

**2019 Achieving Chapter Excellence (ACE) Award**

## Rubric &amp; Score Sheet

Institution: \_\_\_\_\_

Chapter Name/Number: \_\_\_\_\_

**Eligibility Requirements**

*if score is 0 for any of the following requirements, applicant is not eligible.		Score
Chapter was listed as Active from July 1, 2017 – June 30, 2019. (1)		
Chapter held an initiation during Fiscal Year 2018 (July 1, 2017 – June 30, 2018). (1)		
Chapter held an initiation during Fiscal Year 2019 (July 1, 2018 – June 30, 2019). (1)		
Regional Chapter Coordinator Recommends Chapter for ACE Award (1)		
<b>TOTAL</b>		

**Section #1: Internal Verification – No Chapter Submission**

*points are used for scoring purposes only and not used as dis-/qualifiers.		Score
Validated Report Submissions (34 points)		
2017 Annual Financial Report on / /2017	2 points = report was submitted no later than 8/1/2017	
	1 point = report was submitted late	
	0 points = report was never received	
2018 Annual Financial Report on / /2018	2 points = report was submitted no later than 8/1/2018	
	1 point = report was submitted late	
	0 points = report was never received	
Chapter Planning Tool on / /2017	2 points = report was submitted no later than 10/1/2017	
	1 points = report was submitted late	
	0 points = report was never received	
Chapter Planning Tool on / /2018	2 points = report was submitted no later than 10/1/2018	
	1 points = report was submitted late	
	0 points = report was never received	
Fall 2017 Semester Celebration on / /2017	2 points = report was submitted no later than 12/15/2017	
	1 points = report was submitted late	
	0 points = report was never received	
Spring 2018 Semester Celebration on / /2018	2 points = report was submitted no later than 05/15/2018	
	1 points = report was submitted late	
	0 points = report was never received	
Fall 2018 Semester Celebration on / /2018	2 points = report was submitted no later than 12/15/2018	
	1 points = report was submitted late	
	0 points = report was never received	
Spring 2019 Semester Celebration on / /2019	2 points = report was submitted no later than 05/15/2019	
	1 points = report was submitted late	
	0 points = report was never received	

Chapter Met Recruitment Goal in 2017-2018	4 points for meeting recruitment goal	
Chapter Met Recruitment Goal in 2018-2019	4 points for meeting recruitment goal	
Student Members have active KDP Society membership in 2019	5 points if more than 90% of students (Spring 2019 or future graduation date) have active memberships	
	3 points if more than 75% of students (Spring 2019 or future graduation date) have active memberships	
	1 points if more than 50% of students (Spring 2019 or future graduation date) have active memberships	
	0 Points if less than 50% of students (Spring 2019 or future graduation date) have active memberships	
Chapter Officers Listed for 2017-2018 <input type="checkbox"/> Yes <input type="checkbox"/> No	3 points if chapter officers are listed for the 2017-2018 year	
Chapter Officers Listed for 2018-2019 <input type="checkbox"/> Yes <input type="checkbox"/> No	3 points if chapter officers are listed for the 2018-2019 year	
2017–2018 Officer Status	4 points = all officers listed are active members	
	2 points = majority of officers listed are active members	
	1 point = only some officers (<50%) listed are active members	
	0 points = no officers listed are active members	
2018–2019 Officer Status	4 points = all officers listed are active members	
	2 points = majority of officers listed are active members	
	1 point = only some officers (<50%) listed are active members	
2017–2018 Donation to KDP on / /	2 points = donation or pledge of at least \$150 was given to Chapter Challenge by June 30, 2018	
	0 points = no donations/pledges given by June 30, 2018	
2018–2019 Donation to KDP on / /	2 points = donation or pledge of at least \$150 was given to Chapter Challenge by June 1, 2019	
	0 points = no donations/pledges given by June 1, 2019	
<b>TOTAL</b>		

**Comments on Administrative Qualifications:**

## Section #2: Membership Elements

					Score
Membership Recruitment (21 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
<b>*Required: Chapter's recruitment process included multiple methods and points of contact.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan included steps to reach all SOE students (undergrad & grad—if applicable), faculty, and community education professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recruitment materials included a comprehensive discussion of Chapter and Society benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiation plan included make-up, online/virtual, or other options for initiation, even if not utilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan includes new to chapter strategies or includes overall innovative recruitment ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation of plan includes data and points of improvement for next year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

### Bonus points:

Chapter offered at least one gifted/honorary membership, and submitted information + 1  
 Chapter held interest meetings +1

### Comments on Membership Retention:

					Score
Membership Retention (15 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
*Required: Plan includes multiple points and/or modes of contact for lapsed members or reminders to renew prior to graduation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications include a comprehensive overview of Chapter and Society benefits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan includes new to chapter strategies or is overall innovative recruitment ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation of plan includes data and points of improvement for next year, or how the plan will be implemented and evaluated for the next year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

