

ENTRY FORM B

ENTRY FORM FOR ALL CHAPTER OF THE YEAR AWARDS

Chapter Name: _____ Contact: _____

The yearbook judging will be based on yearbook content. When submitting your yearbook, be sure to include the items listed below, checking the boxes as you include each item. Use these guidelines to create the index, keeping your yearbook in the order listed below. The total value of each section in final judging is stated in parenthesis

A) Chapter Biography: (This section is worth 20 points)

- i) Provide a brief history of your chapter. _____
- ii) Provide a brief outline of your chapter's goals and objectives. _____
- iii) Provide a list of your chapter's management board and committee members and minutes from meetings since at least, the last National Annual Meeting. _____
- iv) Provide a copy of your chapter's latest financial statements. _____
- v) Provide a copy of your chapter's latest budget projections. _____
- vi) Provide a copy of your chapter's by-laws (Rules and Regulations). _____

B) Chapter Membership / Candidacy: (This section is worth 20 points)

- i) Provide a brief outline (and numbers) of membership growth/decline compared to last year. _____
- ii) Provide a brief outline (and numbers) of candidacy growth/decline compared to last year. _____
- iii) Provide a brief outline of meetings and events held by your chapter compared to last year. _____
- iv) Provide a brief outline of your chapter's involvement in REIC educational courses or sessions. Provide examples (if possible). _____

C) Chapter Promotion: (This section is worth 50 points)

- i) Has your chapter sponsored, participated in, and/or promoted educational course offerings, trade shows, activities for charitable organizations or community projects, etc? Provide examples (if possible). _____
- ii) What has your chapter done to promote REIC, to help make the community aware of who and what we are, and the services, programs, and activities we offer? Provide examples (if possible). _____
- iii) What has your chapter done to benefit REIC (monetarily or otherwise) that you consider to be above and beyond the norm? _____
- iv) Provide a brief outline of how your chapter informs its members, candidates, and National Office of upcoming meetings, educational sessions, functions, etc. Provide examples (if possible). _____
- v) Provide a brief outline of how your chapter recognizes outstanding achievements, chapter awards programs, or special presentations. Provide examples (if possible). _____
- vi) How does your chapter promote the Pursuit of Excellence Awards Program? _____
- vii) Does your chapter produce its own newsletter? If so:
 - Briefly describe your newsletter and/or provide copies. _____
 - Briefly outline how and where your newsletter is distributed. _____

D) Chapter Yearbook Presentation: (This section is worth 10 points)

- i) Is the layout of the yearbook both creative and effective in presentation? _____
- ii) Are all photographs and inserts clearly labeled? _____
- iii) Are all press clippings and advertisements clearly identified with the name of the publication and the date they appeared? _____

E) Chapter Bonus Points: (This section is worth 5 points)

A Chapter of the Year Award nominee can receive bonus points if it is well represented at the Annual Conference in Halifax. A small chapter category nominee will receive 5 bonus points if **2** members of the chapter are in attendance. A large chapter category nominee will receive 5 bonus points if **3** members of the chapter are in attendance.

Please Note: Only full conference registrants are eligible to be counted as chapter members in attendance. REIC National Board Members are not eligible to be counted as chapter members in attendance.

DEADLINE FOR RECEIPT OF ENTRIES: 4:00 PM EST - FRIDAY MAY 21, 2010