



I.B. Hale *Chapter of the Year Award* **Policy 7001**

Policy 7001: I.B. Hale Chapter of the Year

I. Objective

The I.B. Hale Chapter of the Year Award annually recognizes the outstanding chapter in each of the following groups that has made the most significant contribution to ASIS and the security profession during the year. Membership is as of 1 January of the award year.

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. Member numbers and attendance percentages at chapter and Executive Council meetings held during the year.
- B. Quality of meeting programs; variety of speakers and subjects within the broad spectrum of security, but not to the exclusion of chapter business.
- C. Status of chapter membership: current versus previous year's total, expressed in percentage of increase or decrease in growth, over a three year trend.
- D. Publication of chapter newsletters and membership directories, either traditional or electronic.
- E. Number of chapter seminars, workshops and/or webinars held during the year.
- F. List of actions taken by the chapter for media coverage of chapter events including use of social forums such as Linked In, Facebook, Twitter, etc.
- G. Financial stability of the chapter: submission of three years of data shall be required.
 - 1. Data must be entered in the table provided on the application form.
 - 2. All funds amounts must be converted to U.S. Dollars at the exchange rate in effect on the final business day of the month preceding the application submission deadline, as reported by the Wall Street Journal.



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- H. List of actions taken by the chapter to improve the standing and image of the security profession through the furtherance of research and educational programs that would include, but not be limited to, the support and promotion of the purpose, goals, and objectives of:
 - 1. ASIS Certification Programs
 - 2. ASIS Foundation
- I. Monthly submission and proper distribution of chapter activity reports for each chapter meeting. If deemed appropriate, the reports should indicate meeting minutes and other supporting documentation.
- J. Maintenance of an updated and informative website.
 - 1. The judges may visit the chapter website to determine whether it is maintained and is current.
 - 2. During the evaluation process, no points will be added for chapters with a current website, however points will be deducted from the scores of chapters which do not have a website, or one which is not current and up to date.
- K. The annual Chapter Officer Questionnaire must have been submitted by 10 December of the previous year for which the chapter is competing for the I.B. Hale Chapter of the Year Award.
- L. Attached copy of documented plan for mentoring and grooming of future chapter leaders.
- M. Attached copy of the most recent chapter financial audit report.

References

Article II, Section 2, Foundation Bylaws
Policy 7000, 4000 Section of Policies and Procedures
Chapter Activity Reports

Revised 2016-01



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Procedure 7001: I.B. Hale Chapter of the Year Award

I. Nominations

- A. Nomination forms are available on the ASIS website or from ASIS HQ Staff by requesting an application from the following e-mail address: regionsandchapters@asisonline.org.
- B. Chapter Chairpersons are responsible for:
 - 1. Notifying their Regional Vice President or Assistant Regional Vice President of the chapter's submission.
 - 2. Submitting their chapter's award nomination in a well-organized loose-leaf binder containing section separating tabs and numbered to match the criteria on the application form.
 - 3. Submitting any required documentation plus other materials deemed necessary to support their entry 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 each chapters' performance against the criteria and recommend the chapters that are to receive the I.B. Hale Chapter of the Year Award within each group. The Committee may also recommend, based on the presentation of submission criteria, other chapters for honorable mention. However, no more than two honorable mentions may be recommended per group.
- B. Awards Committee deliberations will take place during the July Awards Committee Meeting.
- C. The recommendations of the Awards Committee 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 and Exhibits.
- D. 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 for each group winner will be in the amount of \$600.00 and in the amount of \$300.00 for each honorable mention.
- B. In addition, a certificate attesting the award will be provided to the chapter.

IV. Presentations and Recognition

- A. Chapter award group winners and honorable mention recipients will be formally recognized during the ASIS Annual Seminar and Exhibits at which time the certificate and monetary award will be presented to a chapter representative.
- B. In the event that a representative of the chapter cannot attend the ASIS Annual Seminar and Exhibits, 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



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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, the ASIS Website, and on social media, including LinkedIn, Twitter, Facebook, etc.

References

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ASIS Award Nomination-Chapter of the Year Form

Revised 2016-01



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NOMINATION FORM

Each year, chapters in each award grouping compete to be recognized for outstanding contribution to ASIS International and to the security profession. The **I.B. Hale Award** is presented to submitting chapters, which display excellence and serve as an example to other chapters.

The Awards Committee evaluates nominated chapters' performance against the published criteria and recommends the winners to the President. The presentation of an award in any chapter size group is not mandatory and as many as two honorable mentions from each group may be recommended.

