words or less, how would you evaluate your Chapter’s performance this year? Talk about your Chapter’s strengths and opportunities for improvement in the future. (20 points)

**2. Managing Director/Chapter Secretary Paragraph** – In 300 words or less, please explain how your Chapter affected CMAA’s 2023 annual theme: *“Engage. Enrich. Unite.”* How does this theme apply to you as a Chapter and your Chapter members? (20 points)

**3. Chapter Engagement Statistics** (*Scored by National; nothing needs to be submitted by the Chapter*) (50 points)

1. Score 10 points for holding a Chapter Workshop(s)
2. Score 10 points for entering the Chapters Idea Fair
3. Score up to 10 points based on your Chapter’s recruitment percentage in the New Chapter Member Recruitment Contest (sliding scale)
4. Score 10 points for Chapter’s donation to The CF (pledges or wine donations)
5. Score 10 points for authorized elected Chapter representative attending the LLC

**4. Chapter Officer Reports** – Please work with your Chapter Officers and Chairman to answer the following questions (each answer should be 200 words or less; **each question is worth 10 points**):

1. How did you diversify your Chapter’s educational programming in 2023 (timing, format, content, etc.)?
2. How did your Chapter attract and onboard new members?
3. How did your Chapter engage its entry-, mid-, and senior-level managers?
4. How did your Chapter support your Student Chapter(s) and/or the club management career path? How are you highlighting careers in club management with students/others?
5. What was your Chapter’s greatest accomplishment this year? How did you celebrate it?



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**SCORING SHEET - FOR JUDGING PURPOSES ONLY**

**Chapter \_\_\_\_\_ (S M L)**

<b>I. Chapter President Paragraph (scoring completed by Judges)</b>	<b>Score</b>	<b>Sub-Total</b>
<i>Judges to evaluate 1 to 20 points</i>	_____	
<b>Sub-Total</b>		* _____
<b>2. Managing Director/Chapter Secretary Paragraph (scoring completed by Judges)</b>		
<i>Judges to evaluate 1 to 20 points</i>	_____	
<b>Sub-Total</b>		* _____
<b>3. Chapter Statistics (completed by CMAA Staff)</b>		
1. Score 10 points for holding a Chapter Workshop(s)	_____	
2. Score 10 points for entering the Chapter Idea Fair	_____	
3. Score up to 10 points based on your Chapter's recruitment percentage in the Chapter New Member Recruitment Contest (sliding scale)	_____	
4. Score 10 points for Chapter's donation to The Club Foundation	_____	
5. Score 10 points for authorized elected Chapter rep attending the LLC	_____	
<b>Sub-Total</b>		* _____
<b>4. Chapter Officer Reports (scoring completed by Judges)</b>		
<i>Judges to evaluate 1 to 10 points for each of the five questions;</i>	_____	
<b>Sub-Total</b>		* _____
<b>Sub-Totals:</b>		
<b>I. Chapter President Paragraph</b>		* _____
<b>II. Managing Director/Chapter Secretary Paragraph</b>		* _____
<b>III. Chapter Statistics</b>		* _____
<b>IV. Chapter Officer Reports</b>		* _____
<b>Grand Total</b>		_____



## 2023 Chapter Size Categories

### Small Chapters

Alabama, Aloha State, Arkansas Razorback, Illini, Inland Empire, Iowa Tall Corn, Mid-America, Nebraska, Oklahoma-Kansas, Oregon, Pelican, Utah

### Medium Chapters

Central Pennsylvania, City of New York, Evergreen, Greater Baltimore, Greater Cleveland, Mile High, New York State, Pittsburgh, St. Louis District, Tennessee Volunteer, Upper Midwest, Virginias, Wisconsin Badger

### Large Chapters

Carolinas, Connecticut, Florida, Georgia, Golden State, Greater Chicago, Greater Michigan, Greater Southwest, Metropolitan, National Capital, New England, New Jersey, Ohio Valley, Philadelphia & Vicinity, Texas Lone Star

## Sliding Scales (for Judging Purposes Only)

### Sliding Scale for New Member Recruitment Goals

Meet 50%-74% of Goal	5 points
Meet 75%-99% of Goal	7 points
Meet 100% or More of Goal	10 points