

CHAPTER NAME:					
<b>CHAPTER AND GLOBAL EDUCATION</b>					
		<b>EDUCATIONAL MEETINGS</b>			
A.) Monthly chapter educational meetings (minimum 4, maximum 12, 5 points per live and online/electronic meeting, 60 points maximum).	Live	0	5	0	
	Online/Electronic	0	5		
		<b>WORKSHOPS, SEMINAR OR REGIONAL CONFERENCE</b>			
B.) Chapter workshops/seminars or regional conferences (If a regional conference is held, host chapters involved in planning the conference will receive 15 points. Workshop/Seminars will receive 10 points in addition to any monthly educational meetings held. A workshop/seminar must be longer than two hours in duration to qualify. Points awarded Provided that Chapter Relations Manager received all meeting notices, programs and attendee lists related to workshop/seminar or regional conference).	Work Shop/Seminar	0	10	0	
	Hosting Regional Conference	0	15	0	
	Assisting Regional Conference	0	5	0	
		<b>NEW CERTIFICATION DESIGNEES</b>			
C.) Number of new certification designees who obtained CHTP designation in fiscal year. (5 points per member)	Members Obtaining Certification	0	5	0	
		<b>HFTP GLOBAL EVENTS</b>			
D.) Number of members who attended HFTP Global Events (1 point per member).	Annual Convention & Tradeshow (06)	0	1	0	
	HITEC (07)	0	1	0	
	Hotel & Club Controllers Conference (07)	0	1	0	
	Assistant Controllers Conference (07)	0	1	0	
	EHTEC	0	1	0	
	Other HFTP Global Events (07)	0	1	0	
<b>CHAPTER AFFILIATION AGREEMENT AND MEMBERSHIP</b>					
		<b>CHAPTER AFFILIATION AGREEMENT</b>			
A.) Chapter has signed a valid, current Chapter Affiliation Agreement with HFTP Global office. (This will be verified by the Chapter Relations Manager at the HFTP office; 5 points available).	Chapter Affiliation Agreement	0	5	0	
		<b>CHAPTER BOARD MEETINGS</b>			
B.) Chapters hold monthly board meetings with a quorum present. (This will be verified by the Chapter Relations Manager at the HFTP office; minimum 4, maximum 12, 5 points per meeting).	Chapter Board Meetings	0	5	0	
		<b>LEADERSHIP ACADEMY</b>			
C.) Chapters sends representatives to Annual Leadership Academy. (This will be verified by the Chapter Relations Manager at the HFTP office; 10 points per attendee).	Leadership Academy	0	10	0	
		<b>REQUIRED REPORTS</b>			
D.) Chapter submits all required financial and other reports to HFTP Global by published deadlines. (This will be verified by the Chapter Relations Manager at the HFTP office; 10 points financial report, 2 points per quarter report).	Financial Yearly Report	0	10	0	
	Chapter Quarterly Reports	0	2	0	
		<b>NEW MEMBERS</b>			
E.) New members recruited during the chapter fiscal year. (This will be verified by the Chapter Relations Manager at the HFTP office; 3 points per new member).	New Members	0	3	0	
		<b>RENEWED MEMBERS</b>			
F.) Chapter retained members during the chapter fiscal year. (This will be verified by the Chapter Relations Manager at the HFTP office).	75%	0	10	0	
	85%	0	15	0	
	95%	0	20	0	
	100%	0	25	0	

<b>CHAPTER NAME:</b>					
<b>COMMUNICATION AND CHARITABLE INVOLVEMENT</b>	<b>HFTP GLOBAL COMMITTEES</b>				
A.) Chapter's members serve on HFTP Global Committees, Councils or Task Forces. This includes service on the Global Board of Directors or Executive Committee. (Tracked by the Chapter Relations Manager at the HFTP office; 5 points per member's service).	Member Service on Global Levels	0	5	0	
	<b>CHAPTER NEWSLETTER</b>				
B.) Chapter publishes a periodic newsletter (printed or electronic). <u>(A newsletter has the attributes of a regularly distributed publication which consists of but not limited to chapter news, chapter contact information for general inquiries, HFTP Global events, etc. This will be verified by the Chapter Relations Manager at the HFTP office; 5 points per newsletter published and distributed).</u>	Chapter Newsletter	0	5	0	
	<b>CHAPTER WEBSITE</b>				
C.) Chapter maintains a website <u>on or around April 1st.</u> (individual or through HFTP). <u>(This will be verified by the Chapter Relations Manager at the HFTP office; 15 points if website is operational and current).</u>	Chapter Website	0	15	0	
	<b>STUDENT INVOLVEMENT</b>				
D.) Chapter is involved with collegiate students, either through sponsoring or assisting with a student chapter or offering scholarships. <u>(This will be verified by the Chapter Relations Manager at the HFTP office; 15 points for assisting with a student chapter or offering scholarships).</u>	Student Involvement	0	15	0	
	<b>CHARITABLE INVOLVEMENT</b>				
E.) Chapter contributes to the local community through volunteer efforts and charitable contributions <u>(This will be verified by the Chapter Relations Manager at the HFTP office; 15 points for charitable contribution efforts).</u>	Charitable Contribution	0	15	0	
<b>**POWERPOINT PRESENTATION</b>					
Additional 50 points for Power Point submission.		0	50	0	
					<b>0 Total</b>