



Chapter Newsletter of the Year Policy 7005

Policy 7005: Chapter Newsletter of the Year Award

- I. Objectives
 - A. Encourage establishment and improvement in the publication of chapter newsletters.
 - B. Recognize the outstanding accomplishment of Chapter Newsletters that have interest and value to members of chapters and to ASIS, in each of the following groups:
 - Group 1: 40 members or fewer
 - Group 2: 41 to 70 members
 - Group 3: 71 to 100 members
 - Group 4: 101 to 159 members
 - Group 5: 160 to 250 members
 - Group 6: 251 to 574 members
 - Group 7: 575 or more members
- II. Criteria
 - A. Frequency and regularity of publication
 - 1. Minimum of four (4) times a year
 - 2. Publications may be printed or electronic media
 - B. Certification
 - 1. New CPP, PSP, & PCI recognition
 - 2. Existing certified members
 - 3. Assist to market ASIS International certification initiatives
 - C. Continuing Education
 - 1. Seminars
 - 2. Mini-Seminars
 - 3. Virtual Forums & Webinars
 - D. Recognition & Publicity
 - 1. Media coverage, including appearances in social media
 - 2. Published in ASIS Dynamics
 - 3. Recognitions of Awards and achievements of membership
 - 4. Coverage of new members
 - E. Extent and content of local, regional, national and international news
 - 1. Information relating to changes in public process or laws pertaining to the security industry.
 - 2. Communicate neighboring chapter events
 - 3. Communicate local, regional, national, and international events
 - F. Overall Appearance



Chapter Newsletter of the Year

Policy 7005

1. Graphics
 2. Photographs
 3. Editing, typing, spelling
 4. General layout
 5. Ratio of advertising content to newsletter content
- G. ASIS Foundation Support
- H. Upcoming events (local, regional, national, international)
- I. Women in Security (coverage of local, regional, national, international information)
- J. Young Professionals (coverage of local, regional, national, international information)

References

Article II, Section 2, Bylaws
Policy and Procedure 7000

Revised March 2015



Chapter Newsletter of the Year Procedure 7005

Procedure 7005: Chapter Newsletter of the Year Award

- I. Submissions
 - A. Application forms are available via the ASIS website and from ASIS Member Services Staff.
 - B. Applications submitted are to be for the current calendar year, January through June.
 - C. Chapter Chairpersons will notify their Regional Vice President of the submission and remit the nomination form to the Director, Membership and Regional VP Relations by 11:59 PM EDT, July 5.
- II. Selection
 - A. The Awards Committee will evaluate submissions against the general and specific criteria (as outlined in Policy 7005 and the application form).
 - B. The committee may recommend that a newsletter be declared a winner in an award group, or it may award an honorable mention. No more than two honorable mentions may be recommended in each award group.
 - C. The Awards Committee deliberations, decisions and recommendations will be provided to the President as soon as practicable after the July Awards Committee meeting and the winners will be publically announced at the ASIS Annual Seminar and Exhibits.
 - D. The Director, Membership and Regional VP Relations will release results to the Senior Regional Vice President, Regional Vice President and Chapter Chairpersons prior to August 31.
- III. Award
 - A. The monetary award for each group winner will be in the amount of \$300.00 and in the amount of \$150.00 for each honorable mention.
 - B. In addition, certificate and guidon attesting the award will be provided to the chapter.
- IV. Presentations
 - A. Chapter award group winners will be formally recognized during the ASIS Annual Seminar and Exhibits at which time the monetary award, certificate and guidon will be presented to a chapter representative.
 - B. The Director, Membership and Regional VP Relations shall provide the honorable mention awards to the respective Regional Vice President to ensure an award presentation will be made at a chapter meeting prior to December 31.
 - C. In the event that a representative of the chapter cannot attend, the chapter may designate the Senior Regional Vice President or Regional Vice President to accept the award on behalf of the chapter. The chapter may also submit a written request to the Director, Membership and Regional VP Relations to have the certificate, guidon and monetary award shipped to them directly.
- V. Recognition



Chapter Newsletter of the Year

Procedure 7005

- A. The winners and honorable mentions for each chapter award group will be recognized in ASIS Dynamics, Seminar News, the Region and Chapter Newsletter, and on the ASIS Website.

