

THE CHAPTER EFFECTIVENESS AWARD COMMITTEE
from Cassandra Johnson

The Chapter Effectiveness Award was established in the mid 1990's to generate competition between the chapters in accomplishing their goals each year. Over the years, several chapters have received this annual award but in an effort to increase the number of chapters eligible for the award, the FSCPM has established a Chapter Effectiveness Award Committee. This Committee will be chaired by Cassandra Johnson and is charged with the responsibility of ensuring that each chapter is aware of the guidelines for this award and coordinating the collection of completed award nominations.

Chapter Coordinators should send Cassandra a quarterly report on the status of meeting the requirements for this award. A final yearly report should be transmitted to Cassandra by December 15th of each year.

As shown in the guidelines below, there are mandatory requirements which require 19 points or more to qualify and optional requirements requiring 25 points or more to qualify. If anyone has questions on this award or the guidelines described below, please contact Cassandra at cassandra.johnson@dot.state.fl.us.

Please use this format for submitting your quarterly and yearly reports. An example of the North Florida Chapter's quarterly report is included below.

CHAPTER EFFECTIVENESS AWARD GUIDELINES
FLORIDA SOCIETY OF CERTIFIED PUBLIC MANAGERS

2nd QUARTERLY REPORT – FTECPM Chapter

MANDATORY REQUIREMENTS (Score 19 points or more to qualify)

- 1. Chapter represented at 5 FSCPM Board Meetings (1 POINT/each meeting)**
The Florida's Turnpike Enterprise Chapter (FTECPM) has been represented at the three board meetings held during 2009 (3).
- 2. Chapter objectives submitted by March 1 1 POINT**
FTECPM objectives were submitted to President Jerry O'Cathey by March 1, 2009 (1)
- 3. All 4 quarterly financial reports submitted to FSCPM treasurer 4 POINTS**
As required, financial reports for Quarters 1 were submitted to the FSCPM Treasurer for the 1st Quarter on 4/9/09 (1)
Financial reports for Quarter 2 will be submitted on 7/10/09 (1)
- 4. At least four chapter meetings held (1 POINT each meeting)**
The FTECPM has held seven Chapter Meetings in 2009 (7).

5. **At least 4 CPM Times news articles submitted (1 POINT for each article)**
The FTECPM Chapter has submitted one news article for the July 1, 2009 issue of the CPM Times (1)

6. **CPM of the Year Nominee submitted by November 13 1 POINT**

TOTAL MANDATORY POINTS – FTECPM THROUGH June 2009 – 14 POINTS

OPTIONAL REQUIREMENTS (Score 25 points or more to qualify)

7. **Chapter meeting, fund raiser, training session, community service project, etc. 1 point each for a maximum of 10 POINTS**
6 Chapter Meetings, 2 lunch & learn training sessions and 1 polo shirt fund raiser were held in 2009 (9)

8. **Chapter representative at Level VIII Worth 1 POINT**

9. **Chapter representation at each FSCPM Board meeting Worth 1 POINT each**
Chapter represented at three FSCPM Board Meetings held in 2009 (3)

10. **For each 5 % increase in membership 1 POINT for each 5% increase**
FTECPM had a 70% increase in membership this quarter with 7 new members joining for a total of 17 members as of March 2009 (14)
FTECPM had a 30% increase in membership the 2nd quarter with 5 new members joining for a total of 22 members of of June 30, 2009 (5)

11. **Chapter news articles Worth 1 POINT each issue**
One article was submitted to the CPM Times for the 2nd quarter (1)

12. **Public Service Recognition Week presentation Maximum 5 POINTS**

13. **CPM of the Year nomination 1 POINT each nominee above mandatory**

14. **New officers elected prior to end of calendar year 2 POINTS**

15. **Chapter members running for FSCPM & AACPM Offices 1 POINT each**

16. **Quarterly reports submitted within 1 month of end of each qtr 1 POINT each**
Reports for the 1st quarter were both submitted on April 9, 2009 (2)
Reports for the 2nd quarter will be submitted by July 10, 2009 (2)

17. **GOTCHAs 1 POINT for each for a maximum of 10 POINTS**

18. **Submit nominee for Davis Productivity Award Worth 5 POINTS**

TOTAL OPTIONAL POINTS – FTECPM through June 2009 36 POINTS