

Outstanding RCI Affiliated Chapter Awards Program

A. The Purpose

1. Recognize the contributions of RCI Affiliated Chapters to the health and vitality of the association and the local construction community.
2. Recognize RCI Chapter members who give their time and talent to the betterment of their chapters and the Association.
3. Recognize the far-reaching benefits of maintaining a network of active RCI-affiliated local chapters.
4. Develop and maintain an award application that provides categories of the types of activities that generate interest in and help sustain the RCI Affiliated Chapters and the association.

B. Applications for RCI Award

1. Most RCI awards recognize specific achievements or contributions. The application and supporting documentation should clearly establish the applicants' qualifications for the award.
2. Applications for Outstanding Chapter Awards shall be based on submittal of the award application form which is completed by each chapter.
3. Applications must be made in writing and should be as complete as possible.
4. The RCI Secretary/Treasurer shall notify the award recipient and request their presence at the award ceremony.

C. The Award: **Outstanding RCI Affiliated Chapter Commendation**

1. Award Criteria:
 - a. All RCI Affiliated Chapters are eligible to win each year. The award shall be based on the chapter's score, response to mandatory questions, and meeting the criteria established in the award application form.
 - b. For a chapter to win the award it must complete the submittal/scoring sheet and supply the required supporting documentation.
2. Scoring Core and Elective Criteria: Chapters shall be awarded the commendation when all the supporting documents are submitted and the minimum score is 50% (95) out of a possible 190 points.

D. Review and Acceptance of Award Applications

1. The applications shall be reviewed and certified by the president and secretary of the chapter and a copy provided to the Region Director simultaneously with the submission to the Secretary/Treasurer in care of RCI for his/her reference. The Secretary/Treasurer of RCI shall be responsible for collecting the award applications for review. The Secretary/Treasurer will certify that the supporting documents are complete and as prescribed by RCI requirements.

**Outstanding RCI Affiliated Chapter Commendation
AWARD APPLICATION FORM**

Date _____

CHAPTER YEAR-END, FY- _____

CHAPTER: _____

REGION: _____

Has the Chapter received this award in the past? Yes No

If yes, what years? _____

This Chapter Board of Directors, at its meeting, held on _____, 20____
recommend said chapter for the Outstanding Chapter Commendation. Therefore be it resolved
that we do hereby place our chapter in application for the award. The president and secretary
have authorized and directed the preparation of the application papers and attest to the accuracy
and truthfulness of the information recorded within.

Chapter President (Signature)

Chapter Secretary (Signature)

*The original of this form and supporting documents must be completed and submitted to RCI,
Attn: Outstanding RCI Affiliated Chapter Awards, by January 16, 2012. Attach additional pages
for explanation as required. This form is used in submitting your chapter's application for the
Outstanding Chapter Commendation. All information and statistics given below are for the FY
ending date stated above.*

CORE CRITERIA

(105 points available)

**Mandatory response required for questions notated.*

CHAPTER ADMINISTRATION

Executive Committee

President: _____ Vice President: _____

Treasurer: _____ Secretary: _____

Directors

Professional: _____ Industry or Associate: _____

Region Director: _____ Others: _____

Does your chapter have a chapter branch? Yes No
If so, provide branch name and describe activities, long-range plans, etc.

Branch Liaison to Chapter Board: _____

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

	POINTS
<input type="checkbox"/> *Chapter has regularly scheduled board of directors meetings (2 pts)	_____
<input type="checkbox"/> *Chapter has current bylaws in agreement with the RCI model (3 pts)	_____
<input type="checkbox"/> Committees appointed in time to be published within the first quarter (2 pts)	_____
<input type="checkbox"/> *Chapter has a Web site that is routinely maintained with current and up to date information (5 pts)	_____
<input type="checkbox"/> Chapter utilizes RCI-provided or other means of maintaining electronic archives (2 pts)	_____
<input type="checkbox"/> *Chapter vice president or other officer attended RCI Affiliated Chapter/Region Leadership Development Training Workshop this year (2 pts)	_____
<input type="checkbox"/> Chapter pays all or part of vice president/officer attendance at RCI Leadership Workshop (1 pt)	_____
<input type="checkbox"/> Chapter pays all or part of cost for an officer to attend region meetings (1 pt)	_____
<input type="checkbox"/> Chapter establishes nominating committee to solicit officer/board candidates annually (2 pts)	_____
<input type="checkbox"/> *Chapter holds officer/board election at annual meeting of its members in December and provides election results to the Region Director and RCI Headquarters no later than December 31 (2 pts)	_____
<input type="checkbox"/> Chapter holds transition meeting of existing board with incoming board (1 pt)	_____
CORE SUBTOTAL - CHAPTER ADMINISTRATION (23 possible points)	_____

FINANCE

Treasurer: _____

Describe the overall financial health of your chapter.

