



VIRGINIA STATE UNIVERSITY ALUMNI ASSOCIATION CHAPTER OF THE YEAR AWARD NOMINATION FORM

Supporting materials (i.e. magazine/newspaper articles, media releases, etc.) should be included to help support the narratives described below. If available, please provide a Chapter photograph, 300 dpi or higher, along with this nomination form.

Chapter Information

Name of Chapter: (please print) _____

Chapter Address: _____

City: _____ State: _____ Zip Code: _____

Chapter Contact Number: _____ Fax Number: _____

Chapter Email Address: _____

Chapter President: _____

Total Financial/Paid Memberships: _____

Size of Chapter: _____ Small (less than 20)
_____ Medium (more than 20, less than 50)
_____ Large (more than 50)

Narrative of Chapter Accomplishments (please use additional pages)

Please provide supporting documentation (articles, certificates, letters of recognition, awards, etc.)

1. Provide a brief description of the Chapter's efforts to develop its membership during the nomination period.

2. Provide a brief description of the Chapter's student recruitment/mentoring activities conducted during the nomination period.

Narrative of Chapter Accomplishments (please use additional pages) **(continued)**

3. Provide a brief description of the Chapter's community service efforts conducted during the nomination period.

4. Indicate the Chapter's fund-raising activities that were conducted during the nomination period:

Event Description: _____	Net Dollar Amount \$ _____
Event Description: _____	Net Dollar Amount \$ _____
Event Description: _____	Net Dollar Amount \$ _____
Event Description: _____	Net Dollar Amount \$ _____
Event Description: _____	Net Dollar Amount \$ _____

5. Indicate the financial contribution made by the Chapter to Virginia State University during the nomination period.

\$ _____ in _____ fiscal year

Indicate the financial vehicle used to make this contribution: *(Check all that apply)*

____ Scholarship ____ Endowment ____ Direct Student Assistance

Other _____

6. Alumni-related activities which had Chapter representation during the nomination period:

- VSU Annual Founder's Day Recognition Yes _____ No _____
- Homecoming Meet & Greet Yes _____ No _____
- Annual Meeting during Alumni Weekend Yes _____ No _____
- Fall/Spring Commencement Yes _____ No _____

7. Has the Chapter submitted its most recent Annual Preliminary Report for Chapter Programs report to the Alumni Association office: Yes _____ No _____

Narrative of Chapter Accomplishments (please use additional pages) **(continued)**

8. Describe any other evidence of Loyalty & Support to Virginia State University and the Virginia State University Alumni Association provided during the nomination period.

Participation of the Chapter's Representative to the VSUAA Board of Directors

1. Name of the Chapter Representative to the VSUAA Board of Directors _____
2. Number of Board of Director Meetings attended by the Chapter Representative during the nomination period: _____

Send nomination form and all supporting documentation to:

Virginia State University Alumni Association
Attention: Karen Munden, Awards Committee Chair
P.O. Box 2488
Petersburg, VA 23804
Phone: (757) 575-2837 or (757) 615-1190
E-mail: kmunden@verizon.net

The nomination form and any supporting materials should be received by the Alumni Association Awards Committee no later than March 23, 2012.

Completed forms and other supporting documentation can also be sent through the Alumni Association website at www.vsuaaonline.com. To do so, click on the Alumni News and Events section and then click the Submit News and Events button.

Application Submitted By: _____

Address: _____ *Email Address:* _____

Home Phone: _____ *Business Phone:* _____

Signature _____

Date _____

CHAPTER OF THE YEAR AWARD

Purpose: The **Chapter of the Year Award** is the highest honor bestowed upon active alumni chapters within the Alumni Association. This award is presented to alumni chapters for their outstanding service to the University, the Alumni Association, and their local communities during the prior calendar year. Chapters are judged on a variety of alumni related activities, such as student/alumni recruitment, fund-raising, scholarship, community involvement, membership promotion and retention, and volunteer leadership. Chapters are divided into three divisions (small, medium, and large) to equalize competition.

Criteria: To be considered for the Chapter of the Year Award, an active chapter must meet the following criteria:

- Nomination is required. All nominations are confidential and must be forwarded to the Alumni Association's Awards Committee for consideration.
- **The nominated chapter must be in good standing with the Virginia State University Alumni Association.**
- The nominated chapter must have provided significant services to or have contributed financially to the support and mission of both Virginia State University and the Virginia State University Alumni Association.
- The nominated chapter must have a record of membership promotion and retention, community involvement, fund-raising, and student/alumni recruitment.
- The nominated chapter must have a record of having representation at various alumni-related activities, such as Homecoming, VSU Founder's Day, Alumni Weekend, and National Conventions when held.
- The nominated chapter must have a record of their Board Members' attendance (or provided proxy) at National Board of Director meetings. The nominated chapter must also have a record of attending the Annual Meeting held during Commencement Weekend.
- The nominated chapter must have a record of submitting its Annual Preliminary Report for Chapter Programs to the Alumni Association office.
- Only nomination forms that have been distributed or posted online by the Association are acceptable for submission. In addition to the nomination form, supporting documentation such as newspaper and/or magazine clippings, photos, letters, or other appropriate material supporting the chapter's nomination must also be submitted. **If available, a chapter photograph, 300 dpi or higher, should be included with the application.**
- Nominations must be based on accomplishments made during the previous calendar year to present.

Calendar: Nomination forms and any supporting materials should be received by the Alumni Association Awards Committee no later than the last week in March of the year in which the person is being nominated. **Deadline for nomination in 2012 is March 23rd.**

Selection Methodology: The Alumni Association Awards Committee will review the nominations and determine the recipient. The decision of the awards committee is final. The award recipient will be officially announced during the Alumni Association's annual meeting held during the University's Alumni Weekend & Commencement celebration.