



**APPLICATION FOR CHAPTER AWARDS PROGRAM**  
 (For work done between January - December 2017)  
 (Awards to be presented at the ASHE Annual Conference in 2018)  
**Applications must be received by March 1, 2018**

*ASHE will award status based the accuracy of the documentation submitted.  
 Lack of documentation or any documentation that does not fully support the criteria/requirements could affect  
 your award status.*

**Carefully read and follow the instructions indicated on this application.**

1. Please complete and submit the entire Application for Chapter Awards Program (including this page) and include all required documentation and supporting materials to show how your chapter achieved the required criteria for your award level.
2. Make sure that your application/submission is properly organized. Each section/category should be clear, concise, organized and easy to follow with supporting documentation included as backup. Fill out and include Requirements for Chapter Awards Application below in your submission.
3. Submit only the **REQUIRED** information.
4. All documents and supporting materials submitted must be within the calendar year Jan-Dec 2017.
5. Please double check your submission for accuracy to ensure that you have included all the required documents. Incomplete submissions will be deemed ineligible.
6. **Please Note: A Wildcard may be used to satisfy any of the criteria not met except Joint ASHE/Chapter Membership category.**
7. Application and all other materials/documentation must be submitted together. Because of the documentation required, applications may not be submitted by fax, e-mail, or hard-copy submissions.
8. Upload your submission onto box.com in the appropriate folders under your chapter name.
9. Maintain a copy of your application/submission for your files.
10. Please send your confirmations of receipt in writing to Avis Gordon: [agordon@aha.org](mailto:agordon@aha.org). Please allow 24-48 hours response time.

<b>Chapter Award Level:</b> (check one) <input type="checkbox"/> Platinum <input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze
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Official Chapter Name \_\_\_\_\_

Chapter President \_\_\_\_\_

Completed by: \_\_\_\_\_

**Contact Information:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Upload application and supporting materials to box.com**

Contact Avis Gordon at 312-422-3806 [agordon@aha.org](mailto:agordon@aha.org) for information on how to upload your documents.

## APPLICATION FOR CHAPTER AWARDS PROGRAM

*Carefully read the information throughout the following pages. This is your guide to help you complete your application for a Chapter Award. Be sure to include all the information that is required and document information where indicated. **SUBMIT THE ENTIRE APPLICATION***

**EDUCATION** - Affiliate chapters must demonstrate their continual effort to provide local educational and training opportunities on current topics and trends that address the healthcare built environment industry/facility management profession.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b><u>CHAPTER EDUCATION PROGRAMS</u></b> Provide a <u>written summary</u> of the educational programs offered by your chapter in 2017 that includes:</p> <ul style="list-style-type: none"> <li>• Date and time of each program</li> <li>• Speaker/topic of each program</li> <li>• Number of hours for each program</li> <li>• Total number of program hours.</li> </ul> <p><b><u>Required Document(s)</u></b></p> <ul style="list-style-type: none"> <li>• Brochures</li> <li>• Flyers</li> <li>• Agendas (with date/time)</li> </ul> <p>Please upload all supporting documents to your designated file in box.com.</p> <p><b>NOTE: Calculate <u>education hours only</u>. Exhibits, social events, board mtgs., lunch, etc., does not count toward total hours</b></p>	<p>To qualify your chapter must conduct <b><u>24 hours or more</u></b> of educational programming in 2017.</p> <p><b>Indicate total education hours below:</b></p> <p>_____</p>	<p>To qualify your chapter must conduct <b><u>20 hours</u></b> of educational programming in 2017.</p> <p><b>Indicate total education hours below</b></p> <p>_____</p>	<p>To qualify your chapter must conduct <b><u>12 hours</u></b> of educational programming in 2017.</p> <p><b>Indicate total education hours below</b></p> <p>_____</p>	<p>To qualify your chapter must conduct <b><u>8 hours</u></b> of educational programming in 2017.</p> <p><b>Indicate total education hours below</b></p> <p>_____</p>

**LEADERSHIP DEVELOPMENT** - Affiliate chapters must show that it has prepared its leaders for their chapter roles. Attendance at the annual Chapter Leadership Forum gives chapter officers an opportunity to network with other chapter officers.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b><u>CHAPTER LEADERSHIP FORUM</u></b> <i>Indianapolis, Indiana</i> Attendance at the 2017 Chapter Leadership Forum by officers of your chapter.</p> <p><b><u>Required Document(s)</u></b></p> <ul style="list-style-type: none"> <li>• Provide names and positions of your chapter leaders who attended</li> </ul> <p><b>NOTE: Chapter officers are current/elected President, President-elect, Vice-President, Secretary, or, Immediate Past President.</b></p>	<p>At least three chapter members, two of whom are chapter officers, must attend the annual Chapter Leadership Forum.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>At least three chapter members, one of whom is a chapter officer, must attend the annual Chapter Leadership Forum.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>At least two chapter members, one of whom is a chapter officer, must attend the annual Chapter Leadership Forum.</p> <p>_____</p> <p>_____</p>	<p>At least one chapter member must attend the annual Chapter Leadership Forum.</p> <p>_____</p>

