

2013 ACE Award Rubric

Achieving Chapter Excellence (ACE) application will be assessed for each section.

Total possible points 204

Section #1: *Administrative Qualifications*

Total Possible: 64 points

	4	3	2	1	0
FY 2012 Annual Financial Report	Annual Financial Report submitted by August 1, 2012.				Annual Financial Report not submitted by August 1.
FY 2013 Annual Financial Report	Annual Financial Report submitted by August 1, 2013.				Annual Financial Report not submitted by August 1.
2011–2013 Model Agreement	Model Agreement received in the biennium with required signatures.				Model Agreement not received in the biennium with required signatures.
2011–2012 Chapter Planning Report	Chapter Planning Report submitted by October 1.	Chapter Planning Report submitted within 2 weeks of due date.	Chapter Planning Report submitted within 3 weeks of due date.	Chapter Planning Report submitted within 4 weeks of date.	Chapter Planning Report submitted after 4 weeks of due date, or not at all.
2012–2013 Chapter Planning Report	Chapter Planning Report submitted by October 1.	Chapter Planning Report submitted within 2 weeks of due date.	Chapter Planning Report submitted within 3 weeks of due date.	Chapter Planning Report submitted within 4 weeks of date.	Chapter Planning Report submitted after 4 weeks of due date, or not at all.
2011–2012 Year-End Summary Report	YES Report submitted by June 1.	YES Report submitted within 2 weeks of due date.	YES Report submitted within 3 weeks of due date.	YES Report submitted within 4 weeks of date.	YES Report submitted after 4 weeks, or not at all.
2012–2013 Year-End Summary Report	YES Report submitted by June 1.	YES Report submitted within 2 weeks of due date.	YES Report submitted within 3 weeks of due date.	YES Report submitted within 4 weeks of date.	YES Report submitted after 4 weeks, or not at all.
2011–2012 Officer Update(s)	Officer updates submitted online within 2 weeks of elections.	Officer updates submitted online within 3 weeks of elections.	Officer updates submitted online within 4 weeks of elections.	Officer updates submitted online within 5 weeks of elections	Officer updates not submitted by the end of the fiscal year (June 30).
2012–2013 Officer Update(s)	Officer updates submitted online within 2 weeks of elections.	Officer updates submitted online within 3 weeks of elections.	Officer updates submitted online within 4 weeks of elections.	Officer updates submitted online within 5 weeks of elections	Officer updates not submitted by the end of the fiscal year (June 30).
2011–2012 Officers Status	All officers are active members.		Some officers are active members		None of the officers are active members.
2012–2013 Officers Status	All officers are active members.		Some officers are active members		None of the officers are active members.

2011–2012 Initiation(s)**	Initiation materials submitted within 2 weeks of initiation.	Initiation materials submitted within 3 weeks of initiation.	Initiation materials submitted within 4 weeks of initiation.	Initiation materials submitted within 5 weeks of initiation.	Initiation materials submitted within 6 or more weeks of initiation.
2012–13 Initiation(s)**	Initiation materials submitted within 2 weeks of initiation.	Initiation materials submitted within 3 weeks of initiation.	Initiation materials submitted within 4 weeks of initiation.	Initiation materials submitted within 5 weeks of initiation.	Initiation materials submitted within 6 or more weeks of initiation.
2011 Convocation Delegate	Registered delegate attended 2011 Convo Business Meeting.				No delegate attended 2011 Convo Business Meeting.
2011–2012 Educational Foundation Donation	A donation or pledge of at least \$150 was given to Chapter Challenge by June 30, 2012 .				A donation or pledge of at least \$150 was not given to EF. Or, the donation was received after June 30, 2013 .
2012–2013 Educational Foundation Donation	A donation or pledge of at least \$150 was given to Chapter Challenge by June 30, 2013 .				A donation or pledge of at least \$150 was not given to EF. Or, the donation was received after June 30, 2013 .

