



KAPPA DELTA PI

INTERNATIONAL HONOR SOCIETY IN EDUCATION

# Achieving Chapter Excellence (ACE) Award

The Achieving Chapter Excellence (ACE) Award recognizes Kappa Delta Pi chapters that demonstrate excellence in membership, leadership development, and programming in support of the Society's mission and strategic goals. The highest scoring chapter of all entries receives the coveted Dr. Florence B. Stratemeyer Award for Chapter Excellence.

## Call for Entries

To open February 2015

## Deadline

June 1, 2015

## Submissions

Award entries must be submitted via the online submission system. Emailed applications or physical binders are not accepted.

## Judging

Qualified judges with strong knowledge of chapter management and programming will be appointed.

## Notification

Award recipients will be notified by email by June 29, 2015.

## Presentation

Award recipients will be honored online, via certificate received by the chapter and its leadership, and at Kappa Delta Pi's 50th Biennial Convocation in Orlando, FL, October 22–24, 2015.

## For More Information

Contact Chris Beaman  
Email: [chris@kdp.org](mailto:chris@kdp.org)  
Call: 800-284-3167

<http://www.kdp.org/recognition>

## Eligibility

- Chapters must be able to complete all sections in order to apply for the ACE Award.
- Chapters must meet the four Society requirements of a chapter: have an initiation of new members, submit the Annual Financial Report by deadline, hold a chapter program/meeting, and attend a Society conference.
- Chapter meetings, programs, and/or activities must have been completed during the 2013–2014 and 2014–2015 academic years.

## Criteria

- **Entries must include the following sections. Refer to each section and the ACE Award Rubric for specific criteria.**
  - Administrative Qualifications
  - Chapter Business Meetings
  - Membership Recruitment and Retention
  - Leadership Development
  - Chapter Programming

## Submission Requirements

- A complete online submission will consist of:
  - Online entry form;
  - Validation of chapter administrative qualifications;
  - Supporting narrative for each criteria area in Sections 2–5; and
  - Documents and/or photographs supporting narrative.

NOTE: Incomplete submissions will not be accepted.

# 2015 ACE Awards

## Sections 1-3 and Criteria

In addition to the general eligibility listed on the previous page, each section will be judged on these criteria:

### Overall Quality of Submission

- **Written Narratives.** Written narratives are comprehensive and are presented logically and succinctly.
- **Organization/Mechanics.** The narratives and text are free from grammatical and spelling errors.

### Section 1: Administrative Qualifications

- **Annual Financial Report** submitted by August 1 for fiscal years 2014 and 2015.
- **Chapter Planning Tool** submitted by October 1, 2013 and October 1, 2014 for respective years.
- **Year-End Summary Report** for 2013–2014 academic year submitted by June 1, 2014.
- **Semester Celebrations** for fall 2014 submitted by December 20, 2014, and spring 2015 submitted by June 1, 2015.
- **Officer list is updated** each of the 2013–2014 and 2014–2015 academic years.
- **Officers' membership status is active** during their terms for the 2013–2014 and/or 2014–2015 academic years.
- **Registered delegate** attended 2013 Convocation Business Meeting.
- **Annual Chapter Challenge (unrestricted donation of at least \$150)** made to Kappa Delta Pi by June 30 each year.
- **Reports** submitted for the 2013–2014 and 2014–2015 academic years by specified deadlines.

### Section 2: Chapter Business and Committee Meetings

- **Chronological Listing of All Chapter and Committee Business Meetings.** List chronologically all chapter and committee business meetings for 2013–2014 and 2014–2015. Activities without a chapter business focus need not be included on this list.
- **Chapter Business and Committee Meetings Agendas and/or Minutes.** Describe chapter general membership AND committee meetings held during the biennium. Attach copies of [in total] eight (8) agendas and/or minutes from either business meetings or committee meetings showing chapter or committee business, such as elections, program planning, membership recruitment or retention, or Society information sharing. This should be four (4) per year.
- **Chapter Meeting Communications.** Describe how and when notifications were sent in advance of meetings. Include whether open discussion/feedback was offered during meetings and how any pertinent information from the meetings is distributed and when. In addition, address general member communications including the use of website, social media, or other print or electronic communications. Include management and frequency of communications updates and distribution. Include three (3) samples of chapter meeting communication.