**RECOGNITION** – Affiliate chapters must demonstrate that it supports and promotes professional excellence, as well as provides opportunities for peer recognition in the field.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b><u>REGIONAL LEADER AWARD</u></b></p> <p><b><u>Required Document(s)</u></b></p> <ul style="list-style-type: none"> <li>• A completed 2017 or 2018 application</li> </ul> <p>Please upload all supporting documents to your designated file in box.com.</p>	<p>Document name of candidate nominated in 2017 or 2018</p>			<p><b>NOT REQUIRED FOR THIS LEVEL</b></p>

**MEMBERSHIP - Affiliate chapters should demonstrate that they promote and support "professional" membership in both the local chapter and national ASHE.**

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b>CHAPTER OFFICERS</b> The Chapter President <b>AND</b> President-elect <b>must both</b> hold active ASHE membership.</p> <p><b>Required Document(s)</b> Provide documentation that list the following for both the President and :President-elect:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Chapter Officer Title</li> <li>Elected Term</li> <li>ASHE member ID#</li> </ul> <p><b>NOTE: Individuals must have active ASHE membership at the time of award submission.</b></p>	<p>All Chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy must maintain ASHE membership (a member in good standing).</p> <p><b>Indicate chapter officer information below:</b></p>	<p>All Chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain ASHE membership (a member in good standing).</p> <p><b>Indicate chapter officer information below:</b></p>	<p>The Chapter President and Vice President/President-elect and an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain ASHE membership (a member in good standing).</p> <p><b>Indicate chapter officer information below:</b></p>	<p>The Chapter President or Vice President/President-elect and an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain ASHE membership (a member in good standing).</p> <p><b>Indicate chapter officer information below:</b></p>

<p><b>JOINT ASHE/CHAPTER MEMBERSHIP</b> Provide a complete list of your chapter members and identify the annual percentage of chapter members that are also active ASHE members.</p> <p><b>Required Document(s)</b> A list in Excel or pdf format of your entire membership roster. The list <b>MUST</b> identify <b>ALL</b> of the following:</p> <ul style="list-style-type: none"> <li>Member Name</li> <li>Title</li> <li>Address</li> <li>Phone, Fax, Email</li> <li>Whether Professional or Associate</li> <li>Total number of members</li> <li>% of joint members</li> </ul>	<p>*To qualify your chapter must have <b>25% or more</b> of joint membership ending 2017 or the increase in percentage under each level as required (see Criteria for Chapter Awards Checklist below for percentage requirement).</p> <p><b>Indicate the % of joint ASHE/chapter membership:</b> _____%</p> <p><b>OR</b></p> <p><b>Increase in percentage from last year:</b> _____%</p> <p>Use the following equation to calculate increase in percentage from last year:  <math display="block">\frac{[(2016 \text{ joint members minus } 2015 \text{ joint members}) \text{ divided by } 2015 \text{ joint members}] \text{ times } 100}{}</math> </p> <p>Also see <a href="http://www.percent-change.com/">http://www.percent-change.com/</a>: 1<sup>st</sup> Joint Member Value is year 2016, 2<sup>nd</sup> Joint Member Value is year 2017.</p>
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**CHAPTER ADVOCACY - Affiliate chapters should demonstrate that they support and partner with ASHE on important national and/or local issues that affect the healthcare facility/engineering industry.**

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b>ADVOCACY LIAISON(S)</b> Identify all individuals from your chapter to serve as liaisons for local advocacy issues.</p> <p><b>Required Document(s)</b> Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison(s).</p>	<p>To qualify indicate the name and contact information for your Advocacy Liaisons. The liaison must attend four (4) Quarterly Webinars in 2017</p> <hr/> <hr/> <hr/> <hr/> <hr/>			

**COMMUNICATIONS** - Affiliate chapters must maintaining regular communications with its membership, customers and service providers on issues, trends, and developments that affect your chapter, local community, and/or national ASHE.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b>CHAPTER WEBSITE/URL</b> Provide your chapter URL/website address</p> <p>www: _____</p> <p><b>Required Document(s)</b> Your chapter <b>must</b> include a hyperlink to www.ashe.org</p>	Documentation must support that your chapter has met the requirement in this category.			

