

Chapter Award Program Requirements 2014-15

Activities must be completed between July 1 and June 30

Chapter: _____

Bronze	
	Submitted the annual plan for the upcoming year
	Submitted updated officer contact information for the upcoming year
	Submitted year-end financial report
	Submitted all chapter reports (meeting and events)
	Awarded chapter scholarship(s) for upcoming year
	Submitted updated signed Articles of Association (new presidents only)
	Submitted chapter 990n e-postcard from the previous tax year
	Hosted a speaker event
	Hosted at least one social event*
	Hosted a professional networking event
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Communicated regularly with chapter liaison
	Submitted at least one mailer/email request through VTAA chapter database
	Participated in at least one community service project

Silver Required	
	Met all requirements for Bronze level recognition
	Hosted at least 2 different types of social events*
	Submitted event reports within one month of event completion
	Submitted meeting reports within one month of each meeting
	Assisted with an admissions program (college fairs, phone calls to students, etc.)
	Maintained updated social media and web presence (no more than 30 days out of date)
	Hosted an event for incoming students (picnic or other send-off event)
	At least one chapter representative attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)

Silver Optional (need at least 3)	
	Hosted at least 3 different types of social events* (includes events hosted at Silver "Required" level)
	Hosted an event intended to broaden alumni participation (age, race, family, major, location, etc.-- student send-offs excluded)
	Provided attendance lists of new attendees and address updates to VTAA regularly
	Participated in Hokies for Higher Education
	Hosted at least one career/networking event
	Participated in at least two different types of community service events

Gold	
	Met all requirements for Silver level recognition
	Hosted at least 6 different types of events* (includes events hosted at Bronze and Silver levels)
	Hosted an event intended to broaden alumni participation (age, race, family, major, location, etc.-- student send-offs excluded)
	At least two chapter representatives attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)
	At least two chairs identified for targeted groups (young alumni, diversity, family, VTCC, admissions, etc.)
	Hosted at least one career/networking event
	Participated in at least three different types of community service events
	Developed succession plan for chapter leadership

* Examples of social events include game watching party, cultural event, professional sporting event, wine or beer tasting, tailgate, holiday party, etc.