****May change as result of new database launch.**

Section #2: Chapter Business Meetings

Total Possible: 20 points

	4	3	2	1	0
Chronological listing of all chapter & committee meetings	Chapter made a list of all chapter and committee business meetings.				Chapter omitted a list of all chapter and committee business meetings.
Chapter Meetings, Minutes, and Agendas 2011-2012 & 2012-2013	Held 4 or more chapter general membership meetings per year. At least 4 agendas and minutes included chapter business, such as elections, program planning, Society information sharing.	Held 3 or more chapter general membership meetings per year. At least 3 agendas and minutes included chapter business, such as elections, program planning, Society information sharing.	Held 2 or more chapter general membership meetings per year. At least 2 agendas and minutes included chapter business, such as elections, program planning, Society information sharing.	Held 1 or more chapter general membership meetings per year. At least 1 agendas and minutes included chapter business, such as elections, program planning, Society information sharing.	Chapter cannot or did not demonstrate any general membership meetings per year. Chapter did not include any agendas and minutes included chapter business, such as elections, program planning, Society information sharing.
Chapter Committee Meetings 2011-2012 & 2012-2013	Chapter demonstrated 4 or more chapter committee meetings per year. At least 4 agendas and minutes were submitted and included committee business, such as program or publicity planning, membership recruitment & retention, or award planning.	Chapter demonstrated 3 chapter committee meetings per year. 3 agendas and minutes were submitted and included committee business, such as program or publicity planning, membership recruitment & retention, or award planning	Chapter demonstrated 2 chapter committee meetings per year. 2 agendas and minutes were submitted and included committee business, such as program or publicity planning, membership recruitment & retention, or award planning	Chapter demonstrated 1 chapter committee meeting per year. 1 agenda and minutes were submitted and included committee business, such as program or publicity planning, membership recruitment & retention, or award planning	Chapter cannot or did not demonstrate chapter committees were held each year. No agendas or minutes were included.
Chapter Meeting Communications	Chapter can demonstrate ALL of the following: -Notifications for meetings were sent 14 days in advance through email, flyers, social media or website updates, campus and community print media. -The chapter maintained a Web site or other form of social network with consistent updates. -Open discussion/feedback was offered during meetings. -Pertinent information from meetings was distributed to members within 1 week. -Members receive general chapter information once per month through print or electronic newsletter.	Chapter can demonstrate 4 of the following: -Notifications for meetings were sent 14 days in advance through email, flyers, social media or website updates, campus and community print media. -The chapter maintained a Web site or other form of social network with consistent updates. -Open discussion/feedback was offered during meetings. -Pertinent information from meetings was distributed to members within 1 week. -Members receive general chapter information once per month through print or electronic newsletter.	Chapter can demonstrate 3 of the following: -Notifications for meetings were sent 14 days in advance through email, flyers, social media or website updates, campus and community print media. -The chapter maintained a Web site or other form of social network with consistent updates. -Open discussion/feedback was offered during meetings. -Pertinent information from meetings was distributed to members within 1 week. -Members receive general chapter information once per month through print or electronic newsletter.	Chapter can demonstrate 2 of the following: -Notifications for meetings were sent 14 days in advance through email, flyers, social media or website updates, campus and community print media. -The chapter maintained a Web site or other form of social network with consistent updates. -Open discussion/feedback was offered during meetings. -Pertinent information from meetings was distributed to members within 1 week. -Members receive general chapter information once per month through print or electronic newsletter.	Chapter cannot demonstrate any of the following: -Notifications for meetings were sent 14 days in advance through email, flyers, social media or website updates, campus and community print media. -The chapter maintained a Web site or other form of social network with consistent updates. -Open discussion/feedback was offered during meetings. -Pertinent information from meetings was distributed to members within 1 week. -Members receive general chapter information once per month through print or electronic newsletter.
Pictures	One picture is included with a brief caption.				No picture is included

