Procedures for Chapter Awards

Category A -- Chapter of the Year Award
-- Chapter Ranked First
-- Chapter Ranked Second
-- Chapter Ranked Third

Category B – Chapter Event of the Year Award (The academic year June 1, 2013-May 2014 will be the beginning year for this award.

Chapter of the Year Award
Procedures: As the University's lead contact for all chapters, the Alumni Office (Associate Director) will use the chapter metrics to assess the chapters and submit the suggested rankings to the NAB Chapter Awards Committee for review and approval. Please note that the purpose of the Chapter Awards is to recognize outstanding chapter performance on both an overall and relative basis and to identify chapters that could benefit from additional support from the Alumni Office to address specific challenges.

The chapter metrics, developed by the National Alumni Board Chapter Committee, help us in monitoring the progress of our alumni chapters towards fulfilling their mission of promoting life-long engagement of a broad cross-section of alumni in the area. The data used in producing the annual progress report help us analyze different factors and variables. The findings allow us to target the University’s limited resources to chapter activities and development. The data used in connection with the Chapter Awards also help us better understand areas where the Alumni Office can provide additional support to chapters that are struggling with specific issues (e.g. event attendance, board recruiting and retention, etc.) and to determine additional support needed to help those chapters function effectively.

The following metrics are used in ranking chapter performance:

a) diversity in types of events held*

b) % of pre-registered guests who actually attend an event

c) Diversity of attendance by Class year.

d) % of “new attendees” versus repeat attendees

e) % of board members in attendance

f) event reports submitted divided by total events held
*Standard list of type of events chapters generally plan

Lecture-discussion by Trinity professors

Sporting events / Outing to parks for picnic

Museum tour

Drama/Opera/musical/symphony

Special annual local event

Career networking event

Brewery tour

Wine tasting

Cocktails with fellow alumni from the same decade

Cocktails with fellow alumni irrespective of decade

Service projects

**Chapter Event of the Year Award**

**Procedures:** Chapter presidents will submit nominations using the online nomination form posted on Trinity Website for the events they think merit consideration for this award. Initial nominations for this new category will be submitted for the Academic Calendar year 2013-2014. Nominations for 2013-2014 academic year are due on May 15, 2014. Alumni Office will forward all nominations to the Chapter Awards Committee members for their review.

Chapter presidents will discuss this award during their annual planning meetings and advise all event chairs to be mindful of this opportunity while planning and organizing their events.

**The NAB Chapter Awards Committee will use the following criteria in selecting the winner:**

a) Positive impact the event has on Trinity constituents -- the University, alumni, students, parents, and or the local community.

b) Relative impact the event has on fostering development of the local chapter (e.g. an event that draws 15 attendees when the chapter’s events average 7-8 attendees)