



International Facility Management Association

Empowering Facility Professionals Worldwide

Learn. Connect. Advance.™

Awards of Excellence 2012

Chapter of the Year Award

Letter of Introduction

Nomination Form

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The Chapter of the Year Award is split into two categories: chapters with more than 200 members and chapters with 200 or fewer members. The criteria for each category are identical. 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. The judging panel will consist of the IFMA staff person, two previous winners of the award and four additional IFMA members who have experience in chapter leadership positions.

Eligibility: Chapters must be in good standing with IFMA. This award will be given to only one chapter in each category per year as determined by the judges. A chapter that has won this award within the past two years is ineligible to participate.



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Dear Prospective Nominator:

Thank you for your interest in preparing a submission for the 2012 IFMA Awards of Excellence program. This program honors those individuals, companies, chapters and councils who have raised the bar in their contributions to the advancement of the facility management profession and to IFMA around the globe.

All completed submission packages are due to IFMA headquarters by **June 4, 2012**. 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.*

Judging binders containing one of each submission in the various categories are assembled and are sent to the 2012 Awards of Excellence Judging Panel. The judging panels are composed of qualified volunteers who have demonstrated expertise and practice in the award areas they are to judge. The form used by the judges to evaluate this award is included in the nomination package. Each of the questions (achievements) and judges' overall evaluation of your entry are assigned point values and summed to determine the final score. Some award categories also call for the nominator to provide exhibits that are also worth points. Winners are determined by the highest total scoring; however, judges reserve the right to withhold an award should they determine no submission qualifies as "excellent" or does not reach the minimum of 85 cumulative points out of a total possible of 100.

We appreciate your participation in this awards program and your effort to complete the nomination package thoroughly and thoughtfully. Please review the following pages to ensure all requirements for the nomination are met. Complete submissions are due at IFMA headquarters by **June 4, 2012**. Nominators and entrants will be notified in August 2012 regarding qualification. All awards will be presented at the Awards of Excellence Banquet at World Workplace 2012 on Friday, Nov. 2 in San Antonio, Texas.

Please contact me by e-mail at barbara.zlatnik@ifma.org by phone at 281-974-5624 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Barbara J. Zlatnik". The signature is fluid and cursive, with a long horizontal stroke at the end.

Barbara J. Zlatnik, CAE
Director, Member Services

Important Reminders:

Specific requirements have been established for all submittals to ensure the judging process is as objective as possible. Judging is done by volunteers and is an arduous task.

Please fill out the nomination form thoroughly. When all entries are received at IFMA headquarters, they will be assembled in a binder for each judge. Any submission not meeting these criteria will be disqualified. Please follow the specific guidelines below:

1. Type or computer-generate the forms. Font size should be at least 12-point (use a standard, easy-to-read font, such as Arial or Times New Roman).
2. Three-hole punch every page of your entry. Separate each judge's copy with clamps or rubber bands.
3. Do not place in presentation folders, notebooks or binders. All entries will be placed in notebooks for each judge.
4. You will be allowed **one** 8 ½" x 11" sheet of paper, front side only, per question asked on the nomination form. Be sure to clearly identify the question you are answering. This generally allows about 1,000 words to answer a question.
5. The nomination form explains how many pages of supporting exhibits you should submit. Any exhibits submitted in excess of the allowable amount will not be furnished to the judges. Exhibits should be placed in plastic sleeves
6. Examples of materials that may be placed in the sleeves: booklets, pictures, rosters, graphs, reports etc. Anything that is not that are not the standard size can be placed in a sleeve. Each sleeve is equivalent to one page (one side) of exhibits. You may place as many items in each sleeve as you wish.
7. The nomination form also clearly states how many copies of the entry must be submitted. Be sure all copies are very clear and equal in quality.
8. Provide specific information, not generalities. Statements such as "membership has increased significantly" would be more impressive if backed by actual statistics.
9. You will receive a verification letter acknowledging that IFMA headquarters has received your entry. Please contact Barbara Zlatnik if you do not receive this letter.
10. Your nomination package also contains the form the judges will use in evaluation of your entry. Take the time to read this prior to preparing your submittal so you will understand the criteria and point system.
11. Before forwarding your entry, verify that every judge's copy is complete and contains the supporting documentation required.

All nominations must be received at IFMA headquarters no later than Monday, **June 4, 2012** to be considered valid. The materials will be assembled into binders at IFMA headquarters and forwarded to the judges for review. Judges will score each submittal and IFMA headquarters staff will tabulate all scores. Winners will be determined by the highest total scoring; however, judges may reserve the right to withhold an award should they determine no submittal qualifies as excellent and has a minimum of 85 cumulative points.

