



*Awards of Excellence 2014*  
***Chapter Award of Excellence in***  
***Professional Development***

## ***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](mailto: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](mailto:awards@ifma.org), or by phone at 281-609-0990, if you have any questions.



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Chapter Award of Excellence in Professional Development

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)



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**Summarize**

Summarize the basis for this nomination.

**Complete the Criteria Questions**

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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3. In addition to monthly programs, describe other educational activities sponsored by the chapter. Describe partnership initiatives or other unique methods used to bring programs to your chapter. Include frequency of these activities, content, presenter selection, attendance data, degree of success, etc. (0-10 points)
  
  
  
  
  
  
  
  
  
  
4. Does the chapter actively support continuing education for its members by partnering with academic institutions or involvement in developing facility management courses at the local level? Describe the programs offered. What is the attendance rate? (0-10 points)
  
  
  
  
  
  
  
  
  
  
5. If educational activities involved fees, how has the revenue been used? If you do not charge meeting fees, explain how activities are funded. Explain your pricing strategy (do you charge for nonmembers, allow nonmembers to attend one meeting free, etc.) (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)



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9. Has the chapter developed opportunities to share the knowledge and expertise of its members with those in the profession who are not members, or with high school or college students or other agencies? Describe the manner in which this is done. (0-10 points)

Programing Matrix: (0-10 points)

Month, Year	Program Topic	Speaker's Name and Position	Attendance		
			Members	Visitors	Total



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### 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](mailto: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.*