

Awards of Excellence 2014

Chapter of the Year Award

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

IFMA is introducing a new process with the goal of simplifying nominations, judging, and decreasing the environmental impact. 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

This award is split into two categories: chapters with more than 200 members and chapters with 200 or fewer members. These awards will be presented to the two chapters that excel in membership marketing, professional development, newsletter publishing and Web communication. Additionally, these chapters meet or exceed membership expectations, are fiscally responsible, communicate to their membership a clear strategic plan and implement its action items. They also maintain quality growth, are innovative in raising funds and have a high percentage of members attending and participating in meetings. 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 #: _____

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. What has been the most successful strategy for membership marketing? Describe in quantifiable terms how this strategy has strengthened the chapter. How is this strategy tied into the chapter's strategic plan? (0-20 points)
2. What strategy does the chapter employ to retain its members? What feedback instrument is used to measure satisfaction? Describe in quantifiable terms how this strategy has strengthened the chapter. How is this strategy tied into the chapter's strategic plan? (0-10 points)



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9. What is the strategy for succession planning? How are future chapter leaders identified, engaged and prepared? (0-10 points)

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.

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.*