

**AFSA BOARD MEMBER SCORE SHEET
AFSA / FAMILY MEMBER OF THE YEAR**

MEMBER NAME: _____

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given for exceptionally meritorious service or achievement on behalf of AFSA. All AFSA regular and family members are eligible for this award.

Use AFSA Form 100 and limit the nomination to **18 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination.

RATING SCALE

- AFSA Involvement Chapter or Base (60 pts max) _____
Note: Limited to six bullets plus the heading for a total of seven lines.
- Membership Contributions (15 pts max) _____
Note: Limited to three bullets plus the heading for a total of four lines.
- Legislative Activities (15 pts max) _____
Note: Limited to three bullets plus the heading for a total of four lines.
- Community Involvement Non-AFSA Related (10 pts max) _____
Note: Limited to two bullets plus the heading for total of three lines.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
AFSA INTERNATIONAL LEGISLATIVE AWARD
(INDIVIDUAL)**

MEMBER NAME: _____

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given to recognize significant contributions to the AFSA legislative program (this could include development, implementation, or continuance of programs, etc.). All AFSA members are eligible for this award.

Use AFSA Form 100 and limit nomination to **20 lines** for individuals, including headings. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Legislative Week Activities (40 pts max) _____
Note: Limited to six bullets plus the heading for a total of seven lines.

- Legislative Awareness at Chapter Level (40 pts max) _____
Note: Limited to six bullets plus the heading for a total of seven lines.

- Legislative Impact at Local Level (10 pts max) _____
Note: Limited to two bullets plus the heading for a total of three lines.

- Legislative Activities at State Level (10 pts max) _____
Note: Limited to two bullets plus the heading for a total of three lines.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
AFSA INTERNATIONAL LEGISLATIVE AWARD
(CHAPTER)**

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given to recognize significant contributions to the AFSA legislative program (this could include development, implementation, or continuance of programs, etc.). All AFSA chapters are eligible for this award.

Use AFSA Form 100 and limit nomination to front side only for chapters. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Legislative Week Activities (40 pts max) _____
- Legislative Awareness at Chapter Level (40 pts max) _____
- Legislative Impact at Local Level (10 pts max) _____
- Legislative Activities at State Level (10 pts max) _____

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
VETERANS ADMINISTRATION VOLUNTEER SERVICE (VAVS)
AWARD**

MEMBER NAME: _____

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given for exceptional dedication and service in a volunteer status in a VA facility. All AFSA members are eligible for this award.

Use AFSA Form 100 and limit nomination to **20 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Duties and Accomplishments (50 pts max) _____
Note: Limited to nine bullets plus the heading for a total of ten lines.

- Volunteer Savings to Organization (25 pts max) _____
Note: Limited to four bullets plus the heading for a total of five lines.

- Total Hours of Service (25 Pts Max) _____
Note: Limited to four bullets plus the heading for a total of five lines.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
VOLUNTEER SERVICE AWARD
(INDIVIDUAL)**

MEMBER NAME: _____

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given for exceptional dedication and service in a volunteer status in any area where volunteer service is authorized. All AFSA members are eligible for this award.

Use AFSA Form 100 and limit nomination to **20 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Volunteer Activities (60 pts max) _____
Note: Limited to eleven bullets plus the heading for a total of twelve lines.

- Impact of Volunteer Service (25 pts max) _____
Note: Limited to six bullets plus the heading for a total of seven lines.

- Total Hours of Service (15 Pts Max) _____
Note: Limited to quantity, following the main heading, for a total of one line.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
VOLUNTEER SERVICE AWARD
(CHAPTER)**

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given for exceptional dedication and service in a volunteer status in any area where volunteer service is authorized. All AFSA chapters are eligible for this award.

Use AFSA Form 100 and limit nomination to front side only. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Volunteer Activities (60 pts max) _____
- Impact of Volunteer Service (25 pts max) _____
- Total Hours of Service (15 Pts Max) _____
 - 0-1000 hrs = 5 pts
 - 1001-3000 hrs = 10 pts
 - 3001 and above = 15 pts

Note: Limited to quantity, following the main heading, for a total of one line.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

AFSA BOARD MEMBER SCORE SHEET
AFSA Membership Achievement Award

MEMBER NAME: _____

CHAPTER: _____ **DIVISION:** _____

Purpose: Award is given based upon efforts to recruit and retain members, innovative ways to promote membership at the chapter, division, and/or international level and management support of membership initiatives. All AFSA members who recruited and/or retained a minimum total of 100 members for the award period are eligible for this award.