<p><b>CHAPTER COMMUNICATIONS</b> Your chapter must provide a copy of the various chapter communications that were distributed to chapter members during the 2017 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession.</p> <p><b>Required Document(s)</b> Communications can be in print and/or electronic format and must indicate title/date and complete details of communications</p> <ul style="list-style-type: none"> <li>• Newsletters</li> <li>• Information articles relevant to chapter, industry</li> <li>• Advocacy alerts</li> <li>• Chapter/Industry/ASHE announcements</li> <li>• Any materials that support work in this category</li> </ul>	<p>To qualify your chapter must distribute <b>12 or more</b> member communications in 2017.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a <b>minimum of eight (8)</b> member communications in 2017.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a <b>minimum of six (6)</b> member communications in 2017.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a <b>minimum of four (4)</b> member communications in 2017.</p> <p>Indicate total number of communications below:</p> <p>_____</p>
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**ANNUAL PLANNING** - Affiliate chapters should demonstrate that they support and partner with ASHE on important national and/or local issues that affect the healthcare facility/engineering industry.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p><b>OPERATING BUDGET</b> Effectively managed chapters are run with the assistance of an operating budget.</p> <p><b>Documents required to support criteria</b> Documentation <b>must</b> include <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Copy of the Annual Operating Budget</li> <li>• Copy of committee minutes showing the budget was approved by your Board/Executive committee</li> </ul> <p>Please upload all supporting documents to your designated file in box.com.</p>	Documentation must support that your chapter has met the requirement in this category.			

<p><b>ANNUAL PLANNING</b></p> <p><i>Affiliate chapters should demonstrate that they hold a yearly session to plan activities for the chapter.</i></p> <p><b>Documents required to support criteria</b></p> <p>Documentations <b>must</b> include <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• Copy of annual strategic plan</li> <li>• Copy of annual marketing/promotional plan</li> <li>• Copy of Society goals/objectives, etc.</li> <li>• Calendar of Events</li> </ul> <p>Please upload all supporting documents to your designated file in box.com.</p>	<p>Documentation must support that your chapter has met the requirement in this category.</p>
<p><b>WILDCARD (Host an ASHE Program)</b></p> <p>If your chapter is unable to meet the requirements set forth in this award application, your chapter has the option of substituting one wildcard activity for the missing requirement. A Wildcard is an ASHE Sanctioned Education program held by the Chapter during the reporting year. <b>NOTE: The dual membership requirement cannot be met with a wildcard.</b></p>	<p>Programs that currently qualify as a wildcard are the following: Compliance with Joint Commission, Healthcare Construction Certificate Program (HCC), Health Care Construction Project Management Program (HCPM), ASHE Boot Camp for Healthcare Facility Managers, the Certified Healthcare Facilities Manager (CHFM) Exam Review Preparation, the Certified Healthcare Constructor (CHC) Exam Review and Preparation, and Managing Infection Control.</p>

**IMPORTANT -- PLEASE READ BEFORE SENDING YOUR SUBMISSION**

- ASHE will award status based the accuracy of the documentation submitted.
- Please double check your submission for accuracy prior to uploading to box.com.
- Be sure all documentation is accurate and that you have included all the required documents.
- Lack of documentation or any documentation that does not fully support the criteria/ requirements could affect your award status.
- Incomplete submissions will be deemed ineligible.
- **Applications must be received by March 1, 2018**

Questions, contact Avis Gordon at 312-422-3806 or via e-mail at [agordon@aha.org](mailto:agordon@aha.org).