Section #3: *Membership and Retention*

Total Possible: 24 points

	4	3	2	1	0
Recruitment Goals	Chapter exceeds recruitment goals of for the biennium of ACE consideration.	Chapter meets recruitment goals for one year and exceeds one year.	Chapter exceeds recruitment goals for one years of ACE consideration	Chapter meets recruitment goals for one of the two years of ACE consideration	Chapter does not meet recruitment goals for the biennium of ACE consideration.
Membership Recruitment	Executed a comprehensive plan to reach all SOE students and faculty (undergrad and grad) and community education professionals. Hosted an informational and orientation meeting for new members; conducted membership retention activities for currently enrolled members. Members are aware of and can speak clearly about available KDP benefits.	Executed a comprehensive plan to reach some SOE students and faculty (undergrad and grad). Hosted either an informational or orientation meeting for new members; conducted membership retention activities for currently enrolled members.	Had a plan to reach only SOE students with a minimal plan to reach faculty. Hosted either an informational or orientation meeting. Members occasionally receive benefits information.	Inconsistent plan to reach SOE students. Informational or orientation meeting not included with membership activities.	Comprehensive recruitment plan not established. Members are initiated and not made aware of benefits.
Membership Initiation 2011-2012 & 2012-2013	Chapter initiation includes two of the following: Reception/Banquet; speaker (practicing educator, school administrator, etc); College/University representative (faculty, dean, provost, president, etc) AND: Hosted an orientation meeting for new members within 30 days of initiation.	Chapter initiation includes two of the following: Reception/Banquet; speaker (practicing educator, school administrator, etc); College/University representative (faculty, dean, provost, president, etc) OR: Hosted an orientation meeting for new members within 30 days of initiation.	Chapter initiation includes one of the following: Reception/Banquet; speaker (practicing educator, school administrator, etc); College/University representative (faculty, dean, provost, president, etc) AND: Hosted an orientation meeting for new members within 30 days of initiation.	Chapter initiation includes one of the following: Reception/Banquet; speaker (practicing educator, school administrator, etc); College/University representative (faculty, dean, provost, president, etc) OR: Hosted an orientation meeting for new members within 30 days of initiation.	Chapter only follows the KDP Ritual and Ceremonies Guide for initiation and does not hold an orientation meeting.
Membership Engagement	Chapter can demonstrate ALL of following: -membership retention activities for currently enrolled and/or graduated members -recognized scholarship and excellence in education with general membership and/or with local educators		Chapter can demonstrate one of following: -membership retention activities for currently enrolled and/or graduated members -recognized scholarship and excellence in education with general membership and/or with local educators		Chapter did not demonstrate any of following: -membership retention activities for currently enrolled and/or graduated members -recognized scholarship and excellence in education with general membership and/or with local educators
Membership Retention	Average renewal rate of 60% or more each academic year.	Average renewal rate of 40-59% each academic year.	Average renewal rate of 20-39% each year.	Average renewal of 10-19% each year.	Average renewal rate of 9% or below.
Pictures	One picture is included with brief caption				No picture is included

Section #4: Leadership Development

Total Possible: 16 points

	4	3	2	1	0
<p>Officer Elections Process</p> <p>2011-2012 & 2012-2013</p>	<p>Chapter demonstrates seven or more of the following:</p> <ul style="list-style-type: none"> -Executive board promoted officer openings. -Nominations were accepted. -Executive Committee approved slate of candidates. -Slate of candidates approved by membership. -Executive Committee created ballot. -Candidates presented speeches. -Members voted. -Newly appointed officers were publicized to membership, the campus, and the local community 	<p>Chapter Demonstrates five or more of the following:</p> <ul style="list-style-type: none"> -Executive board promoted officer openings. -Nominations were accepted. -Executive Committee approved slate of candidates. -Slate of candidates approved by membership. Executive Committee created ballot. -Candidates presented speeches. -Members voted. -Newly appointed officers were publicized to membership, the campus, and the local community 	<p>Chapter Demonstrates three or more of the following:</p> <ul style="list-style-type: none"> -Executive board promoted officer openings. -Nominations were accepted. -Executive Committee approved slate of candidates. -Slate of candidates approved by membership. -Executive Committee created ballot. -Candidates presented speeches. -Members voted. -Newly appointed officers were publicized to membership, the campus, and the local community 	<p>Chapter Demonstrates one or more of the following:</p> <ul style="list-style-type: none"> -Executive board promoted officer openings. -Nominations were accepted. -Executive Committee approved slate of candidates. -Slate of candidates approved by membership. -Executive Committee created ballot. -Candidates presented speeches. -Members voted. -Newly appointed officers were publicized to membership, the campus, and the local community 	<p>Chapter did not demonstrate any election process.</p>
<p>Officer Training</p> <p>2011-2012 & 2012-2013</p>	<p>Chapter demonstrates that all officers attended officer training (live, recorded, virtual, or led by counselor).</p> <p>AND:</p> <p>At least two officers participated in supplemental training (e.g. Society sponsored events, Student Government/Life training, campus or state education organization training, etc.).</p>	<p>Chapter demonstrates that half of the officers attended officer training (live, recorded, virtual, or led by counselor).</p> <p>AND:</p> <p>At least one officer participated in supplemental training (e.g. Society sponsored events, Student Government/Life training, campus or state education organization training, etc.).</p>	<p>Chapter demonstrates that a fourth of the officers attended officer training (live, recorded, virtual, or led by counselor).</p> <p>AND:</p> <p>At least one officer participated in supplemental training (e.g. Society sponsored events, Student Government/Life training, campus or state education organization training, etc.).</p>	<p>Chapter demonstrates that one officer attended a Virtual Officer Training Webinar (live, recorded, or led by counselor).</p>	<p>Chapter did not demonstrate any officer training.</p>
<p>Officer Transitions Process</p> <p>2011-2012 & 2012-2013</p>	<p>All officers participated in transition process which included chapter issues, financial status, officer specific binders, and goal setting.</p>	<p>At least half of officers participated in transition process which included chapter issues, financial status, officer specific binders, and goal setting.</p>	<p>A fourth of officers participated in transition process which included chapter issues, financial status, officer specific binders, and goal setting.</p>	<p>Chapter officers participated in transition process which included chapter issues, and transferring of officer specific binders.</p>	<p>The chapter did not conduct officer transition activities.</p>
<p>Pictures</p>	<p>One picture is included with brief caption.</p>				<p>Picture is not included.</p>

