



Community Service Award Policy 7016

Policy 7016: Community Service Award

I. Objectives

- A. To provide a Community Service Award which annually recognizes an outstanding community based activity or event of one Chapter that provides a monetary value contribution to a charitable institution in support of a specific public service cause. An award will be given in each of the groups listed below:

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

- B. To encourage chapters to invest time and effort in their communities, inspire good practices and intensify volunteerism through member participation by acknowledging significant efforts when they have been made, and in a manner that complements and supports the goals and purposes of ASIS International.
- C. To enhance chapter awareness within the local community.

II. Criteria

- A. The amount of member hours expended in the charitable activity or event.
- B. The percentage of chapter membership involved (calculated using the ASIS International Headquarters Statistics on 01 January of the year for which the award is being sought).
- C. The detailed description of chapter membership involvement and interaction with the charity.
- D. The compelling need and benefits to the charity chosen.
- E. The project cost and percentage of the chapter's overall treasury expended for the community activity (percentage of the monthly average balance).



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- F. The charity's impact on the community and how the chapter's support enhances the visibility of ASIS International and aligns with the ASIS International goals.
- G. Media coverage that ASIS International received.
- H. In addition to the formal application, the chapter must submit written documentation containing no more than 1000 words (total) addressing the various criteria by number. Supportive documentation should be included, in addition to spreadsheets detailing volunteer hours and/or funds expended.

References:

Procedure 7016
New 23 Dec 08
Revised 2016-01



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- I. Nominations
 - A. Nomination forms are available via the ASIS Website and from ASIS HQ Staff.
 - B. Chapter Chairpersons will notify their Regional Vice President of the submission and remit the nomination form to the Director, Membership and Regional VP Relations no later than 11:59 PM, EDT, 5 July.
- II. Selection
 - A. The Awards Committee will evaluate all submissions against the general and specific criteria (outlined in Policy 7016).
 - B. One award and/or one honorable mention may be given per award group. The decisions of the Awards Committee will be final.
 - C. The Awards Committee deliberations will occur during the July Awards Committee Meeting.
 - D. The Awards Committee recommendations will be provided to the President as soon as practicable after the July Awards Committee meeting and will be publicly announced at the ASIS Annual Seminar.
 - E. The Director, Membership and Regional VP Relations will release results to the Senior Regional Vice Presidents, Regional Vice Presidents, and Chapter Chairpersons prior to 31 August.
- III. Award
 - A. The monetary award will be in the amount of \$1,000.00 for each award group winner and \$500.00 for each honorable mention recipient.
 - 1. The payee will be the beneficiary organization as detailed in the application for the award and in accordance with eligibility criteria.
 - 2. In the event that more than one charitable organization was the beneficiary of the winning chapters efforts, the prize funds will be split between the charities in direct proportion to the amount invested by the chapter, or as determined by the Vice President, Administration and Membership of ASIS International.
 - B. In addition, a certificate attesting the award and an electronic award ribbon will be provided to the winning and honorable mention chapters.



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IV. Presentations

- A. Chapter award group winners will be formally recognized during the annual Award Recognition Ceremony at the ASIS Annual Seminar and Exhibits at which time the plaque and monetary award will be presented to a chapter representative.
- B. 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 and monetary award shipped to them directly.

V. Recognition

- 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:

Policy 7016
New 23 Dec 08

Revised 2016-01



Chapter Community Service Award NOMINATION FORM

This award is presented each year in an effort to encourage chapter involvement in their local community, offering the time and services of our members to serve local charities and worthy causes, which are consistent with the goals and standards of ASIS International.

Chapters must notify their Regional Vice President prior to submission. See Policy and Procedure guide, Section 7016 for complete details.

INSTRUCTIONS:

- I. Chapters must complete this form, answering each question as completely as possible.
- II. For those chapters offering more than one community service project for consideration, complete a second (or more) Nomination Form following the format provided below.
- III. The Awards Committee will evaluate nominated chapters on the basis of the information contained in this document. Supporting documents may be submitted, however; to be considered, exact references must be noted.
- IV. Please submit the completed Nomination Form and all supporting documentation to:
 ASIS International
 Director, Membership and Regional VP Relations
 1625 Prince Street
 Alexandria, VA 22314
 FAX: +1.703.519.6298
 E-mail: regionsandchapters@asisonline.org
- V. The deadline for submission of all completed Nomination Forms and supporting documentation is **11:59 PM EST, July 5.**

The following chapter is nominated for consideration:

Chapter Number: _____ Chapter Name: _____

Chapter Region: _____ Award Group: _____

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

Chapter Chairperson: _____
Signature Printed Name

Chairperson's ASIS Membership Number: _____ Date: _____

The Regional Vice President has been notified of this submission **YES**_____
NO____



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How did the experience of working on the project enhance the local ASIS Chapter and the volunteers who worked on the project? (How did the CHAPTER and its members benefit from this project?)

Why was the beneficiary chosen and how compelling was the need? (What was it about the beneficiary that prompted the chapter to select it over the others in the locality?)

What was the total project cost and percentage of the chapter's overall treasury expended on the project?

Chapters funds used for seed funding¹: _____
Project expenses²: _____
Amount earned by project³: _____
Cost (loss) of project⁴: _____
Total Chapter funds as of January 01⁵: _____
Project cost as percentage of Chapter funds⁶: _____

¹ Chapter Funds – enter the amount of chapter funds expended during the startup and planning stages of the project

² Project Expenses - Enter the total amount spend during the course of the project, including both seed funding and money earned during the execution of the project.

³ Amount earned by the project: Record the amount earned during the execution of the project. If no income was realized, so indicate.



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⁴ Cost (Loss) of project: Enter the total cost or loss incurred by the chapter as a result of the project. (It is realized that most community service projects do NOT earn a profit.)

⁵ Provide the total of all cash in chapter treasury accounts on January 01 of the project year.

⁶ Project cost as a percentage of Chapter funds: Enter the percentage of total chapter funds that the project cost the chapter.

What is the beneficiary’s impact on the local community and how did the chapter’s support align with ASIS International goals? (How much did your efforts and contribution help the beneficiary?)

Media coverage which ASIS International and the chapter received. (Include the publication name (if print media), TV and / or radio station (if electronic) and the identity of other forms of public recognition promoting this event. Provide the issue dates, page numbers and title of related articles and / or the dates of the airings if citing broadcast media.)



Chapter Community Service Award NOMINATION FORM

Other items to be noted by the Awards Committee:

This is the chance for the chapter to brag about their project and tell the judges why this project deserves to be recognized by the award. Please feel free to attach or include pictures, copies of media coverage not previously described, or provide links to video coverage.

Congratulations, if your chapter executed a community service project which benefited only ONE beneficiary or organization, you have completed all the requirements to submit that project to ASIS International in consideration for the Community Service Award. Should the chapter have completed additional community service projects which you wish to also be considered, then please complete a separate form.

Please review your nomination form and insure that all required information has been provided and that it is LEGIBLE. If the Awards Committee cannot read your form, they cannot evaluate your project.