Chapter Chairpersons must send the completed submission forms, all required documents and any desired substantiating material to the Director, Membership and Regional VP Relations by **11:59 PM, EDT July 5**. See ASIS International Policy & Procedure Guide, Section 7001 for complete details and award groupings.

CHAPTER NOMINATION:

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

Chapter No.

Chapter Name

Award Group #

Region #

Date Submitted

Chapter Chairperson's Signature

Chapter Chairperson's **PRINTED** Name

Chapter Chairperson's Phone Number

Chapter Chairperson's Email Address

The Regional Vice President or Assistant RVP has been notified of this submission **YES**___ **NO**___

RVP or ARVP **PRINTED** Name



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INSTRUCTIONS: Provide as much information as possible for each item. Should you not have enough room on this form, attach additional typed pages to this form before sending on to the Director, Membership and Regional VP Relations. No hand written documents will be accepted or reviewed for this award.

The Awards Committee makes its decision on the basis of the information contained in this submission. Supporting documents may be submitted, however; to be considered, exact references must be noted. The absence of required documents will not cause disqualification, however a penalty will be assessed.

Deadline for submission is 11:59 PM, EDT July 5.

REQUIRED SUBMISSION ELEMENTS

A. Chapter Demographics & Meetings:

- A1. Number of chapter meetings held by June 30: _____
- A2. Number of chapter meetings planned for July - December: _____
- A3. Average total attendance from January - July: _____
- A4. Number of board meetings held by June 30: _____
- A5. Number of board meeting planned for July - December: _____
- A6. Average board meeting attendance from January – June 30: _____

B. Quality of Meeting Programs:

- B1. Attach a copy of the chapter calendar indicating the topic subjects and/or speakers
- B2. Cite examples attesting to the quality of the meetings:



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C. Chapter Membership Stability & Certification: (Note: Numbers will be verified and corrected by ASIS HQ.)

- C1. Current Chapter Membership Total as of June 30 (HQ to Verify): _____
- C2. Membership on 01/01 of award year: _____
- C3. Membership on 01/01 of PRIOR year: _____
- C4. Difference in number of members from 01/01 (current year) – June 30: _____
(A drop in membership should be shown by a negative number)
- C5. Difference as a percentage: _____
(A drop in membership should be shown by a negative number)
- C6. What percentage of Membership holds any of the ASIS Certifications?__
(This section is to be completed by ASIS HQ staff only)

D. Chapter Communications and Publications

- D1. Chapter newsletter published: _____ Yes _____ No
- D2. Indicate manner of distribution: _____ Mail _____ Electronic
- D3. Number of issues published by June 30: _____ (Attach copies to nomination form)
- D4. Number of issues planned for July - December: _____
- D5. Is a chapter membership directory available? _____ Yes _____ No
- D6. Check manner of directory distribution: _____ Mail _____ Electronic _____ On website



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(Provide one copy if printed or a screen shot of one page if electronic)

- D7. Does the chapter have a website? ____ Yes ____ No
- D8. What is the URL of the chapter website: --- _____
- D9. Social media outlets? ____ Yes ____ No List: _____
- D10. List any other chapter publications (magazines, brochures, etc.)
Please describe the type and purpose of each publication and how often it / they are published. Include one exemplar of each.
- _____
- _____
- _____

E. Education and Training

- E1. Number of chapter seminars held by June 30: _____
- E2. Number of chapter seminars planned for July – December: _____
- E3. Number of workshops held by June 30 to date: _____
- E4. Number of workshops planned for July – December: _____
- E5. Number of hosted webinars held by June 30to date: _____
- E6: Number of hosted webinars planned for July – December: _____

Use the following abbreviations to list your programs in the table below.

Definitions:

- Seminar (SR) ----- Educational program of more than one day
- Workshop (WS) ----- Educational program of one day or less
- Webinar (WB) ----- Online educational program of one hour or more

Session Title	Type (SR /WS/WB)	Date	Number in Attendance



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Note: Attach supporting documents such as: advertisements, flyers, or email and website notices, to enable the judges to verify the occurrence of the events and evaluate their quality. Unsubstantiated sessions cannot receive credit.

E7. Other educational activities or comments:

Note: Attach supporting documents such as: advertisements, flyers, or email and website notices, to enable the judges to verify the occurrence of the events and evaluate their quality. Unsubstantiated sessions cannot receive credit.

