

Outstanding RCI Affiliated Chapter Awards Program

A. The Propose

1. It is important that RCI recognize the contributions of RCI Affiliated Chapters to the health and vitality of the Association and the local construction community.
2. Awards and the recognition they signify are a worthwhile method of honoring those that give their time and talent to the betterment of their chapters and the Association.
3. Local contributions may have such significance that they affect our Industry and the Association in far-reaching ways and are worthy of recognition at the annual convention.

B. Nominations for RCI Awards

1. Most RCI awards recognize specific achievements or contributions. The nomination and supporting documentation should clearly establish the nominees' qualifications for the award.
2. Nominations for Outstanding Chapter Awards shall be based on submittal of the award nomination form which is completed by each chapter.
3. Nominations 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. Award shall be based on the chapters score in meeting the criteria established in the award nomination form. The score shall meet the threshold values for "large" and "small" size chapters.
 - b. Small chapters are defined as local chapters with no more than 50 members. Large chapters shall have more than 50 members. All members shall be in good standing with RCI at the end of the calendar year.
 - c. 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
 - a. Small chapters shall be awarded the commendation when all the supporting documents are submitted and the minimum score is 45 out of a possible 187 points.

- b. Large chapters shall receive the commendation when all the supporting documents are submitted and the minimum score of 90 out of a possible 187 points.

D. Review and Acceptance of Award Nominations

- 1. The Secretary/Treasurer of RCI shall be responsible for collecting the award nominations and distributing them to the proper review agency. The Secretary/Treasurer will certify that the supporting documents are complete and as prescribed by RCI requirements.

**Outstanding RCI Affiliated Chapter Commendation
AWARD NOMINATION 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____
nominated said chapter for the Outstanding Chapter Commendation. Therefore be it resolved that
we do hereby place our chapter in nomination for the award, and the president and secretary
hereby are authorized and directed to prepare the nomination papers and forward them to RCI
and do all things proper to forward said nomination.

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 15. Attach additional pages for explanation as required. This form is used in submitting your chapter's nomination for the Outstanding Chapter Commendation. Refer to the Honors and Awards Guide for a complete description of the award. All information and statistics given below are for the FY ending date stated above.

CORE CRITERIA

(65 total points available)

MEMBERSHIP

Chairman: _____

End of Fiscal Year Membership (List the Quantity)

Professional ____ Industry ____ Associate ____ Student ____ Retired ____

Total Membership _____

Non-Renewed ____ Retention Rate ____

Conduct Membership Promotion, Orientation and Retention Activities: Yes No

Describe: _____

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

	POINTS
Chapter has a standing membership committee (2 pts)	_____
Chapter has a membership co-chairman (1 pt)	_____
Members contribute related articles or tips for publication in chapter newsletters (2 pts)	_____
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>	
Chapter manages a membership booth at chapter meetings/local product shows (2 pts)	_____
Chapter communicates, on a regular basis, membership goals, status reports, and activities (2 pts)	_____
Chapter has an orientation program for new members (2 pts)	_____
<i>Example:</i>	
<i>Conducts special meeting for prospective new members</i>	
Chapter administers member surveys (2 pts)	_____
Chapter develops and leads new member promotions (2 pts)	_____
Chapter maintains an on-going retention program (2 pts)	_____
Chapter has a formalized membership drive (1pt)	_____
CORE SUBTOTAL - MEMBERSHIP (20 possible points)	_____

EDUCATION

Chairman: _____

Describe education committee activities, such as seminars, CEH (Continuing Education Hour) programs, etc. List the topics, attendance, fees, success. Describe in detail. List the following for each activity.

Seminar attendance: # _____

Topic: _____

Attendance: _____

Fee: \$ _____

Success: _____

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

	POINTS
Chapter has a standing education committee (2 pts)	_____
Chapter has an education co-chairman (1 pt)	_____
Chapter members contribute education related articles for publication in chapter newsletters (2 pts)	_____
Chapter conducts seminars (4 pts)	_____
<i>Examples:</i>	
<i>Establishes programs in construction communications and technologies, focusing on improving upon and assisting in maintenance of these programs</i>	
<i>Promotes the use of RCI's Manual of Practice in construction communication courses</i>	
Chapter develops programs qualified to grant continuing education credits (2 pts)	_____
Chapter assists local educational institutions in establishing programs and construction communication courses (2 pts)	_____
Chapter establishes and maintains liaison between chapter and schools in locale (2 pts)	_____
Chapter aids associations and organizations with their programs in construction technology (2 pts)	_____
Chapter coordinates activities with chapter's registration and technical committees (1 pt)	_____
Chapter assists with preparation of speakers bureau proficient in construction communications (2 pts)	_____
CORE SUBTOTAL - EDUCATION (20 possible points)	_____

TECHNICAL BONUS POINTS

(1/2 point per monthly technical program with maximum of 5 points)

Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE	POINTS
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Select and include three different examples supporting below listed criteria.

