

Achieving Chapter Excellence (ACE) Award

Rubric & 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, 2019 – June 30, 2021. (1)		
Chapter held an initiation during Fiscal Year 2020 (July 1, 2019 – June 30, 2020). (1)		
Chapter held an initiation during Fiscal Year 2019 (July 1, 2020 – June 30, 2021). (1)		
Regional Chapter Coordinator Recommends Chapter for ACE Award (1)		
TOTAL		

Section #1: Internal Verification – No Chapter Submission

*points are used for scoring purposes only and not used as dis-/qualifiers.		Score
Validated Report Submissions (35 points)		
2019 Annual Financial Report	2 points = report was submitted no later than 8/1/2019	
	1 point = report was submitted late	
	0 points = report was never received	
2020 Annual Financial Report	2 points = report was submitted no later than 8/1/2020	
	1 point = report was submitted late	
	0 points = report was never received	
	1 points = report was submitted late	
	0 points = report was never received	
Chapter Met Recruitment Goal in 2019-20	4 points for meeting recruitment goal	
Chapter Met Recruitment Goal in 2020-21	4 points for meeting recruitment goal	
Student Members (Spring 2021 or later graduation date) have active KDP Society membership in 2020	5 points if more than 90% of students	
	3 points if more than 75% of students	
	1 points if more than 50% of students	
	0 Points if less than 50% of students	
Chapter Officers Listed for 2019-2020	3 points if chapter officers are listed for the 2019-2020 year	
Chapter Officers Listed for 2020-2021	3 points if chapter officers are listed for the 2020-2021 year	
2019–2020 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	
2020–2021 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	
2019–2020 Donation to KDP on	2 points = donation of at least \$150 by June 30, 2020	
	0 points = no donations given	
2020–2021 Donation to KDP on	2 points = donation of at least \$150 by June 1, 2021	
	0 points = no donations given	
TOTAL		

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)	
Chapter's recruitment included multiple methods and contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plan included steps to reach all SOE students, 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 or 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"/>	
TOTAL					

Bonus points:

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

					Score
Membership Retention (12 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)	
Plan includes multiple of contacts or reminders to renew prior to graduation	<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 a new 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"/>	
TOTAL					

Bonus points:

Plan includes contacting alumni + 1

					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)	
Chapter includes multiple ways for members to be involved.	<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 achievements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chapter prepares members to retain active Society membership following graduation by connecting 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"/>	
TOTAL					

Bonus:

Chapter has a mentoring program + 1

Chapter has member awards/recognition program + 1

Comments on Membership Elements:

Section #3: Chapter Programming

					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"/>	
TOTAL					

					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"/>	
TOTAL					

Comments on Programming:

BONUS FOR SECTION:

Creativity of submission + 1

Narrative written by a student + 1

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)	
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"/>	
TOTAL					

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"/>	
	(3)	(2)	(1)	(0)	
Overall quality and mechanics of section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL					

Achieving Chapter Excellence (ACE) SCORING

	Points Possible	Points Achieved
Eligibility Requirements		
Eligibility Requirements (pg 1)	4	
Section 1: Administrative Qualifications		
Internal Verification (pg 1-2)	35	
Section 2: Membership Elements		
Membership Recruitment (pg 2-3)	21	
Membership Retention (pg 3)	12	
Membership Engagement (pg 4)	18	
Section 3: Chapter Programming		
Chapter Program #1 (pg 5)	15	
Chapter Program #2 (pg 5)	15	
Section 4: Leadership Development		
Officer Leadership Development (pg 6)	18	
Section 5: Chapter Self-Evaluation		
Chapter Self-Evaluation (pg 7)	23	
BONUS POINTS FOR SUBMISSION		
Creative Submission	+1 (each section creatively submitted)	
Chapter earned all available administrative points	+2	
TOTAL	161	