F. Media Coverage of Chapter Events

F1. List below with dates and supply evidence including print, newscast and social media (LinkedIn, Facebook & Twitter) etc.

Type of Event Covered by Media	Type of Media Coverage	Date



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G. Chapter Financial Stability (Must be listed in US dollars)

G1. Provide at a minimum the following financial data for the 3 year period ending with the year of submission:

	Column 1	Column 2	Column 3	Column 4
	Chapter net worth, year beginning	Total receipts	Total Disbursements	Total Net worth, Year End
	Beginning balance	Income	Expenses	Col 1 + Col 2 – Col 3
Submittal Year				
Preceding Year				
2 nd Year Preceding				

G2. If available, attach a copy of the balance sheet, (for the award year) showing all income and disbursement, beginning and ending balances for all chapter accounts. The balance sheet is attached: _____ Yes _____
No

G3. Attach a copy of the most recent auditor's report which covers a full year.
The chapter's most recent auditor's report IS attached:----- Yes _____ No

G4. Did your chapter donate to the **ASIS Foundation**?----- Yes _____ No
Please report the ASIS Foundation donations for the most recent THREE years:
Year 1, the submittal (award) year:-----\$ _____
Year 2, the immediately preceding year:-----\$ _____
Year 3, the 2nd preceding year:-----\$ _____

Please note that any expenditures shown in this subsection should NOT be included in any of the other "donation" subsections.

G5. Did your chapter donate to the any **OTHER charities and foundations**? _____ Yes _____ No
Please report these donations for the most recent THREE years:
Year 1, the submittal (award) year:-----\$ _____
Year 2, the immediately preceding year:-----\$ _____
Year 3, 2nd preceding year:-----\$ _____

Please note that any expenditures shown in this subsection should NOT be included in any of the other "donation" subsections.

Please name the organizations or entities that these donations were distributed to.



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- G6. Did your chapter donate directly to students as scholarships? ----- Yes _____ No
Year 1, the submittal (award) year:-----\$ _____
Year 2, the immediately preceding year:-----\$ _____
Year 3, 2nd preceding year: -----\$ _____

Please note that any expenditures shown in this subsection should NOT be included in any of the other "donation" subsections.

H. Security Profession Support Activities

- H. Provide examples of the chapter's furtherance of education programs including, but not limited to, support and promotion of the purpose, goals and objectives of the ASIS International Certification Programs and / or other security related association educational efforts and initiatives such as the public/private partnership.

H1. ASIS Certification Support

H2. Other Security Related Organization Certification Support



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ific actions and/or efforts: work to improve the image of the security profession.



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H3. Non-financial Support of the ASIS Foundation

H4. Other Activities Supportive of the Security Industry



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I. Chapter Reporting Activities

- I1. Submission of Chapter Activity Reports (CAR) via the ASIS website - _____ Yes _____ No
Note: Please attach copies of the CARs as submitted online; HQ will verify and attest to the submission dates.
- I2. How many activity reports has the chapter submitted by June 30? _____
- I3. Annual Chapter Questionnaire submitted by December 10th to ASIS?----- _____ Yes _____ No
- I4. Annual Chapter Questionnaire submitted by December 10th to RVP?----- _____ Yes _____ No

J. Planning for the Future

- J1. Attach a copy of your chapter's plan for mentoring and grooming future chapter leaders.
- J2. Attach a copy of your chapter's involvement with the Young Professionals Initiative (YPI)
- J3. Attach a copy of your chapter's involvement with the Women in Security (WIS) program.
- J4. Attach a copy of your chapter's current written business plan supporting the ASIS Strategic Plan?

K. Additional Information for Review by the Judges

- K1. Please provide any additional comments pertaining to the chapter's plans for the remainder of the year to assist the Awards Committee in the evaluation of this submission:

Congratulations! You have completed the form to nominate your chapter for the I.B. Hale Chapter of the Year Award. The following steps are necessary to submit the form for consideration by the judges:

1. Please check this form for accuracy and to ensure that the required elements have all the information and data requested;
2. Notify your RVP or ARVP of your intention to submit for this award..
3. Send this form, all attachments, and any other additional information to the following address:

**ASIS International
Director, Membership and Regional VP Relations – Chapter Awards
1625 Prince Street
Alexandria, Virginia 22314-2818**

The deadline for the receipt of the chapter nomination package, (**ALL documents and attachments**) is
11:59 PM EDT, on July 5.