

# Chapter Award Program Requirements 2016-17

Activities to be completed between July 1, 2016 and June 30, 2017

Chapter: \_\_\_\_\_

Award Level	
	Communicated regularly with chapter liaison
	Held regularly scheduled chapter meetings (monthly, quarterly, conference calls, etc.)
	Submitted all chapter reports (meeting and events)
	Submitted updated signed Articles of Association (new presidents only)
	Submitted updated officer contact information for the upcoming year
	Submitted the annual plan for the upcoming year
	Submitted chapter 990n e-postcard from the previous tax year
	Submitted at least one mailer/email request through VTAA chapter database
	Awarded chapter scholarship(s) for upcoming year
	Submitted year-end financial report
	Hosted a <b>Speaker Event</b>
	Hosted <b>Social Event* #1</b>
	Hosted a <b>Student Send-Off Event</b>
	Executed <b>Community Service Project #1</b>
	<i>Completed all requirements for Bronze level</i>
	Submitted event reports within one month of event completion
	Submitted meeting reports within one month of each meeting
	Maintained updated social media and web presence (no more than 30 days out of date)
	At least one chapter representative attended a VTAA training event (Chapter Officers Forum, webinar, or teleconference)
	Assisted with an admissions program (college fairs, phone calls to students, etc.)
	Hosted <b>Social Event* #2</b> (different type from Social Event #1)
MUST COMPLETE 3 OPTIONAL ACTIVITIES	Provided attendance lists of new attendees and address updates to VTAA regularly
	Participated in Hokies for Higher Education (for chapters located in Virginia)
	Hosted <b>Social Event* #3</b> (different type from Social Events #1 and #2)
	Hosted an <b>Event Intended to Broaden Alumni Participation</b> (age, race, family, major, location, etc.-- student send-offs excluded)
	Hosted a <b>Professional Networking Event</b>
	Executed <b>Community Service Project #2</b> (different type from Service Project #1)
	<i>Completed all requirements for Silver level</i>
	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.)
	Developed succession plan for chapter leadership
	Hosted an <b>Event Intended to Broaden Alumni Participation</b> (age, race, family, major, location, etc.-- student send-offs excluded)
	Hosted a <b>Professional Networking Event</b>
	Executed <b>Community Service Project #2</b> (different type from Service Project #1)
	Executed <b>Community Service Project #3</b> (different type from Service Projects #1 and #2)
	Hosted <b>Social Events* #3</b> (a different type of Social Event* from #1 - #2)
	Hosted <b>Social Events* #4</b> (a different type of Social Event* from #1 - #3)
	Hosted <b>Social Events* #5</b> (a different type of Social Event* from #1 - #4)
	Hosted <b>Social Events* #6</b> (a different type of Social Event* from #1 - #5) *

\* Examples of social events include game watching party, cultural event, professional sporting event, wine or beer tasting, tailgate, holiday party, group activities such as hiking, tubing, summer cook-outs, etc.