Use AFSA Form 100 and limit nomination to **20 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination:

RATING SCALE

- Significant Efforts in Recruiting and Retention (50 pts max) _____
Note: Limited to nine bullets plus the heading for a total of ten lines.

- Innovative Ways to Increase Membership (25 pts max) _____
Note: Limited to four bullets plus the heading for a total of five lines.

- Membership Initiatives at Chapter Level (25 pts max) _____
Note: Limited to four bullets plus the heading for a total of five lines.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

AFSA BOARD MEMBER SCORE SHEET CHAPTER OF THE YEAR

Chapter: _____ **Division:** _____ **Nomination Category:** **Over 500 / Under 500**

Purpose: This award is presented to the top chapter whose overall management contributes to and furthers the aims of the association. All chapters are eligible for this award.

1. The nomination is written on AFSA Form 100 and is limited to **18 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination.

RATING SCALE

Activity and Americanism Projects (Max Points: 50) _____

(Include actions not limited to: events hosted, attended, and/or participated in and results/impact, base and community involvement, projects and/or support activities, social activities, and any recognition the chapter or its members have received in recognition of the efforts of AFSA.)

Note: Limited to seven bullets plus heading for a total of eight lines.

Membership Achievement (Max Points: 20) _____

(Include actions not limited to Recruiting and Retention activity, goal accomplishment, initiatives members/chapter took to enhance membership of the association, efforts to work lapsed, bad address, and recruiting and retention rosters, best practices and any marketing initiatives.)

Note: Limited to three bullets plus heading for a total of four lines.

Legislative Initiatives (Max Points: 15) _____

(Include all activities that support the AFSA legislative platform as well as any other efforts members take to educate and make members aware of the legislative process.)

Note: Limited to two bullets plus heading for a total of three lines.

Fraternalism Activities (Max Points: 15) _____

(Includes all social activities the chapter participates in to promote Esprit-de-Corps among its members)

Note: Limited to two bullets plus heading for a total of three lines

Note: All data contained on the form should be able to be verified By referring to the nominated chapter's quarterly reports.

SUB-TOTAL SCORE: (Max Points: 100) _____

2. **Supporting Documentation:** (Max Deduction is 20 Pts)

- Did the chapter meet quarterly report timeliness? **Y / N**
 - Deduct 5 pts for each late report # Late Reports: _____

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
AFSA HUMANITARIAN SERVICE AWARD**

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given for recognition of exemplary achievement in the field of humanity. All chapters who are involved with humanitarian efforts on a local and/or national level are eligible for this award.

Use AFSA Form 100 and limit nomination to **18 lines**, including headings. (See Attachment 2) Consider the following when evaluating the nomination.

RATING SCALE

- Humanitarian Efforts at Local Level (75 Max Pts) _____
Note: Limited to twelve bullets plus heading for a total of thirteen lines.

- Humanitarian Efforts at National Level (25 Max Pts) _____
Note: Limited to four bullets plus heading for a total of five lines.

TOTAL SCORE: (Max Points: 100) _____

BOARD MEMBER SIGNATURE: _____

**AFSA BOARD MEMBER SCORE SHEET
CMSGT RICHARD L. ETCHBERGER COMMUNICATION AWARD
CHAPTER / DIVISION**

CHAPTER: _____ **DIVISION:** _____

Purpose: This award is given to recognize a comprehensive division or chapter communications program that effectively incorporates association messages/updates into continual social media/website activities and recurring newsletters along with a variety of other communication tactics to best reach the respective division’s or chapter’s internal and external audiences as determined by the respective board of directors.”

Use AFSA Form 100 (See Attachment 2) with links (URLs) to website and/or social media pages, as well as any other relevant documentation to support award submission. In addition, submit one copy (or link/URL) of at least three separate newsletter editions, if applicable.

Consider the following categories when evaluating the nomination. If a category is missing, deduct the entire points for that category.

RATING SCALE

Social Media/Website (50 pts max)

Evaluated on: Presence, growth, creativity and innovation, consistent association branding, functionality, contact information, overall appearance, and engagement.

Newsletter (30 pts max)

Evaluated on: Information content, executive council member articles, news writing/editing/proofing, design organization, reproduction, and overall appearance.

Other Communication Tactics (20 pts max)

Evaluated on: Creativity and innovation, audience reach, and overall effectiveness.

TOTAL SCORE: (Max Points: 100)

BOARD MEMBER SIGNATURE: _____