



ENTRY PACKET

2016 CHAPTER OPERATIONAL EXCELLENCE AWARD

ENTRIES DUE: JULY 19, 2017

ELECTRONIC APPLICATIONS SHOULD BE SENT TO AMANDA FISCHER AT 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 **Chapter Operational Excellence Award** is based on key metrics, including member retention rate, membership growth, committee conference call participation, in-person meeting attendance, and other easily reportable items.

Chapter Operational Excellence Awards will be given in each of the following categories:

- Small Chapter:** <100 members
- Mid-size Chapter:** 101-200 members
- Large Chapter:** 200-400 members
- Mega Chapter:** 401+ members

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 information only includes 2016 data
- 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.
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 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 CHAPTER OPERATIONAL EXCELLENCE AWARD

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.

Operating Plan (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>	
Strategic plan (Yes/No) - <i>If yes, please attach and describe accomplishments</i>	
Membership renewal efforts/campaign (Yes/No) - <i>If yes, please attach plan</i>	
Membership recruitment efforts/campaign (Yes/No) - <i>If yes, please attach plan</i>	
New Member Onboarding (Yes/No) - <i>If yes, please attach plan</i>	
Member Communications Strategy, i.e. Newsletter, Weekly Report, etc. (Yes/No)	
New/Innovative Programming/Events (Yes/No) - <i>If yes, please attach event information</i>	
Sponsorship program with different levels/multiple offerings (Yes/No)	
Charity/Pro-bono activities (Yes/No)	
Diversity and inclusion statement implementation (Yes/No) - <i>If yes, please describe</i>	

ENTRY FORM—2016 CHAPTER OPERATIONAL EXCELLENCE AWARD

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 CHAPTER OPERATIONAL EXCELLENCE AWARD

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 Meeting Attendance

DIC CPC Meeting (President)	
The Annual CPC Meeting (President)	
Chapter Executives Training	

Frequency of Conference Call Participation

Chapter Executive	
Chapter President	

Chapter Metrics

Member Retention Rate	
Membership Growth	
Percent Change in New Members	
Year-Over-Year Event Attendance Growth	
TMA NOW Member Growth	
TMA NextGen Member Growth	
Percent of CTA Members	
Percent of CTP Members	
Number of Certification Applicants	

Year-End Reporting (submitted on time)

Chapter President	
Chapter Information Worksheet	
Year-Over-Year Revenue Growth	
Year-End Financials (Income and Balance Sheet)	
Months of Reserve	
Tax Return	
Updated Bylaws on File	

2016 Chapter Operational Excellence Award Application

INFORMATION RELEASE FORM

Questions or concerns regarding this release may be directed to Amanda Fischer at 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.

Signature

Date