**Bonus points:**

Plan includes contacting alumni + 1

**Comments on Membership Retention:**

					Score
Membership Engagement (18 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
*Required: Chapter includes multiple ways for members to be involved (officer positions, committees, online communities, and/or other creative alternatives).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter surveys members and utilizes this data in developing programming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter uses incentives or a post-initiation incentive plan (PIIP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter celebrates chapter and/or member milestones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter prepares members to retain active Society membership following graduation by having them connect with the Society overall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

**Bonus:**

Chapter has a mentoring program + 1

Chapter has member awards/recognition program + 1

**Comments on Membership Engagement:**

### Section #3: Chapter Programming

					Score
Chapter Program 1 (15 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
The Chapter set goals or objectives for the project based off data and/or included a needs statement for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter included information on planning and marketing the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submission demonstrates impact on members/chapter/SOE/community via feedback or data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation includes information on how areas of improvement for future programming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

					Score
Chapter Program 2 (15 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
The Chapter set goals or objectives for the project based off data and/or included a needs statement for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter included information on planning and marketing the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submission demonstrates impact on members/chapter/SOE/community via feedback or data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation includes information on how areas of improvement for future programming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

					Score
Chapter Program 3 (15 points)					
	Compelling Evidence and Complete Descriptions (3)	Good Evidence and Supported Descriptions (2)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
The Chapter set goals or objectives for the project based off data and/or included a needs statement for the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter included information on planning and marketing the program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submission demonstrates impact on members/chapter/SOE/community via feedback or data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation includes information on how areas of improvement for future programming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

**Bonuses for programming (total, not for each):**

- Chapter used partner organizations + 1
- Chapter used experts (includes counselor/faculty) in planning + 1
- Chapter used KDP resources for programming + 1
- Chapter included KDP alumni in programming + 1

**Comments on Programming:**

**BONUS FOR SECTION:**

- Creativity of submission + 1
- Narrative written by a student + 1

**Comments on overall Membership Elements:**

## Section 4: Leadership Development

					Score
Leadership Development (23 points)					
	Compelling Evidence and Complete Descriptions (5)	Good Evidence and Supported Descriptions (3)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
<b>Required: Officers are listed in Society database for both years – included in internal evaluation (no points available for the section).</b>					
Officers set goals individually or as a team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers participated in additional leadership trainings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Executive Board implemented a comprehensive officer transition plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Officers reflected on the year in a formal or informal manner, as individuals or as a group.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	(3)	(2)	(1)	(0)	
Overall quality and mechanics of section.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

### Bonus:

Officer terms overlap (past president, co-officers) + 1

Chapter held a transition retreat + 1

Narrative section is written by an officer + 1

### Comments on Leadership Development:



## Section 5: Chapter Self- Evaluation

					Score
Self-Evaluation (18 points)					
	Compelling Evidence and Complete Descriptions (5)	Good Evidence and Supported Descriptions (3)	Little Evidence and Few Descriptions (1)	Incomplete and/or No Evidence with Descriptions (0)	
Evaluation includes data, feedback, and discussion on the overall success of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation includes information how the chapter plans to grow and change during the next academic year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter set goals for the coming year(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<b>(3)</b>	<b>(2)</b>	<b>(1)</b>	<b>(0)</b>	
Overall quality and mechanics of section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>TOTAL</b>					

## 2019 Achieving Chapter Excellence (ACE) SCORING

	Points Possible	Points Achieved
<b>Eligibility Requirements</b>		
Eligibility Requirements (pg 1)	4	
<b>Section 1: Administrative Qualifications</b>		
Internal Verification (pg 1-2)	47	
<b>Section 2: Membership Elements</b>		
Membership Recruitment (pg 3)	21	
Membership Retention (pg 4)	15	
Membership Engagement (pg 5)	18	
<b>Section 3: Chapter Programming</b>		
Chapter Program #1 (pg 6)	15	
Chapter Program #2 (pg 6)	15	
Chapter Program #3 (pg 7)	15	
<b>Section 4: Leadership Development</b>		
Officer Leadership Development (pg 8)	18	
<b>Section 5: Chapter Self-Evaluation</b>		
Chapter Self-Evaluation (pg 9)	23	
<b>BONUS POINTS FOR SUBMISSION</b>		
Creative Submission	+1 (each section creatively submitted)	
Completed a Celebration of Teaching Project in 2017-2018 or 2018-2019	+2	
Chapter earned all available administrative points	+2	
<b>TOTAL</b>		
	<b>191</b>	