

Awards of Excellence 2014

Chapter Award of Excellence in Professional Development

Thank you for your interest in preparing a submission for the 2014 IFMA Awards of Excellence program. We appreciate your participation in this awards program and your effort to complete the nomination form and email submission process thoroughly and thoughtfully.

Nomination Process

Nominating for an award is as easy as 1-2-3!

1. Review [helpful docs online](#).
2. Complete this nomination form and create supporting exhibit files.
3. Email this form and digital files for supporting exhibits to awards@ifma.org.

All completed submissions are due to IFMA headquarters by **May 12, 2014**. Nominators and entrants will be notified in August 2014 regarding qualification. All awards will be presented at the Awards of Excellence events at World Workplace 2014 on Friday, Sept. 19 in New Orleans, Louisiana.

Please contact IFMA Awards of Excellence by e-mail at awards@ifma.org, or by phone at 281-609-0990, if you have any questions.

Helpful Information

- [About this award](#)
- [Nomination process](#)
- [Judging](#)
- [Helpful tips](#)
- [Additional information](#)

2014 NOMINATION FORM

The chapter(s) receiving this award consistently presents outstanding programs designed to meet the needs of professional members, provides career support services to its membership, supplements monthly programs with seminars or classes taught through local colleges or universities and champions CFM, FMP and SFP certifications. Submittal covers activities from May 1, 2013 to April 30, 2014. Please complete the following information:

Who are you?

You must be an IFMA member to submit a nomination. As the nominator, all communications regarding this entry will be directed to you.

Name: _____

Email address: _____

Phone #: _____ Chapter Office: _____

Employer: _____

Business address: _____

City: _____ State/Province: _____ Zip/Postal code: _____

Country: _____

Who are you nominating?

Nominee(s) must be an IFMA member in good standing. Please list individual or team lead contact.

Nominee Chapter: _____

Chapter president: _____

E-mail: _____ Phone #: _____

Education Committee Chairperson: _____

Mailing Address: _____

City: _____ State/Province: _____ Zip/Mail code: _____

Country: _____

Award category:

Check One:

☐ Small chapter (200 members or fewer on April 30, 2014)

☐ Large chapter (201 members or more on April 30, 2014)



Summarize the basis for this nomination.

1. Describe the chapter's overall strategy for professional development for its members. How is this strategy tied into the chapter's strategic plan? Explain the committee organization in place to execute the chapter professional development strategy. (0-10 points)
2. Describe the chapter's overall strategy for chapter programs. Include how topics and speakers are chosen and how monthly meetings are publicized. Describe procedures for conducting successful chapter programs. Given the chapter's size, how successful have the programs been in attracting attendees to monthly meetings? Does the chapter promote their programs as being eligible for Certified Facility Manager maintenance points? Are members satisfied with the chapter's educational offerings? Use meeting evaluation and survey data to support your answers. (0-10 points)



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6. How does the chapter communicate educational information to members unable to attend either monthly meetings or seminars? (0-10 points)
7. Describe the chapter's effort in encouraging members to become Certified Facility Managers (CFMs) or Facility Management Professionals (FMPs). Does the chapter have a champion to lead this endeavor? Does the chapter have a CFM study group? Have you hosted IFMA's CFM Exam Review? How does the chapter measure the success rate of preparation? Has the chapter marketed IFMA's FMP and SFP to Associate members specifically? In general, how are IFMA's designations marketed to chapter members? Include percentage of total Professional members who are presently CFMs. Include percentage total of membership that are FMPs or SFPs. (0-10 points)
8. Does the chapter assist members searching for positions or member companies searching for facility management professionals? Describe the various services available to the membership. Does the chapter measure the success rate of positions filled or jobs found? How does the chapter build its database of resumes and positions? Does the chapter have a position or committee chair specifically assigned to these responsibilities? (0-10 points)



- Programing Matrix: (0-10 points)

[illegible]



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**Chapter Award of Excellence in
Professional Development**

Your Authorization:

I hereby agree that IFMA has the right to use my name and information in this form as it relates to the promotion of this award. I understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Your Organization's Authorization:

We hereby agree that IFMA has the right to use our nominee's name, organization and information in this form as it relates to the promotion of this award. We understand the award can be published in IFMA and other trade publications.

Name: _____ Email: _____

Position: _____

Signature: _____ Date: _____

Exhibits:

Please include a maximum of five additional file attachments to the submission email for exhibits. (0-20 points)

Submit nomination:

Email this form and additional exhibit files to awards@ifma.org.

Each submission is reviewed to ensure it meets the specific requirements established for that particular category. *Incomplete submissions or those that do not meet the requirements will be returned to the nominator and will not be considered eligible.*