	POINTS
Chapter has a standing technical committee (2 pts)	_____
Chapter has a technical co-chairman (1 pt)	_____
Chapter members contribute articles for publication in chapter newsletters (2 pts)	_____
Chapter participates in region technical activities (1 pt)	_____
Chapter participates in RCI technical activities (1 pt)	_____
Chapter has various subcommittees on subjects as appropriate (1 pt)	_____
Chapter develops technical documents for use within the chapter or by other chapters (2 pts)	_____
 CORE SUBTOTAL - TECHNICAL (10 possible points)	 _____

RCI REGISTRATION PROGRAMS

Chairman: _____

Describe activities:

Number of registered members in chapter:

RRC ____ RRO ____ RWC ____

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

Chapter has a standing registration committee **(2 pts)**

Chapter has a registration co-chairman **(1 pt)**

Chapter members contribute related articles for publication in chapter newsletters **(2 pts)**

Chapter promotes RCI registration programs **(1 pt)**

Chapter conducts chapter registration tutorial programs **(2 pts)**

Chapter has registered candidates within its ranks **(1 pt)**

Chapter has candidates from the chapter for at least one of the exams **(1 pt)**

POINTS

CORE SUBTOTAL - RCI REGISTRATION PROGRAMS (10 possible points) _____

ELECTIVE CRITERIA

(122 points available)

PROGRAMS

Chairman: _____

Non Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Number of meetings per year: _____

Number of special or joint meetings: _____

Meal/ meeting cost: \$ _____

Average attendance per meeting: _____

Professional: ____ Industry: ____ Associate: ____ Student: ____ Guest: ____ **Total:** _____

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

Chapter has a standing program committee (2 pts)	POINTS _____
Chapter has a program co-chairman (1 pt)	_____
Chapter promotes upcoming programs in chapter newsletters (2 pts)	_____
Chapter has one program presented by someone other than a RCI member (1 pt)	_____
Chapter has program information published in area newspapers, etc. (1 pt)	_____
Chapter plans programs at least three months in advance (2 pts)	_____
ELECTIVE SUBTOTAL - PROGRAMS (9 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 element on right side of sheet. Select and include three different examples supporting below listed criteria.

	POINTS
Chapter has a standing awards committee (2 pts)	_____
Chapter has an awards co-chairman (1 pt)	_____
Chapter membership contributes award articles to chapter newsletters (2 pts)	_____
Chapter has an annual awards program (2 pts)	_____
Chapter participated in region program this fiscal year (2 pts)	_____
Chapter participated in an RCI program this fiscal year (2 pts)	_____
RCI winner is a chapter member this fiscal year (2 pts)	_____
ELECTIVE SUBTOTAL - AWARDS (13 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: _____

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

Chapter has a standing finance committee **(2 pts)**

Chapter prepares and operates on a formal budget **(2 pts)**

Chapter maintained a balanced budget at year end **(1 pt)**

Chapter has a surplus at year end **(1 pt)**

POINTS

ELECTIVE SUBTOTAL - FINANCE (6 possible points)

PUBLICATIONS

Chairman: _____

Newsletter:

Name: _____

Editor: _____

Distribution: _____

Advertising rates: _____

Regular features: _____

Describe funding and whether or not newsletter is self-sufficient.

Does your chapter publish a membership roster? Yes No

If yes, how is it funded? What is its distribution? Who is responsible for publication?

Does your chapter publish a chapter calendar? Yes No
Included in newsletter?

Does your chapter produce any other publications? Yes No
If so, describe.

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

- Chapter has a standing newsletter committee **(2 pts)**
- Chapter publishes a newsletter of at least four issues **(2 pts)**
- Chapter produced special promotional pieces or posters **(2 pts)**
- Chapter published a membership roster **(2 pts)**
- Chapter published an operating guide **(2 pts)**
- Photos of chapter meetings/activities published in newsletter **(1 pt)**

POINTS

ELECTIVE SUBTOTAL - PUBLICATIONS (11 possible points)

SOCIAL

Chairman: _____

What programs did the social committee plan 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 element on right side of sheet. Select and include one different example supporting below listed criteria.

