



## ASHE Chapter Communication 2024 Chapter Award Applications – Due April 1

*Email sent to ASHE Chapter Leaders and Support Staff on January 29, 2024.*

Hello, Chapter Leaders and Support Staff,

Below is important information to submit your chapter awards application. **Please note that all chapter award applications are due on April 1, 2024.**

### **Important changes for this year:**

We have been working on a number of process improvements for the chapter awards application, which are outlined below. These process improvements have been made due to the feedback we have received from the chapter survey, ASHE Advisory Board discussions, and individual feedback, and the Chapter Leadership Committee has reviewed the revised process.

- All documentation will be uploaded in the online application portal, and all SharePoint folders from previous years have been sunset.
  - This change is being made as SharePoint didn't work well for a significant portion of chapter leaders (and other "external" collaborators).
  - Note: While these SharePoint folders have been sunset, if any Chapters need access to download their archived documents, please let me know, and I will restore access.
- Eliminated a number of the documentation required.
  - If ASHE already has this information on file (i.e., education programs that the chapter applied for and obtained CECs from ASHE), we are no longer requiring Chapters to provide it to us.
  - The only documentation chapters need to upload are the following:
    - Education Activities (did not provide CECs from ASHE)
    - Chapter Communications
    - Operating budget
    - Annual planning
- Eliminated the downloadable form and moved the application to an online portal.
  - The portal allows for Chapters to upload all requested documentation and have a copy of your responses sent to your inbox.

### **Chapter Awards Application**

Additionally, in light of a number of the process improvements we have been making to the Chapter programs, we are hosting webinars to review the process improvements and answer questions. While we had the first one last week, we will be having the second call today, Monday, January 29 at 12:05 pm CST. Calendar appointments were sent for the meeting, but you can also access the appointment information on the [ASHE Chapter Calendar](#). The recordings and slides will be made available after the calls.

If you have any questions or need any assistance, please do not hesitate to reach out.

Thanks,  
Jenny

**Jenny Hull**

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