Revised: 3/15/17

# Criteria for Chapter Awards Checklist

Criteria	Platinum	Gold	Silver	Bronze
<b>Chapter Education Programs</b>	Minimum of 24 hours	Minimum of 20 hours	Minimum of 12 hours	Minimum of 8 hours
<b>Chapter Leadership Forum</b>	Three with two officers	Three with one officer	Two with one officer	One member
<b>Regional Leader Award</b>	One completed 2017 or 2018 application			Not required for this level
<b>Chapter Officers</b>	All officers including liaisons	All officers Including liaisons	President and Vice President Including liaisons	President or Vice President Including liaisons
<b>Joint ASHE/Chapter Membership</b>	<p><b>25%</b> Required <u>or</u> <b>5%</b> increase from last year</p> <p>Use the following equation to calculate 5% increase:            [(2017 joint members minus 2016 joint members) divided by 2016 joint members] times 100</p> <p>Also see <a href="http://www.percent-change.com/">http://www.percent-change.com/</a>: 1<sup>st</sup> Value is year 2016, 2<sup>nd</sup> Value is year 2017.</p>	<p><b>25%</b> Required <u>or</u> <b>4%</b> increase from last year</p> <p>Use the following equation to calculate 4% increase:            [(2017 joint members minus 2016 joint members) divided by 2016 joint members] times 100</p> <p>Also see <a href="http://www.percent-change.com/">http://www.percent-change.com/</a>: 1<sup>st</sup> Value is year 2016, 2<sup>nd</sup> Value is year 2017.</p>	<p><b>25%</b> Required <u>or</u> <b>3%</b> increase from last year</p> <p>Use the following equation to calculate 3% increase:            [(2017 joint members minus 2016 joint members) divided by 2016 joint members] times 100</p> <p>Also see <a href="http://www.percent-change.com/">http://www.percent-change.com/</a>: 1<sup>st</sup> Value is year 2016, 2<sup>nd</sup> Value is year 2017.</p>	<p><b>25%</b> Required <u>or</u> <b>2%</b> increase from last year</p> <p>Use the following equation to calculate 2% increase:            [(2017 joint members minus 2016 joint members) divided by 2016 joint members] times 100</p> <p>Also see <a href="http://www.percent-change.com/">http://www.percent-change.com/</a>: 1<sup>st</sup> Value is year 2016, 2<sup>nd</sup> Value is year 2017.</p>
<b>Advocacy Liaison(s)</b>	To qualify indicate the name and contact information for your Advocacy Liaisons. The liaison must attend four (4) Quarterly Webinars in 2017			
<b>Chapter Website/URL (for all levels)</b>	Provide your chapter URL/website address. Your chapter <b>must</b> include a hyperlink to <a href="http://www.ashe.org">www.ashe.org</a>			
<b>Chapter Communications</b>	12	8	6	4
<b>Operating Budget</b>	Required for all Levels			
<b>Annual Planning</b>	Required for all Levels			
<b>Wildcard (Host an ASHE Program)</b> If your chapter is unable to meet the requirements set forth in this award application, your chapter has the option of substituting one wildcard activity for the missing requirement. A Wildcard is an ASHE Sanctioned Education program held by the Chapter during the reporting year. <u>The dual membership requirement cannot be met with a wildcard.</u>	Programs that currently qualify as a wildcard are hosting the following: Compliance with Joint Commission, Healthcare Construction Certificate Program (HCC), Health Care Construction Project Management Program (HCPM), ASHE Boot Camp for Healthcare Facility Managers, the Certified Healthcare Facilities Manager (CHFM) Exam Review Preparation, the Certified Healthcare Constructor (CHC) Exam Review and Preparation, and Managing Infection Control.			

**Applications must be uploaded by March 1, 2018**

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- Incomplete submissions will be deemed ineligible.
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Questions, contact Avis Gordon at 312-422-3806 or via e-mail at [agordon@aha.org](mailto:agordon@aha.org).

Revised: 4/5/17



**APPLICATION FOR ASHE ELITE AWARD PROGRAM**  
*(For weather-normalized Source EUI between 1/1/2017 and 12/31/2017)*  
*(Awards to be presented at the ASHE Annual Conference in 2018)*  
**Applications must be received by March 1, 2018**

## (OPTIONAL) ELITE AWARD APPLICATION

<b>Elite Award Status:</b> <i>(check one)</i> <input type="checkbox"/> Platinum Elite <input type="checkbox"/> Gold Elite <input type="checkbox"/> Silver Elite <input type="checkbox"/> Bronze Elite
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Official Chapter Name \_\_\_\_\_

Chapter President \_\_\_\_\_

Completed by: \_\_\_\_\_

**Contact Information:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Your Chapter must participate in the ASHE Energy to Care Chapter Challenge Program.
2. Provide a chapter membership list (in excel format) of members with facilities participating in the ASHE Energy to Care Chapter Challenge (**Upload list to Chapter's ASHE Box.com Account**).
3. Select a Chapter Sustainability Liaison. Provide the name and contact information of your Chapter Sustainability Liaison. Provide the name and contact information of your Chapter Sustainability Liaison. All Chapter Sustainability Liaisons ***MUST*** participate in Energy to Care. This person (or designee) must participate in all scheduled conference calls during the course of the upcoming year and serve as the contact person for ASHE Energy to Care Chapter Challenge. (**Please list the name and provide contact information**):

**Sustainability Liaison Contact Information:**

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. Chapter board must vote to become an Ally of the Sustainability roadmap and a copy of the chapter's official minutes from the meeting in which the vote was taken must be provided to ASHE (**Upload minutes to Chapter's ASHE Box.com Account**).
5. Chapter must submit its application to become an Ally of the Sustainability Roadmap. Provide a copy of your Ally application when filling out your Elite Award application as verification. (**Upload application to Chapter's ASHE Box.com Account**).



**\*\*\*IMPORTANT\*\*\***

**PLEASE READ THE FOLLOWING BEFORE SENDING YOUR SUBMISSION**

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Lack of documentation or any documentation that does not fully support the  
criteria/requirements could affect your award status.  
Incomplete submissions will be deemed ineligible.*

*Questions may be directed to:*

**Avis Gordon, Senior Specialist Chapter Relations**  
312-422-3806 or via e-mail at [agordon@aha.org](mailto:agordon@aha.org)

**APPLICATIONS MUST BE RECEIVED BY MARCH 1, 2018**

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