Chapter has a standing social committee **(2 pts)**

Chapter has a co-chairman of this committee **(1 pt)**

Members contribute related articles to chapter newsletters **(2 pts)**

Chapter has an annual awards banquet **(2 pts)**

Chapter has a holiday gathering or other social functions (chapter meetings excluded) **(2 pts)**

POINTS

ELECTIVE SUBTOTAL - SOCIAL (9 possible points)

AFFILIATE ORGANIZATIONS

Chairman (if applicable): _____

Does your chapter actively pursue liaison with other organizations?
If so, describe.

Yes No

Does your chapter solicit affiliate groups participation at joint meetings?

Yes No

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

Chapter actively solicits affiliate group participation at chapter meetings **(2 pts)**

Chapter co-sponsors local construction events or products show **(2 pts)**

Chapter maintains liaison with at least one other professional organization **(2 pts)**

POINTS

ELECTIVE SUBTOTAL - AFFILIATE ORGANIZATIONS (6 possible points)

LONG RANGE PLANNING

Chairman: _____

Describe your chapter's long-range goals:

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

- Chapter has a standing long-range planning committee (2 pts)
Chapter has a formal, three-year long-range plan in place (2 pts)

POINTS

ELECTIVE SUBTOTAL - LONG RANGE PLANNING (4 possible points)

RECORDED CHAPTER HISTORY (ARCHIVES)

Chairman (if applicable): _____

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

- Chapter has a chapter historian (1 pt)
Chapter has recorded annual history (1 pt)
Chapter keeps chapter scrapbook (1 pt)

POINTS

ELECTIVE SUBTOTAL - RECORDED CHAPTER HISTORY (3 possible points)

CHAPTER ADMINISTRATION

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

- Chapter has a monthly board of directors meetings (1 pt)
Chapter has current bylaws in agreement with the RCI model (1 pt)
Committees appointed in time to be published in "Quickie Roster" (1 pt)
Chapter is incorporated and files tax returns (1 pt)
Chapter maintains an Internet site (1 pt)
Chapter pays all or part of cost for committee chairman's attendance at region conference (1 pt)

POINTS

ELECTIVE SUBTOTAL - CHAPTER ADMINISTRATION (6 possible points)

ELECTIVE BONUS POINTS

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

	POINTS
HOSPITALITY EFFORTS	
Chapter has ambassadors or greeters at monthly meetings (2 pts)	_____
ORIENTATIONS	
Chapter has a new member orientation (2 pts)	_____
Chapter has a board/committees orientation (2 pts)	_____
RCI INVOLVEMENT	
Chapter member(s) attended most recent convention (1 pt)	_____
Chapter President or Vice President attended most recent annual convention (4 pt)	_____
Promotes RCI activities in newsletter at least twice in the fiscal year (1 pt)	_____
Chapter has an RCI officer within ranks (1 pt)	_____
Chapter has a member(s) of RCI committee(s) from within ranks (2 pts)	_____
Chapter financially supported RCI Foundation this current year (2 pts)	_____
REGION INVOLVEMENT	
Chapter member(s) attended most recent conference (1 pt)	_____
Chapter member(s) participation in region committees (1 pt)	_____
Host chapter for region conference last fiscal year (4 pts)	_____
Chapter promotes region activities in newsletter at least twice in the program year (1 pt)	_____
Chapter has region committee chairman from within ranks (1 pt)	_____
STUDENT AFFILIATE INVOLVEMENT	
Chapter has an active student affiliate program (4 pts)	_____
Chapter subsidizes students meal costs at meetings and/or provides programs at no cost (1 pt)	_____
Chapter provides programs on campus for RCI affiliates (1 pt)	_____
Chapter maintains affiliation with academic institutions within chapter's locale (1 pt)	_____
FUND RAISERS	
Chapter has a golf tournament (2 pts)	_____
Chapter has table top displays at monthly meetings (2 pts)	_____
Chapter sells RCI merchandise, i.e., pins, golf towels, etc. (1 pt)	_____
Chapter has special chapter fund raising events, (excludes product shows) (1 pt)	_____
ELECTIVE SUBTOTAL - BONUS POINTS (34 possible points)	_____