



2021 BDPA *PACE*setter Chapter Awards Criteria

The **BDPA *PACE*setter Chapter Awards** program recognizes and honors chapters who personify and consistently demonstrate excellence in the categories of Chapter of the Year, Membership and Community Service.

Outlined below are the specific criteria that each Chapter will be measured against to arrive at one winner for each category. **Unless otherwise stated, please submit the requested documentation for each question/inquiry. Failure to do so will result in no points being awarded for that question/inquiry.** The winners will be announced during the 2021 Virtual National BDPA Technology Conference and Career Fair.

Key Dates & Information

- Nominations are due **July 9, 2021** and must be submitted to awards@bdpa.org.
- The **Chapter of the Year** will be announced during the 2021 Virtual National BDPA Technology Conference **Awards Ceremony** on Saturday, August 14, 2021.
- Please direct all inquiries or questions regarding the program to awards@bdpa.org.

Chapter of the Year

The Chapter of the Year award recognizes the chapter that has demonstrated superior results in the following sub-categories:

- **Chapter Administration & Management**
- **Membership Growth and Retention**
- **Community Service**

A maximum of 311 points can be awarded across these sub-categories. The Chapter that achieves the highest point total will be awarded Chapter of the Year and receive the following benefits:

- A commemorative plaque
- Five (5) complimentary full adult memberships
- Complimentary registration for up to five (5) HSCC students
- Recognition on the BDPA.org website

Membership

Activation and retention of full and student memberships enable our organization to achieve our financial and strategic goals. As we grow and sustain our membership, we increase our ability to maximize current and future partnerships, enabling us to fulfill our motto...*"from the Classroom to the Boardroom"*. The Membership award will be bestowed on the Chapter that successfully executes tactics across these sub-categories:

- **Activation of new memberships**
- **Retention and reclamation of existing and expired members**
- **Membership strategic plan & process**

The recipient of the Membership Award will receive the following:

- A commemorative plaque
- Three (3) complimentary full adult memberships
- Recognition on the BDPA.org website

Community Service

Giving back and support of entities within the communities we reside is essential to our existence and ability to attract new members, corporate sponsors and partners. The Community Service award will be given to the Chapter that best demonstrates competency in the following sub-categories:

- **Partnerships formally established and supported**

- **Programs executed and contributions**

The recipient of the Community Service Award will receive the following:

- A commemorative plaque
- One (1) complimentary full adult membership
- Recognition on the BDPA.org website

CHAPTER AWARDS SURVEY

Listed below are the questions associated with determining the Chapter of the Year, Membership and Community Service. Please remember to include all requested documentation to ensure you receive the maximum number of points possible for each question.

CHAPTER NAME	
CONTACT INFORMATION <small>(EMAIL ADDRESS, PHONE NUMBER)</small>	PERSON

#	CRITERIA	POINT VALUE	POINTS AWARDED	COMMENTS
	CHAPTER ADMINISTRATION & MANAGEMENT			
1	Provide a copy of your Chapter's income tax filing (Form 990) for previous year.	20		
2	Provide your Chapter's Articles of Incorporation	20		
3	Secured Corporate Sponsors & Partners via signed Sales Forms / MOUs. <ul style="list-style-type: none"> • 1 - 5, 5 points • 6 – 10, 10 points • 11 – 15, 15 points <small>(max)</small> 	15		
4	Provide copies of Chapter documentation <ul style="list-style-type: none"> • 10 points, By-Laws • 5 points, Policy & Procedures 	15		
5	Conducted monthly Executive Board meetings <ul style="list-style-type: none"> • 1 point per meeting summary received 	12		
6	Chapter has adapted new branding and updated all documentation presence (<i>e.g. letterhead, social media presence</i>)	12		

	<ul style="list-style-type: none"> • 2 points per example received (<i>max of 6</i>) 			
7	Provide proof of your Chapter's 501 © 6 or 501 © 3 status	10		
8	Provide insurance compliance, identify level of insurance and include a copy of the Declarations page	10		
9	Conducted an annual strategic planning meeting. <i>Include meeting agenda, attendees and discussion summary</i>	10		
10	Number of program meetings conducted <ul style="list-style-type: none"> • .5 point per meeting • .5 point per agenda 	12		
	TOTAL POINTS CHAPTER ADMINISTRATION & MANAGEMENT	136		
	MEMBERSHIP			Membership results will be based on the national database statistics. Chapters need not submit any information for items 1-3.
1	Overall Chapter Membership growth during previous fiscal year. <ul style="list-style-type: none"> • 0 – 25%, 5 points • 26% - 50%, 10 points • 51% - 75%, 15 points • 76%+, 20 points 	20		
2	Percentage of members RETAINED during previous fiscal year. <ul style="list-style-type: none"> • 0 – 25%, 5 points • 26% - 50%, 10 points • 51% - 75%, 15 points • 76%+, 20 points 	20		

3	Percentage of NEW members on-boarded during previous fiscal year. <ul style="list-style-type: none"> • 0 – 25%, 5 points • 26% - 50%, 10 points • 51% - 75%, 15 points • 76%+, 20 points 	20		
4	Number of membership drives conducted <ul style="list-style-type: none"> • 1, 5 points • 2 – 5, 10 points • 6+, 15 points Must submit invitations sent to membership	15		
5	Membership Package presented to new members <i>(submit soft copy of package)</i>	15		
6	Conducted a membership survey <i>(submit copy of survey and results)</i>	10		
TOTAL POINTS MEMBERSHIP		100		
COMMUNITY SERVICE				
1	List the number of formal relationships <i>(e.g. formal Memorandum of Understanding (MOU))</i> established or maintained with minority organizations, IT professional coalitions or technical organizations <ul style="list-style-type: none"> • 1 – 3, 5 points • 4 – 7, 10 points • 8+, 15 points 	15		
2	Chapter sponsored a High School Computer Competition team during previous fiscal year. Include names of students.	15		

3	Contributions made to other not-for-profit or community service organizations <ul style="list-style-type: none"> • 0 – \$250, 5 points • \$251 - \$500, 10 points • \$500+, 15 points 	15		
4	Number of membership drives conducted <ul style="list-style-type: none"> • 1, 5 points • 2 – 5, 10 points • 6+, 15 points Describe each contribution, including copies of canceled checks or receipts OR thank you letters from the recipients as proof of contribution	15		
5	Provided student scholarships <i>(Must list the names of the students who received scholarships and the amounts via canceled checks or bank statements)</i> <ul style="list-style-type: none"> • 0 - \$1,000, 5 points • \$1,001 - \$2,000, 10 points • \$2,001+, 15 points 	15		
	TOTAL POINTS COMMUNITY SERVICE	75		

Thank you for your interest and participation in the BDPA PACEsetter Awards program.