References

Policies 7000 & 7005

Newsletter of the Year Nomination Form

Revised February 2015



Chapter Newsletter of the Year Procedure 7005

Newsletter of the Year Award Application Form

This award is presented each year in an effort to encourage establishment and improvement in the publication of newsletters while recognizing the outstanding accomplishments in each of the chapter award groups.

Chapter Chairperson, please complete this form and submit to ASIS HQ so that it is received by 11:59 PM EDT, July 5. Submission to encompass current calendar year, January through June newsletters.

The following chapter newsletter is nominated for consideration:

Chapter No.

Chapter Name

Award Group #

Region #

I hereby certify that the following information pertaining to this chapter nomination is true to the best of my knowledge.

Chapter Chairperson: _____

Address: _____

Chapter Chairperson E-mail: _____

Chapter Chairperson's Signature

Date

Regional Vice President has been notified of this submission: Yes No

Submit to ensure receipt by 11:59 PM EDT, July 5 to:
ASIS International Headquarters
c/o Director, Membership and Regional VP Relations - Awards
1625 Prince Street
Alexandria, Virginia 22314-2818



Chapter Newsletter of the Year Procedure 7005

INSTRUCTIONS: This application form must be accompanied by one copy of each issue published in the current calendar year, January through June. Kindly provide as many details in the responses to the following questions as possible. Issue identification and page numbers should be provided to support claims of the appearance of the required items.

The Awards Committee will evaluate newsletters on the basis of the criteria listed on the following pages, as well as the overall appearance of the publication. This includes care in preparation (typing/printing & editing), graphics, photographs, and general layout, as well as ratio and appearance of advertising to editorial content. See Policy & Procedure 7005 for full details.

The Awards Committee makes its decision on the basis of the information contained in this document. Review of the provided newsletters will serve to substantiate the information reported in this form. Supporting documents may be submitted, however; to be considered, exact location references to the newsletter **MUST** be noted.

Submission packets should be organized, and tabbed in such a manner to allow easy review and location of the required items. Please complete this application form in English and print clearly or type.

Deadline for submission from to ASIS HQ is 11:59 PM EDT, July 5.

A. Frequency and regularity of publication:

B. Promotion of Certification Programs: CPP, PCI & PSP. *(Please give specific issue dates and page numbers)*



Chapter Newsletter of the Year Procedure 7005

- C. Continuing Education: Support of local, regional, national, and international meetings, workshops, and seminars. *(Please give specific issue dates and page number.)*

- D. Publicity: provide examples of media coverage including appearances in social media, articles, published, in ASIS Dynamics, awards, achievements of membership, new members. *(Please give specific issue dates and page numbers.)*

- E. Extent and content of local, regional, national and international news. *(Please give specific issue dates and page numbers.)*



Chapter Newsletter of the Year Procedure 7005

F. Overall appearance or Newsletters. *(Awards Committee Only)*

G. ASIS Foundation Support – provide examples of support for Foundation activities or events. *(Please give specific issue dates and page numbers.)*

H. Upcoming events – local, regional, national, and international. *(Please give specific issue dates and page numbers.)*



Chapter Newsletter of the Year Procedure 7005

- I. Women in Security – Describe coverage of local, regional, national and international news events, and information. *(Please give specific issue dates and page numbers.)*

- J. Young Professionals – Describe coverage of local, regional, national and international news events, and information. *(Please give specific issue date and page numbers.)*

- K. Other noteworthy items for committee consideration *(This field is optional. Please provide appropriate supporting documentation for committee review.)*
