



## Chapter of the Year – 2022 Term

November 1, 2021, to October 31, 2022

### 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 2023 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, 2022**, 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 2023 World Conference to the first place Chapters and most improved Chapters in each of three size categories: small, medium, and large. A \$3,000 education grant will be awarded to the winning Chapters and a \$2,000 education grant will be awarded to the Most Improved Chapters. All education grants are funded by The Club Foundation (CF).



**Chapter of the Year – 2022 Term**  
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**1. Chapter President Paragraph** – In 300 words or less, please describe your Chapter’s accomplishments this year of which you are most proud. (20 points)

**2. Managing Director/Chapter Secretary Paragraph** – In 300 words or less, please explain how your Chapter effected CMAA’s 2022 annual theme: *“Engage. Empower. Connect.”* 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 Auction/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. Which of the 11 competency areas did your Chapter’s education programming cover in 2022? Briefly describe how your Chapter covered each program topic.
2. How did your Chapter align with National to promote and support various National initiatives (i.e., the Certified Club Manager (CCM) path, Member Interest Groups, etc.)?
3. How did your Chapter engage its mid-level managers?
4. How did your Chapter onboard new members? How did you make them feel welcome?
5. What is your most effective medium of Chapter communication and how do you utilize it for success?

6. Did the Chapter host any events to raise funds for/benefit charitable or philanthropic organizations and, if so, how did these events improve your relationship with your local community?
7. Explain how your Chapter set itself up for future success during the 2022 membership year. Did you set goals with a strategic plan? Succession planning?
8. 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?
9. How did your Chapter engage in advocacy efforts at the state and local level this year?
10. In what ways did your Chapter address Diversity, Equity, & Inclusion (DEI) this year?



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**SCORING SHEET - FOR JUDGING PURPOSES ONLY**

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

**I. Chapter President Paragraph (scoring completed by Judges) Score Sub-Total**

*Judges to evaluate 1 to 20 points* \_\_\_\_\_

**Sub-Total** \* \_\_\_\_\_

**2. Managing Director/Chapter Secretary Paragraph (scoring completed by Judges)**

*Judges to evaluate 1 to 20 points* \_\_\_\_\_

**Sub-Total** \* \_\_\_\_\_

**3. Chapter Statistics (completed by CMAA Staff)**

- 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 (pledges or Auction/Wine Donations) \_\_\_\_\_
- 5. Score 10 points for authorized elected Chapter rep attending the LLC \_\_\_\_\_

**Sub-Total** \* \_\_\_\_\_

**4. Chapter Officer Reports (scoring completed by Judges)**

*Judges to evaluate 1 to 10 points for each of the 10 questions;* \_\_\_\_\_

**Sub-Total** \* \_\_\_\_\_

**Sub-Totals:**

- I. Chapter President Paragraph** \* \_\_\_\_\_
- II. Managing Director/Chapter Secretary Paragraph** \* \_\_\_\_\_
- III. Chapter Statistics** \* \_\_\_\_\_
- IV. Chapter Officer Reports** \* \_\_\_\_\_

**Grand Total** \_\_\_\_\_



## **2022 Chapter Size Categories**

### **Small Chapters**

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

### **Medium Chapters**

City of New York, Evergreen, Greater Baltimore, Greater Cleveland, Mile High, New York State, Pelican, Pittsburgh, St. Louis District, 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