

**SUCCESS AWARD SUBMISSION CRITERIA AND SCORING GUIDELINES**

Describe and address each submission criteria separately.

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|---|--|---|--|---|
| <b>NEEDS IDENTIFICATION</b>   | <i>5 - EXCELLENT</i>   | <i>5 - EXCELLENT</i>  | <i>5 - EXCELLENT</i>   | <b>Documentation Submitted</b>  |
| <p><b>Describe, in 16,000 characters or less</b>, the needs identification process, including any data collected, and the specific needs identified to impact membership, events, or processes in a noteworthy and significant way. If relevant, attach and label documentation that describes the survey, number of members/non-members in target group, sampling technique, number of respondents, and analysis of the data.</p>  | <ul style="list-style-type: none"> <li>Evidence of a well-thought-out-needs identification process to impact a project or process in a noteworthy and significant way</li> </ul> | <ul style="list-style-type: none"> <li>Clear evidence that data was gathered and analyzed</li> </ul>  | <ul style="list-style-type: none"> <li>Needs identified link directly to those stated in objectives</li> </ul>   | <ul style="list-style-type: none"> <li>Supporting documents provided with submission</li> </ul> |
| <b>GOALS AND OBJECTIVES</b>   | <i>5 - EXCELLENT</i>   | <i>5 - EXCELLENT</i>  | <i>5 - EXCELLENT</i>   | <b>Documentation Submitted</b>  |
| <p><b>State, in 16,000 characters or less</b>, the goals and objectives, relating them to the identified need. Specify the target audience and measurable performance levels desired for each goal/objective. Describe how achieving goals will be challenging and, if accomplished, will add value to the chapter and its customers.</p>   | <ul style="list-style-type: none"> <li>Objectives are clearly tied to impacting identified need(s)</li> </ul>  | <ul style="list-style-type: none"> <li>Measurable performance levels targeted are identified for each objective; and goals are significant and challenging</li> </ul> | <ul style="list-style-type: none"> <li>Target audience is identified</li> </ul>  | <ul style="list-style-type: none"> <li>Supporting documents provided with submission</li> </ul> |
| <b>METHODOLOGY</b>  | <i>5 - EXCELLENT</i>   | <i>5 - EXCELLENT</i>  | <i>5 - EXCELLENT</i>   | <b>Documentation Submitted</b>  |
| <p><b>Describe, in 16,000 characters or less</b>, the methods used to address the goals and objectives, specifying who, how many, how, what, and when. Include the time and resources expended, number of members involved, volunteer hours, etc. There must be evidence of conscious efforts that are clearly related to the identified needs and to the goals and objectives. Attach and label any relevant documents (examples: announcements, brochures, publications, program agenda/sample, etc.).</p>  | <ul style="list-style-type: none"> <li>Application clearly spells out the methods used to address the stated objectives and needs identified</li> </ul>                          | <ul style="list-style-type: none"> <li>Provides meaningful suggestions to guide other chapters in implementing a similar project</li> </ul>                           | <ul style="list-style-type: none"> <li>Resources expended, including members involved, are appropriate based on anticipated impact</li> </ul>              | <ul style="list-style-type: none"> <li>Supporting documents provided with submission</li> </ul> |
| <b>EVALUATION AND RESULTS</b>   | <i>5 - EXCELLENT</i>   | <i>5 - EXCELLENT</i>  | <i>5 - EXCELLENT</i>   | <b>Documentation Submitted</b>  |
| <p><b>Use no more than 16,000 characters.</b> The key is to measure and identify the impact on the chapter members, events, practices, clients, etc.</p> <p>Describe the methods used to determine the level of impact – in other words – the extent to which the performance levels stated in the goals and objectives were attained. Describe the instrumentation, data collection process, data analysis, etc. If applicable, attach and label documentation showing the query portion of the instrument, or other means used to gather the data.</p> <p>What were the results? Quantify the impact or the extent to which the performance levels stated in the goals and objectives were met. Attach relevant supporting documentation. Include the level of impact on, or the value to, the chapter and its customers. (Examples: increased membership, attendance, visibility in the community, revenue, evaluation results or member satisfaction with chapter products/services, etc.).</p> | <ul style="list-style-type: none"> <li>Clearly describes how the performance levels stated in the goals and objectives were measured.</li> </ul>                                 | <ul style="list-style-type: none"> <li>Shows how data was collected and analyzed; Results reported are quantified</li> </ul>  | <ul style="list-style-type: none"> <li>Results were drawn from evaluation and show strong impact on, or value to, the chapter and its customers</li> </ul> | <ul style="list-style-type: none"> <li>Supporting documents provided with submission</li> </ul> |