### Section 3: Membership Recruitment and Retention

- **Recruitment Goals.** Show actual chapter recruitment numbers for both 2013–2014 and 2014–2015. Compare to chapter recruitment goals set by KDP Headquarters and give the percentage toward goal your chapter achieved.
- **Membership Recruitment.** Describe the chapter's comprehensive plan to reach all eligible education students, faculty, and community educators. Include how the chapter identifies candidates for membership, how the chapter communicates with prospective new members, how invitations are sent, and any informational and/or orientation meetings held, how they are conducted, and who and how many were in attendance.
- **Membership Initiation.** Describe how the chapter planned and presented the initiation ceremonies held in 2013–2014 and 2014–2015. Include whether a banquet or reception was part of the event and if any speakers and institution representatives attended. Describe if the chapter included a reaffirmation or a graduation portion in the ceremony. Also, address how and when an orientation meeting for new members was held. Provide copies of each initiation ceremony program since Fall 2013.
- **Membership Engagement and Retention.** Describe the chapter's comprehensive plan to engage and retain members—including alumni members. Include how the chapter encourages renewals. Describe any chapter recognition programs for scholarship and/or excellence in education for members and/or local educators.
- **One (1) picture** with a brief caption that shows how chapter recruitment/retention activity or initiation is successful.



# 2015 ACE Awards

## Sections 4-5 and Criteria

In addition to the general eligibility listed on the previous page, each section will be judged on these criteria:

### Section 4: Leadership Development

- **Officer Elections Process.** Describe how the chapter conducts officer elections, including how officer openings are promoted, how nominations are accepted, who creates the ballot and who approves the slate of candidates, how the slate is promoted and voted on, and how newly appointed officers are publicized and to whom.
- **Officer Training and Transitions Process.** Describe how the chapter provides officer trainings, including how they were presented (live, recorded, virtual, or led by Counselor) and who and how many attended for 2013–2014 and 2014–2015 academic years. Also, include any supplemental training in which officers participated, such as Society-sponsored events, government/life training, and campus or state education organization training. Include the number of officers who participated. Describe how the chapter conducts its officer transition and topics covered.
- **Leadership Development.** Describe how the chapter prepares the general membership for leadership roles including committee work and officer positions.

### Section 5: Chapter Programming

For each category in the following list, describe one (1) exemplary program or activity sponsored by the chapter. *Literacy Alive!* programs can be used only for one (1) category.

- **Professional/Career Development**
- **Service/Community Outreach**
- **Alumni Relations/Mentoring**
- **Fundraising**

Each Chapter Programming narrative must include:

- **Program Goals.** List the goals for the program. Make sure they are clear and measurable.
- **Program Outcomes.** Describe the outcomes of the program and how they met the program goals.
- **Program Impact.** How did the program impact the education department, chapter members, chapter as a whole, institution, community-at-large, and overall Society.
- **Program Evaluation and Reflection.** Describe the evaluation process including participant evaluation and feedback. How is participant feedback solicited and used in order to evaluate the success of the program? Include any reflections of strengths and areas for improvement that will influence future programs. Provide three (3) samples of participant evaluation and feedback. These can be quotes, data analysis, or survey results.
- **Publicity and Communications.** Describe how the program was publicized and featured. Provide three (3) examples of mediums used, which can include website, social media, press releases, fliers, and/or articles from institution or local community news outlets.
- **One (1) picture** with brief caption that exemplifies the program.



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# Dr. Florence B. Stratemeyer Award for Chapter Excellence

**Formerly named the Ace of the ACE Award for the top Achieving Chapter Excellence (ACE) Award, the Dr. Florence B. Stratemeyer Award recognizes the highest-ranking chapter of all ACE award recipients each biennium.**

*Dr. Florence B. Stratemeyer (1900–1980) served as the Society’s first executive Vice President from 1928-1942. Her commitment to Kappa Delta Pi was exemplified through her focus on developing chapter activities, Society workshops, and discussion groups.*

## Call for Entries

Not an open nomination award

## Deadline

Not an open nomination award

## Submissions

All chapters applying for the Achieving Chapter Excellence (ACE) Award are automatically applying for the Dr. Florence B. Stratemeyer Award.

## Judging

The chapter ranking highest on the Achieving Chapter Excellence (ACE) Award rubric will be the recipient.

## Notification

Award recipients will be notified at the Closing Banquet of Kappa Delta Pi’s 50th Biennial Convocation in Orlando, FL, October 22–24, 2015.

## Presentation

Award recipients will be honored at Kappa Delta Pi’s 50th Biennial Convocation in Orlando, FL, October 22–24, 2015.

## For More Information

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## Award Qualifications

Selection criteria include but are not limited to:

- Participation as an individual and a chapter in several past Convocations;
- Bringing a group of students to Convocation;
- Implementing a comprehensive program for chapter leaders and promoting the growth and development of chapter members individually and as a group;
- Encouraging chapter members to be involved and volunteer for chapter activities;
- Communicating on a regular basis with KDP Headquarters;
- Sending required forms and annual reports on time; and
- Initiating 8–10 percent of your institution’s School of Education.