



# ENTRY PACKET

## 2016 INTERNATIONAL CHAPTER OPERATIONAL EXCELLENCE AWARD

**ENTRIES DUE: JULY 19, 2017**

ELECTRONIC APPLICATIONS SHOULD BE SENT TO AMANDA FISCHER AT [AFISCHER@TURNAROUND.ORG](mailto:AFISCHER@TURNAROUND.ORG)

Chapters encompass the very spirit of TMA, providing members with local access to educational programs and workshops, high-quality speakers, networking opportunities, pro bono engagements, and civic and community endeavors.

The **International Chapter Operational Excellence Award** is based on key metrics, including member retention rate and membership growth, committee conference call and in-person meeting attendance, and other easily reportable items.

## GUIDELINES FOR SUBMITTING AN ENTRY

Please carefully review the guidelines below when submitting your entry.

### Complete Entry Checklist

All entries must comply with the following for consideration:

- All submitted data only includes 2016 information
- All portions of the entry form must be completed
- Information Release Form, signed by Chapter President
- Electronic submission

### Optional Attachments

All attachments must be submitted in an electronic format only (PDF is preferred). The following attachments are examples of optional materials you may submit related to operational excellence. You may attach these items or describe them in the narrative section on page 5. *For example, if your term limits are part of your bylaws, you may prefer to describe your term limits rather than attach your bylaws.*

### Acceptable Attachments:

- Price differential model
- Onboarding for new leaders
- Succession Plan
- Term Limits
- Strategic Plan
- Membership Campaign
- Newsletter

### Unacceptable Attachments:

- Audiotapes
- CD-ROMs
- Videotapes

Attachments may not exceed 20 pages each and are not required for consideration.

### Submitting Your Completed Entry

**There will be no extension or exceptions to the July 19, 2017 deadline.** Late, incomplete, or noncompliant entries and/or attachments will not be accepted.

TMA prefers that each entry be submitted as one comprehensive PDF file that includes all components of the entry. The comprehensive PDF file should be named as the “nominated chapter—award category.” If the entrant is unable to create a comprehensive file, each individual PDF file should be titled by the chapter name, award category, and respective component of the entry.

**Submit your entry to Amanda Fischer at [afischer@turnaround.org](mailto:afischer@turnaround.org).  
Subject line: TMA Chapter Awards Program Submission**

### Notification

TMA will email confirmation of receipt upon initial screening of your entry. All nominees will be notified of the Awards Committee’s decision in September 2017. Award recipients will be recognized at The 2017 TMA Annual, October 23-25 in Fort Worth, Texas.

### Judging

Award entries are judged on individual merit. Not all categories will award a winner in a given year. In addition to the information provided on the entry form, judges look for indications that a chapter has gone above and beyond. Awards Committee judges may contact chapter presidents and executives to verify or ask about the information provided in the application.

### Publicity

Consistent with its public relations initiative, TMA will distribute a national press release after award recipients are notified. Recipients will receive a copy of this press release, at which time they are encouraged to customize and distribute their own releases to local media contacts. TMA kindly requests that award recipients refrain from distributing press releases in advance of TMA Global’s release.

# ENTRY FORM—2016 INTERNATIONAL CHAPTER OPERATIONAL EXCELLENCE AWARD

## Chapter Name

### Person Submitting the Entry

Name

Company

Address

City State ZIP Country

Telephone number Fax number

Email address

### Nominated Chapter Information

The chapter president is the person who held the office for the majority of time in 2016.

Chapter Name

Chapter President

Company

Address

City State ZIP Country

Telephone number Fax number

Email address

## ENTRY FORM—2016 INTERNATIONAL CHAPTER OPERATIONAL EXCELLENCE AWARD

### International Chapter Operational Excellence Metrics

#### Provided by Chapter

Please complete the following section by answering yes or no to indicate whether the chapter has the following programs and initiatives. Please enter numerical values where indicated.

Membership renewal efforts/campaign (Yes/No) – <i>If yes, please describe or attach</i>	
Membership recruitment efforts/campaign (Yes/No) – <i>If yes, please describe or attach</i>	
Member/Nonmember price differential for events (Yes/No) – <i>If yes, please describe or attach</i>	
Onboarding/training for new leaders (Yes/No) – <i>If yes, please describe or attach</i>	
Succession plan (Yes/No) – <i>If yes, please describe or attach</i>	
Term limits (Yes/No) – <i>If yes, please describe or attach</i>	
Operating plan (Yes/No) – <i>If yes, please describe or attach</i>	
TMA NextGen program (Yes/No)	
TMA NOW program (Yes/No)	
Sponsorship program with different levels/multiple offerings (Yes/No)	
Charity/Pro-bono activities (Yes/No)	

## ENTRY FORM—2016 INTERNATIONAL CHAPTER OPERATIONAL EXCELLENCE AWARD

### International Chapter Operational Excellence Narrative

#### Provided by Chapter

In the space below, please elaborate on any of the previous areas you wish to highlight, provide more detail, or describe an area in which the chapter has gone above and beyond. *Optional attachments may take the place of the narrative section.*

## ENTRY FORM—2016 INTERNATIONAL CHAPTER OPERATIONAL EXCELLENCE AWARD

### International Chapter Operational Excellence Metrics

#### Provided by TMA

TMA Global staff will fill out this section internally after your application has been submitted. Please note that this information will also be used in the scoring of the entry.

#### In Person Regional Meeting Attendance

Chapter President	
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#### Chapter Responsiveness

Chapter Executive	
Chapter President	

#### Membership Retention and Growth

Member Retention Rate	
Membership Growth	

#### Timely Submissions to TMA Global

Year-End Reporting: Chapter President	
Monthly Membership Roster	
Timely Payments	

## 2016 International Chapter Operational Excellence Award Application

### INFORMATION RELEASE FORM

Questions or concerns regarding this release may be directed to Amanda Fischer at [afischer@turnaround.org](mailto:afischer@turnaround.org) or 312-578-2039.

To the best of my knowledge, the information provided on the entry form is true and complete. If, in my role as chapter president, I am selected as an award recipient on behalf of the chapter, I hereby authorize the use of the following (in connection with the TMA Awards Program): my name; my company/organization name; photographs; video and audio recordings of myself or others related to the award from the awards ceremony or an alternate source. I agree that no compensation shall be due to me, my company, or my chapter for such usage. In addition, if selected as an award recipient, I agree to let this entry be used as a sample to serve as a guide for future applicants.

By placing an "x" in the box to the left and providing my name and date below, I indicate my understanding and compliance with the terms of this information release.

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Signature

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Date