### Chapter Award Program Requirements 2014-15

Activities must be completed between July 1 and June 30

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<th>Chapter:</th>
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#### 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 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- Maintained updated social media and web presence (no more than 30 days out of date)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.

Updated 07/10/14