2012 Nomination Form

Submittal covers activities from May 1, 2011 to April 30, 2012

Chapter of the Year Award

Type or computer-generate the forms. Font size should be at least 12-point and an easy-to-read font such as Arial or Times New Roman should be used. All communications regarding this entry will be directed to the individual listed in the section "Nominated by."

Nominee chapter: _____

Chapter president: _____

Mailing address: _____ Phone #: () _____

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

Award category: Small chapter (200 members or fewer on April 30, 2012)
 Large chapter (201 members or more on April 30, 2012)

Nominated by:

Chapter president: _____

Employer: _____

Business address: _____ Phone #: () _____

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

Fax #: () _____ E-mail: _____

Signature: _____ Date: _____

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

Summarize the basis for this nomination.

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

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? (0-10 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

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 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

3. How does the chapter contribute to the professional development of its members? Discuss the various monthly programs offered, additional seminars and chapter participation in encouraging members to obtain an IFMA credential. How is professional development strategy tied into the chapter's strategic plan? (0-10 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

4. How has the chapter worked with local colleges, universities or institutes and other organizations to advance the facility management profession? Does the chapter offer support to the IFMA Foundation? (0-5 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

5. Discuss chapter communications. How is important information disseminated to members? Include information about the newsletter, public relations, Web site, etc. How is this strategy tied into the chapter's strategic plan? (0-10 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

6. Discuss the chapter's financial strategy. How are funds raised and how is revenue spent? Are donations made to the IFMA Foundation or scholarship funds? How does the chapter focus its charitable giving so that it meets their mission and advances the facility management profession? Are sponsorships accepted and how are they utilized? How is this strategy tied into the chapter's strategic plan? (0-5 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

7. How does your chapter recognize chapter volunteers? Does the chapter have an annual awards program? If yes, what awards do you give? (0-5 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 1/2" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

8. How has the chapter tied its strategic plan to IFMA's strategic plan? What efforts are made for chapter-wide buy-in of the strategic plan? (0-10 pts.)

Chapter of the Year Award Nominee: _____

Please answer each question on a separate 8 ½" x 11" sheet of paper, using one side only. Clearly identify the question you are answering.

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

Chapter of the Year Award Nominee: _____

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 IFMA and other trade publications can publish the award.

Authorized signature: _____

Position: _____ Date: _____

Exhibits:

Include a maximum of 11 sleeves of exhibits.

Submit nomination:

Mail original and copies to:

IFMA Awards Committee
1 E. Greenway Plaza, Suite 1100
Houston, TX 77046-0194 USA

Submit nine copies of the entry for distribution to the judging panel.

*Deadline for the receipt of nomination at IFMA headquarters is **June 4, 2012.***

Judge: _____

Date: _____

Judges' Guideline for Point Spread						Definition
5	10	15	20	25	30	
0	0	0	0	0	0-1	Does not merit consideration
1	1-2	1-3	1-4	1-6	2-7	Below standards
2	3-4	4-6	5-8	7-12	8-14	Below average
2.5	5-6	7-9	9-12	13-16	15-18	Average
3	7-8	10-12	13-16	17-20	19-22	Above average
4	9	13-14	17-19	21-24	23-28	Excellent
5	10	15	20	25	29-30	Exceeds expectations

Check Sheet for Submittal

Any submission not meeting these criteria will be disqualified.

Chapter of the Year Award

General:

- Nominations are scored on content only, not creative presentation of the submission.
- The submission covers activities from May 1, 2011 to April 30, 2012.
- **Do not place submission in presentation folders** (including spiral, GBC, notebook or other type of binder).
- Every page of submission should be three-hole punched.
- Exhibits are an important part of this submission. Items like booklets, pictures, etc. that are not the standard size, can be placed in a vinyl or plastic sleeve to prevent loss. Each sleeve is the equivalent to one page of exhibits. The sleeve should be three-hole punched.
- You may use rubber bands or clamps to secure separate copies of the submission.
- At least a 12-point font size must be used for submission, and an easy-to-read font such as Arial or Times New Roman should be used.
- Submission should be typed or computer-generated.
- You are allowed **one** 8 ½" x 11" sheet of paper, using front side only, per question asked on the nomination form. Clearly identify the question you are answering.
- All questions on the nomination form should be completed as requested.
- Authorization must be signed.
- Nominee may not have won this category of Awards of Excellence in 2010 or 2011.

Specific requirements for Chapter of the Year:

- Nominator must be an IFMA member in good standing (dues current).
- Chapter must be recertified for the fiscal year ending June 30, 2011.
- Maximum of 11 sleeves of exhibits may be submitted. No videotapes, DVDs or CDs will be accepted. Photographs may be included within the 11 sleeves of exhibits.
- Provide nine copies of submittal.
- Deadline for receipt of nomination at IFMA headquarters is **June 4, 2012**.