



APPLICATION FOR CHAPTER AWARDS PROGRAM
 (For work done between January - December 2018)
 (Awards to be presented at the ASHE Annual Conference in 2019)
Applications must be received by March 1, 2019

*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 2018.
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. Please allow 24-48 hours response time.

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

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 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><u>CHAPTER EDUCATION PROGRAMS</u> 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"> • Date and time of each program • Speaker/topic of each program • Number of hours for each program • Total number of program hours. <p><u>Required Document(s)</u></p> <ul style="list-style-type: none"> • Brochures • Flyers • Agendas (with date/time) <p>Please upload all supporting documents to your designated file in box.com.</p> <p>NOTE: Calculate <u>education hours only</u>. Exhibits, social events, board mtgs., lunch, etc., does not count toward total hours</p>	<p>To qualify your chapter must conduct <u>24 hours or more</u> of educational programming in 2018.</p> <p>Indicate total education hours below:</p> <p>_____</p>	<p>To qualify your chapter must conduct <u>20 hours</u> of educational programming in 2018.</p> <p>Indicate total education hours below</p> <p>_____</p>	<p>To qualify your chapter must conduct <u>12 hours</u> of educational programming in 2018.</p> <p>Indicate total education hours below</p> <p>_____</p>	<p>To qualify your chapter must conduct <u>8 hours</u> of educational programming in 2018.</p> <p>Indicate total education hours below</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><u>CHAPTER LEADERSHIP FORUM</u> <i>Indianapolis, Indiana</i> Attendance at the 2018 Chapter Leadership Forum by officers of your chapter.</p> <p><u>Required Document(s)</u></p> <ul style="list-style-type: none"> • Provide names and positions of your chapter leaders who attended <p>NOTE: Chapter officers are current/elected President, President-elect, Vice-President, Secretary, or, Immediate Past President.</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><u>REGIONAL LEADER AWARD</u></p> <p><u>Required Document(s)</u></p> <ul style="list-style-type: none"> • A completed 2018 or 2019 application <p>Please upload all supporting documents to your designated file in box.com.</p>	<p>Document name of candidate nominated in 2018 or 2019</p>			<p>NOT REQUIRED FOR THIS LEVEL</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>CHAPTER OFFICERS The Chapter President AND President-elect must both hold active ASHE membership.</p> <p>Required Document(s) Provide documentation that list the following for both the President and :President-elect:</p> <ul style="list-style-type: none"> Name Chapter Officer Title Elected Term ASHE member ID# <p>NOTE: Individuals must have active ASHE membership at the time of award submission.</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>Indicate chapter officer information below:</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>Indicate chapter officer information below:</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>Indicate chapter officer information below:</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>Indicate chapter officer information below:</p>

<p>JOINT ASHE/CHAPTER MEMBERSHIP Provide a complete list of your chapter members and identify the annual percentage of chapter members that are also active ASHE members.</p> <p>Required Document(s) A list in Excel or pdf format of your entire membership roster. The list MUST identify ALL of the following:</p> <ul style="list-style-type: none"> Member Name Title Address Phone, Fax, Email Whether Professional or Associate Total number of members % of joint members 	<p>*To qualify your chapter must have 25% or more of joint membership ending 2018 or the increase in percentage under each level as required (see Criteria for Chapter Awards Checklist below for percentage requirement).</p> <p>Indicate the % of joint ASHE/chapter membership: _____%</p> <p>OR</p> <p>Increase in percentage from last year: _____%</p> <p>Use the following equation to calculate increase in percentage from last year: $[(2018 \text{ joint members minus } 2017 \text{ joint members}) \text{ divided by } 2017 \text{ joint members}] \text{ times } 100$ </p> <p>Also see http://www.percent-change.com/: 1st Joint Member Value is year 2017, 2nd Joint Member Value is year 2018.</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>ADVOCACY LIAISON(S) Identify all individuals from your chapter to serve as liaisons for local advocacy issues.</p> <p>Required Document(s) 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>CHAPTER WEBSITE/URL Provide your chapter URL/website address</p> <p>www: _____</p> <p>Required Document(s) Your chapter must include a hyperlink to www.ashe.org</p>	Documentation must support that your chapter has met the requirement in this category.			

<p>CHAPTER COMMUNICATIONS Your chapter must provide a copy of the various chapter communications that were distributed to chapter members during the 2018 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession.</p> <p>Required Document(s) 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"> • Newsletters • Information articles relevant to chapter, industry • Advocacy alerts • Chapter/Industry/ASHE announcements • Any materials that support work in this category 	<p>To qualify your chapter must distribute 12 or more member communications in 2018.</p> <p>Indicate total number of communications below: _____</p>	<p>To qualify your chapter must distribute a minimum of eight (8) member communications in 2018.</p> <p>Indicate total number of communications below: _____</p>	<p>To qualify your chapter must distribute a minimum of six (6) member communications in 2018.</p> <p>Indicate total number of communications below: _____</p>	<p>To qualify your chapter must distribute a minimum of four (4) member communications in 2018.</p> <p>Indicate total number of communications below: _____</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>OPERATING BUDGET Effectively managed chapters are run with the assistance of an operating budget.</p> <p>Documents required to support criteria Documentation must include one of the following:</p> <ul style="list-style-type: none"> • Copy of the Annual Operating Budget • Copy of committee minutes showing the budget was approved by your Board/Executive committee <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>ANNUAL PLANNING</p> <p><i>Affiliate chapters should demonstrate that they hold a yearly session to plan activities for the chapter.</i></p> <p>Documents required to support criteria</p> <p>Documentations must include one of the following:</p> <ul style="list-style-type: none"> • Copy of annual strategic plan • Copy of annual marketing/promotional plan • Copy of Society goals/objectives, etc. • Calendar of Events <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>WILDCARD (Host an ASHE Program)</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. NOTE: The dual membership requirement cannot be met with a wildcard.</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