Budget: (Attach)

Currency: U.S. Canada

Income: _____

Expenses: _____

Net (income less expenses) (Deficit)/Surplus: _____

Reserves: _____

Financial Institute (Bank) and Branch Location: _____

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

	POINTS
<input type="checkbox"/> *Chapter prepares, approves, and operates on a formal balanced budget (5 pts)	_____
<input type="checkbox"/> Chapter has a surplus at year end (2 pts)	_____
<input type="checkbox"/> Chapter has annual financial audit by outside accounting firm (3 pts)	_____
<input type="checkbox"/> *Chapter is incorporated and files tax returns (5 pts)	_____
CORE SUBTOTAL - FINANCE (15 possible points)	_____

MEMBERSHIP

Chairman: _____

End of Fiscal Year Membership (List the Quantity)

Professional ____ Industry ____ Associate ____ Quality Assurance Observer ____
 Facility Manager ____ Student ____

Total Membership _____ (Year ending 2011)

Non-Renewed ____ Retention Rate ____

Conduct Membership Promotion, Orientation, and Retention Activities: Yes No

Describe: _____

Check all boxes that apply and place score for each item on right side of sheet. Select and include three different examples supporting below listed criteria.

- | | POINTS |
|--|---------------|
| <input type="checkbox"/> Chapter has a standing membership committee (2 pts) | _____ |
| <input type="checkbox"/> *Chapter members are RCI members as required in the Bylaws, Article VII, Section 2 (2 pts) | _____ |
| <input type="checkbox"/> Members contribute related articles or tips in various methods of communications (e.g., Web site, mass e-mail, facebook/LinkedIn/twitter) (1 pt) | _____ |
| <input type="checkbox"/> Chapter has an established marketing plan to recruit, renew, and reinstate members (2 pts) | _____ |
| <i>Examples:</i> | |
| <i>Recognizes new members and visitors at chapter meetings</i> | |
| <i>Gives RCI pins to new members & milestone anniversaries</i> | |
| <i>Recognizes member's anniversaries in chapter newsletter</i> | |
| <i>Publicizes chapter membership activities</i> | |
| <input type="checkbox"/> Chapter manages a membership booth at chapter meetings/local product shows (2 pts) | _____ |
| <input type="checkbox"/> Chapter communicates regularly on membership goals, status reports, and activities (2 pts) | _____ |
| <input type="checkbox"/> Chapter has an orientation program for new members (2 pts) | _____ |
| <i>Example:</i> | |
| <i>Conducts special meeting for prospective new members</i> | |
| <input type="checkbox"/> Chapter administers member surveys (1 pt) | _____ |
| <input type="checkbox"/> Chapter develops and leads new member promotions (2 pts) | _____ |
| <input type="checkbox"/> Chapter maintains an on-going retention program (2 pts) | _____ |
| <input type="checkbox"/> Chapter has a formalized membership drive (1pt) | _____ |
| <input type="checkbox"/> Chapter retains 85% retention rate of existing members. (3 pts) | _____ |
| <input type="checkbox"/> Chapter increases net membership by 10% (3 pts) | _____ |
| CORE SUBTOTAL - MEMBERSHIP (25 possible points) | _____ |

EDUCATION

Chairman: _____

Describe chapter education activities by completing the form on the next page.

Check all boxes that apply and place score for each item on right side of sheet. Select and include three different examples of supporting below listed criteria. Please attach supporting documentation of the above programs.

	POINTS
<input type="checkbox"/> Chapter has a standing education committee (2 pts)	_____
<input type="checkbox"/> Chapter members contribute education-related articles for chapter newsletters (3 pts)	_____
<input type="checkbox"/> *Chapter conducts seminars (4 pts)	_____
<i>Examples:</i>	
<i>Establishes programs in industry-related technical programs, focusing on improving upon and assisting in maintenance of these programs</i>	
<i>Promotes the use of RCI's Manual of Practice during construction communication courses</i>	
<i>Delivers RCI educational courses</i>	
<input type="checkbox"/> Chapter develops programs qualified to grant RCI continuing educational hours (CEHs) (2 pts)	_____
<input type="checkbox"/> Chapter assists local educational institutions in establishing programs and construction communication courses (2 pts)	_____
<input type="checkbox"/> Chapter establishes and maintains liaison between chapter and schools in locale (2 pts)	_____
<input type="checkbox"/> Chapter aids associations and organizations with their programs in construction technology (2 pts)	_____
<input type="checkbox"/> Chapter coordinates activities with chapter's registration and technical committees (1 pt)	_____
<input type="checkbox"/> Chapter provides speakers proficient in construction communications for educational programs (2 pts)	_____
 CORE SUBTOTAL – EDUCATION, PART I (20 possible points)	 _____

RCI REGISTRATION PROGRAMS

Describe activities:

Number of registered members in chapter:

RRC ____ RRO ____ RWC ____ REWC ____ RBEC ____

Check all boxes that apply and place score for each item on right side of sheet. Select and include three different examples supporting below listed criteria.

