



International Facility Management Association

Empowering Facility Professionals Worldwide

Learn. Connect. Advance.™

Awards of Excellence 2012

Student Chapter of the Year Award

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The Student Chapter of the Year Award is presented to the IFMA student chapter that best demonstrates an overall commitment to building a future in the facility management profession. This commitment can be demonstrated through the chapter's educational activities, programs and internships. Innovative ideas such as community outreach programs or assisting local companies to better plan, design and manage their facilities will be considered. The judging panel will consist of the IFMA director of professional development, one previous winner of this award and three additional IFMA members who have experience in chapter leadership positions.

Eligibility: All student chapters in good standing with IFMA are eligible to submit a nomination.



Empowering Facility Professionals Worldwide

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 cursive script that reads 'Barbara J. Zlatnik'.

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 **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.

Student 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 communication regarding this entry will be directed to the chapter president.

Nominee chapter: _____

Chapter president: _____

Mailing address: _____ Phone #: () _____

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

Nominated by:

Chapter president: _____

College/university: _____

Address: _____ Phone #: () _____

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

Fax #: () _____ E-mail: _____

Signature: _____ Date: _____

Chapter advisor: _____ Date: _____

Student 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.

Summarize the basis for this nomination.

Student 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. Describe how the student chapter supplements the facility management curriculum offered by the college or university. Discuss the frequency, appropriateness of topics, quality and selection of speakers of programs offered. What, if any, seminars have been held by the chapter? Describe member participation in programs and other IFMA-sponsored events. (0-25 pts.)

Student 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. Describe the membership efforts of the student chapter. How are facility management students recruited to become members of the chapter? What percentage of the membership is active in administering chapter activities? (0-20 pts.)

Student 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.

3. Have students been involved in intern programs or research with local businesses? Describe the extent and purpose of the involvement. (0-20 pts.)

Student 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. What has this student chapter accomplished that would qualify it to be the Student Chapter of the Year? (0-10 pts.)

Student 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 five 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 seven copies of the entry for distribution to the judging panel.
Deadline for the receipt of nomination at IFMA headquarters is June 4, 2012.*

2012 Judges' Evaluation Form

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

Student Chapter of the Year Award

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.

ACHIEVEMENTS: Sum of achievement columns 1-5 as follows. Maximum total point value = 100 points.

1. Describe how the student chapter supplements the facility management curriculum offered by the college or university. Discuss the frequency, appropriateness of topics, quality and selection of speakers of programs offered. What, if any, seminars have been held by the chapter? Describe member participation in programs and other IFMA-sponsored events. (0-25 pts.)
2. Describe the membership efforts of the student chapter. How are facility management students recruited to become members of the chapter? What percentage of the membership is active in administering chapter activities? (0-20 pts.)
3. Have students been involved in intern programs or research with local businesses? Describe the extent and purpose of the involvement. (0-20 pts.)
4. What has this student chapter accomplished that would qualify it to be the Student Chapter of the Year? (0-10 pts.)
5. Overall evaluation of entry. (0-25 pts.)

Nominees	Achievements					Total Points
	1	2	3	4	5	

Judge: _____

Date: _____

Judges' Guideline for Point Spread					Definition
10	20	30	40	50	
0	0	0	0	0	Does not merit consideration
1-3	1-4	1-7	1-9	1-10	Below standards
4-6	5-8	8-13	10-16	11-20	Below average
7	9-11	14-19	17-24	21-30	Average
8	12-14	20-25	25-31	31-40	Above average
9	15-19	26-29	32-39	41-49	Excellent
10	20	30	40	50	Exceeds expectations

Check Sheet for Submittal

Any submissions not meeting these criteria will be disqualified.

Student 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.
- If you submit booklets, pictures, etc. that are not the standard size, please place them in a vinyl or plastic sleeve to avoid being lost. Each sleeve is 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.

Specific requirements for Student 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 five sleeves of exhibits may be submitted. No videotapes, CDs or DVDs will be accepted. Photographs may be included within the five sleeves of exhibits.
- Provide seven copies of submittal.
- Deadline for receipt of nomination at IFMA headquarters is June 4, 2012.