Section #5: Chapter Programming

Total Possible: 80 points

	20	15	10	5	0
<p>SUBMIT ONE ENTRY PER CATEGORY:</p> <p>Category 1: Professional/Career Development</p> <p>Category 2: Service/ Community Outreach</p> <p>Category 3: Alumni Relations/ Mentoring</p> <p>Category 4: Fundraising</p>	<p>Category Entry meets ALL of the following:</p> <ul style="list-style-type: none"> -Chapter set clear and measurable goals -Programming outcomes consistently met or exceeded chapter goals. -Chapter can demonstrate program's impact (4 out of the following 6) on: <ul style="list-style-type: none"> -SOE -chapter members -chapter as whole -college/university -community-at-large -overall Society -Excellent evaluation and reflection of strengths and weaknesses that influences future programming -Three samples of participant evaluation/feedback included. -Chapter can demonstrate (3 out of the following 4): <ul style="list-style-type: none"> -publicity before the event -a website featuring the event -press release from the chapter -featured article from the institution or local community news outlets -Provide a photograph of the event with caption 	<p>Category Entry meets 5 of the following:</p> <ul style="list-style-type: none"> -Chapter set clear and measurable goals -Programming outcomes consistently met or exceeded chapter goals. -Chapter can demonstrate program's impact (3 out of the following 6) on: <ul style="list-style-type: none"> -SOE -chapter members -chapter as whole -college/university -community-at-large -overall Society -Excellent evaluation and reflection of strengths and weaknesses that influences future programming -Three samples of participant evaluation/feedback included. -Chapter can demonstrate (2 out of the following 4): <ul style="list-style-type: none"> -publicity before the event -a website featuring the event -press release from the chapter -featured article from the institution or local community news outlets -Provide a photograph of the event with caption 	<p>Category Entry meets 3 of the following:</p> <ul style="list-style-type: none"> -Chapter set clear and measurable goals -Programming outcomes consistently met or exceeded chapter goals. -Chapter can demonstrate program's impact (2 out of the following 6) on: <ul style="list-style-type: none"> -SOE -chapter members -chapter as whole -college/university -community-at-large -overall Society -Excellent evaluation and reflection of strengths and weaknesses that influences future programming -Three samples of participant evaluation/feedback included. -Chapter can demonstrate (1 out of the following 4): <ul style="list-style-type: none"> -publicity before the event -a website featuring the event -press release from the chapter -featured article from the institution or local community news outlets -Provide a photograph of the event with caption 	<p>Category Entry meets 2 of the following:</p> <ul style="list-style-type: none"> -Chapter set clear and measurable goals -Programming outcomes consistently met or exceeded chapter goals. -Chapter can demonstrate program's impact (1 out of the following 6) on: <ul style="list-style-type: none"> -SOE -chapter members -chapter as whole -college/university -community-at-large -overall Society -Excellent evaluation and reflection of strengths and weaknesses that influences future programming -Three samples of participant evaluation/feedback included. -Chapter can demonstrate (1 out of the following 4): <ul style="list-style-type: none"> -publicity before the event -a website featuring the event -press release from the chapter -featured article from the institution or local community news outlets -Provide a photograph of the event with caption 	<p>Category Entry meets 1 or none of the following:</p> <ul style="list-style-type: none"> -Chapter set clear and measurable goals -Programming outcomes consistently met or exceeded chapter goals. -Chapter can demonstrate program's impact (1 out of the following 6) on: <ul style="list-style-type: none"> -SOE -chapter members -chapter as whole -college/university -community-at-large -overall Society -Excellent evaluation and reflection of strengths and weaknesses that influences future programming -Three samples of participant evaluation/feedback included. -Chapter can demonstrate (1 out of the following 4) : <ul style="list-style-type: none"> -publicity before the event -a website featuring the event -press release from the chapter -featured article from the institution or local community news outlets -Provide a photograph of the event with caption