	POINTS
<input type="checkbox"/> *Chapter promotes RCI registration programs (4 pts)	_____
<input type="checkbox"/> Chapter conducts chapter registration tutorial programs (3 pts)	_____
<input type="checkbox"/> Chapter has registered candidates within its ranks (2 pts)	_____
<input type="checkbox"/> Chapter has candidates from the chapter for at least one of the exams (1 pt)	_____
CORE SUBTOTAL - RCI REGISTRATION PROGRAMS (10 possible points)	_____

LONG RANGE PLANNING

Chairman (if applicable): _____

Describe your chapter's long-range goals:

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

- | | POINTS |
|--|---------------|
| <input type="checkbox"/> Chapter has a standing long-range planning committee (2 pts) | _____ |
| <input type="checkbox"/> Chapter has a formal, three-year long-range plan in place (2 pts) | _____ |
| CORE SUBTOTAL - LONG RANGE PLANNING (4 possible points) | _____ |

RECORDED CHAPTER HISTORY (ARCHIVES)

Chairman (if applicable): _____

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

- | | POINTS |
|---|---------------|
| <input type="checkbox"/> Chapter has a chapter historian (1 pt) | _____ |
| <input type="checkbox"/> *Chapter has recorded annual history (1 pt) | _____ |
| <input type="checkbox"/> Chapter keeps chapter scrapbook/archive (1 pt) | _____ |
| CORE SUBTOTAL - RECORDED CHAPTER HISTORY (3 possible points) | _____ |

CORE TOTAL _____

ELECTIVE CRITERIA

(85 points available)

ELECTIVE BONUS POINTS

Check all boxes that apply and place score for each item on right side of sheet.

	POINTS
HOSPITALITY EFFORTS	
<input type="checkbox"/> Chapter has ambassadors or greeters at monthly meetings (2 pts)	_____
ORIENTATIONS	
<input type="checkbox"/> Chapter has a board/committees orientation (3 pts)	_____
RCI INVOLVEMENT	
<input type="checkbox"/> Chapter President or Vice President attended most recent annual convention (2 pts)	_____
<input type="checkbox"/> Promotes RCI activities in newsletter or Web site at least twice in the fiscal year (1 pt)	_____
<input type="checkbox"/> Chapter has an RCI officer within ranks (1 pt)	_____
<input type="checkbox"/> Chapter has a member(s) of RCI committee(s) from within ranks (2 pts)	_____
REGION INVOLVEMENT	
<input type="checkbox"/> Chapter member(s) attended most recent conference (1 pt)	_____
<input type="checkbox"/> Chapter member(s) participation in region committees (1 pt)	_____
<input type="checkbox"/> Chapter promotes region activities in newsletter or Web site at least twice in program year (1 pt)	_____
<input type="checkbox"/> Chapter has region committee chairman from within ranks (1 pt)	_____
STUDENT AFFILIATE INVOLVEMENT	
<input type="checkbox"/> Chapter has an active student affiliate program (2 pts)	_____
<input type="checkbox"/> Chapter subsidizes students meal costs at meetings and/or provides programs at no cost (1 pt)	_____
<input type="checkbox"/> Chapter provides programs on campus for RCI student affiliates (1 pt)	_____
<input type="checkbox"/> Chapter maintains affiliation with academic institutions within chapter's locale (1 pt)	_____
FUND-RAISERS	
<input type="checkbox"/> Chapter has a golf tournament or other fund-raising event (2 pts)	_____
<input type="checkbox"/> Chapter sells RCI merchandise, i.e., pins, golf towels, etc. (1 pt)	_____
<input type="checkbox"/> Chapter sells RCI <i>Interface</i> one-year subscription (1 pt)	_____
<input type="checkbox"/> Chapter has special chapter fund-raising events, (excludes product shows) (1 pt)	_____
ELECTIVE SUBTOTAL - BONUS POINTS (25 possible points)	_____

COMMUNICATIONS

Newsletter and/or Web site

Newsletter Name:

Editor:

Distribution:

Advertising rates:

Regular features:

Web site Address:

Web site Provider:

Web site services and rates:

Describe funding and whether or not communications (e.g., Web site, newsletter, mass e-mail, facebook, LinkedIn, twitter) are self-sufficient.

Does your chapter produce other publications besides a newsletter? Yes No
If so, describe.