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- 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, 2019**

Questions, contact Avis Gordon at 312-422-3806 or via e-mail at agordon@aha.org.

Revised: 8/14/18

Criteria for Chapter Awards Checklist

Criteria	Platinum	Gold	Silver	Bronze
Chapter Education Programs	Minimum of 24 hours	Minimum of 20 hours	Minimum of 12 hours	Minimum of 8 hours
Chapter Leadership Forum	Three with two officers	Three with one officer	Two with one officer	One member
Regional Leader Award	One completed 2018 or 2019 application			Not required for this level
Chapter Officers	All officers including liaisons	All officers Including liaisons	President and Vice President Including liaisons	President or Vice President Including liaisons
Joint ASHE/Chapter Membership	<p>25% Required <u>or</u> 5% increase from last year</p> <p>Use the following equation to calculate 5% increase: $\frac{[(2018 \text{ joint members minus } 2017 \text{ joint members}) \text{ divided by } 2017 \text{ joint members}] \text{ times } 100}{}$ </p> <p>Also see http://www.percent-change.com/: 1st Value is year 2017, 2nd Value is year 2018.</p>	<p>25% Required <u>or</u> 4% increase from last year</p> <p>Use the following equation to calculate 4% increase: $\frac{[(2018 \text{ joint members minus } 2017 \text{ joint members}) \text{ divided by } 2017 \text{ joint members}] \text{ times } 100}{}$ </p> <p>Also see http://www.percent-change.com/: 1st Value is year 2017, 2nd Value is year 2018.</p>	<p>25% Required <u>or</u> 3% increase from last year</p> <p>Use the following equation to calculate 3% increase: $\frac{[(2018 \text{ joint members minus } 2017 \text{ joint members}) \text{ divided by } 2017 \text{ joint members}] \text{ times } 100}{}$ </p> <p>Also see http://www.percent-change.com/: 1st Value is year 2017, 2nd Value is year 2018.</p>	<p>25% Required <u>or</u> 2% increase from last year</p> <p>Use the following equation to calculate 2% increase: $\frac{[(2018 \text{ joint members minus } 2017 \text{ joint members}) \text{ divided by } 2018 \text{ joint members}] \text{ times } 100}{}$ </p> <p>Also see http://www.percent-change.com/: 1st Value is year 2017, 2nd Value is year 2018.</p>
Advocacy Liaison(s)	To qualify indicate the name and contact information for your Advocacy Liaisons. The liaison must attend all scheduled Advocacy Liaison Webinars in 2018			
Chapter Website/URL (for all levels)	Provide your chapter URL/website address. Your chapter must include a hyperlink to www.ashe.org			
Chapter Communications	12	8	6	4
Operating Budget	Required for all Levels			
Annual Planning	Required for all Levels			
Wildcard (Host an ASHE Program) 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, 2019

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Questions, contact Avis Gordon at 312-422-3806 or via e-mail at agordon@aha.org.

Revised: 8/17/18



APPLICATION FOR ASHE ELITE AWARD PROGRAM
(For weather-normalized Source EUI between 1/1/2018 and 12/31/2018)
(Awards to be presented at the ASHE Annual Conference in 2018)
Applications must be received by March 1, 2019

(OPTIONAL) ELITE AWARD APPLICATION

Elite Award Status: <i>(check one)</i> <input type="checkbox"/> Platinum Elite <input type="checkbox"/> Gold Elite <input type="checkbox"/> Silver Elite <input type="checkbox"/> Bronze Elite

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. Select a Chapter Sustainability Liaison. Provide the name and contact information of your Chapter Sustainability Liaison.

Sustainability Liaison Contact Information:

Name _____

Company _____

Phone: _____ E-mail: _____

3. Sustainability Liaisons will provide chapter updates from quarterly liaison webinars. (Please provide documentation for updates which may include presentation slides, emails, or meeting notes.)
4. All Chapter Sustainability Liaisons must participate in the myASHE Sustainability Liaison Community which includes resources and quarterly webinar information.

*****IMPORTANT*****

PLEASE READ THE FOLLOWING BEFORE SENDING YOUR SUBMISSION

*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.
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

APPLICATIONS MUST BE RECEIVED BY MARCH 1, 2019

Upload application and supporting materials to box.com

Contact Avis Gordon at 312-422-3806 agordon@aha.org for information on how to upload your documents.