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

- | | POINTS |
|--|---------------|
| <input type="checkbox"/> Chapter publishes a newsletter of at least four issues per year or maintains current Web site (4 pts) | _____ |
| <input type="checkbox"/> Chapter produced special promotional pieces (printed or electronic, i.e., Web site) (2 pts) | _____ |
| <input type="checkbox"/> Chapter published a Board of Directors list (2 pts) | _____ |
| <input type="checkbox"/> Chapter published a membership roster (2 pts) | _____ |
| <input type="checkbox"/> Chapter published an operating guide (2 pts) | _____ |
| <input type="checkbox"/> Chapter published a calendar of events (2 pts) | _____ |
| <input type="checkbox"/> Chapter contacts available to membership/public, i.e. phone, fax, mailing address (2 pts) | _____ |
| <input type="checkbox"/> Photos of chapter meetings/activities published in newsletter and/or posted on Web site (2 pts) | _____ |
| <input type="checkbox"/> Chapter uses mass e-mail, facebook, LinkedIn, and/or twitter for announcements (2 pts) | _____ |

ELECTIVE SUBTOTAL - COMMUNICATIONS (20 possible points)

TECHNICAL SERVICES

Chairman: _____

Describe technical service activities chapter participated in throughout the fiscal year, i.e. codes, standards, legislation, white papers, etc.

Check all boxes that apply and place score for each item on right side of sheet. Select and include three different examples supporting below listed criteria.

POINTS

- Chapter members contribute articles on technical issues, such as codes, standards, etc. **(5 pts)** _____
- Chapter participates in region technical activities **(1 pt)** _____
- Chapter participates in RCI technical activities **(2 pts)** _____
- Chapter develops technical documents for use within the chapter or by other chapters **(2 pts)** _____

ELECTIVE SUBTOTAL - TECHNICAL SERVICES (10 possible points) _____

PHILANTHROPIC SUPPORT PROGRAM

Chairman: _____

Describe the activities of the chapter supporting the RCI Foundation and any other organizations.

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

	POINTS
<u>RCI Foundation</u>	
<input type="checkbox"/> Chapter members individually support RCI Foundation. Provide list of names.(2 pts)	_____
<input type="checkbox"/> Chapter supports RCI Foundation fund as a whole (2 pts)	_____
<u>Other</u>	
<input type="checkbox"/> Chapter contributes to the RCI Past Presidents' fund (0 pt)	_____
<input type="checkbox"/> Chapter supports other construction industry foundation funds (1pt)	_____
<input type="checkbox"/> Chapter has fund raising events for scholarships (1 pt)	_____
ELECTIVE SUBTOTAL – PHILANTHROPIC SUPPORT (6 possible points)	_____

SOCIAL

Chairman (if applicable): _____

What social events were planned during the year?

List each along with data requested. Attach invitations or other announcements.

Event: _____

Income: _____

Expenses: _____

Net income (loss): _____

Funding arrangements: _____

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

- | | POINTS |
|--|--------|
| <input type="checkbox"/> Chapter has an annual awards banquet (3 pts) | _____ |
| <input type="checkbox"/> Chapter has a holiday gathering or other social functions (chapter meetings excluded) (3 pts) | _____ |
| ELECTIVE SUBTOTAL - SOCIAL (6 possible points) | _____ |

AFFILIATE ORGANIZATIONS

Chairman (if applicable): _____

Does your chapter actively pursue liaison with other organizations? Yes No
If so, describe.

Does your chapter solicit affiliate groups participation at joint meetings? Yes No

Check all boxes that apply and place score for each item on right side of sheet. Select and include one different example supporting below listed criteria.

- | | POINTS |
|--|--------|
| <input type="checkbox"/> Chapter actively solicits affiliate group participation at chapter meetings (2 pts) | _____ |
| <input type="checkbox"/> Chapter co-sponsors local construction events (2 pts) | _____ |
| <input type="checkbox"/> Chapter maintains liaison with at least one other professional organization (2 pts) | _____ |
| ELECTIVE SUBTOTAL - AFFILIATE ORGANIZATIONS (6 possible points) | _____ |

AWARDS

Chairman: _____

Chapter awards given this year. Give name of recipient and award.

RCI awards submitted, received. Give name of recipient and award.

Does your chapter have an awards guide? Yes No

Check all boxes that apply and place score for each item on right side of sheet. Select and include three different examples supporting below listed criteria.

<input type="checkbox"/> Chapter membership contributes award articles to chapter newsletters (2pts)	POINTS _____
<input type="checkbox"/> Chapter has an annual awards program (3 pts)	_____
ELECTIVE SUBTOTAL - AWARDS (5 possible points)	_____

ELECTIVE TOTAL _____