



National Association of Residential Property Managers
**2015 Chapter Requirement Submission and
Chapter Excellence Award Application**

Covers 6 month period July 1 through December 31 of the award year
Deadline for application is March 31 following the award year

Chapter Name: _____

Total number of points earned in this application _____
(One hundred fifty (150) points available)

Is this a New Chapter formed within the last 18 months? [] Yes [] No (Check One)

All Chapters are required to complete the required section answering questions 1 through 10.

For Chapter Excellence Awards, Chapters must have 20 or more points to submit an application with questions 11 through 28. This application only covers the last six months on 2016 (July 1-December 31, 2015)

Three (3) Awards for top points will be given based on size of chapters. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members.

The NARPM® **Chapter Excellence Award** is earned by the activities a chapter accomplishes. It is requested, but not required, that all chapters complete and submit this application annually and that the President-Elect do this.

Chapter Excellence awards will be presented at the Annual Convention the following year of award period.

All Chapter submissions must be uploaded through the site portal:

<https://app.wizehive.com/appform/login/2015chapterexcellence>

You will need to create your own login and password

E-mail questions to: Info@narpm.org

The following reports are to be used as back-up and attached to this application and are available from the National website.

(Click on link below and it will take you to the report or you go to member login – tools- chapter leader tools – chapter handbook – recognition/awards – click on files that have supporting documents for completion of Chapter Excellence

<http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>)



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Notes to All Applicants:

- 1) All Chapters are required to answer and submit information for questions 1 through 10.
- 2) All questions cover the period from July 1, through December 31, unless specified otherwise.
- 3) Back-up information/documentation should be underlined or highlighted appropriately, marked in upper corner with the corresponding question number, and included in numerical order. For back-up documentation that can be used for more than one question (i.e.: questions 1, 3, and 4) make copies so each question has its own back-up. HIGHLIGHT APPROPRIATELY FOR EACH QUESTION.
- 4) *Be sure that highlights are clearly visible in scanned documents for upload. All information must be legible and any items that are not legible will be subtracted from the total points*
- 5) *The Chapters who apply and are qualified for the Chapter Excellence Award with 30 or more points will be announced to all members in the second quarter after the award year. The Top Awards will be presented at the Annual Convention. The Award for "Chapter of the Year" will be presented to three chapters, depending on size, with the highest point total after review. Small chapter award for less than 49 members; medium chapter award for 50-124 members; and large chapter award for 125 and over members. New Chapters are eligible to receive Chapter Excellence and the New Chapter of the Year Award.*
- 6) Provide accurate and specific back-up supported information. Points will be deducted for incorrect information/back-up/totals. For all answers, be prepared to explain back-up information.
- 7) Review of the application is usually done within 14 days of the deadline for Award. Sometimes the reviewer(s) of applications has questions or needs clarification about the back-up information, please be sure that the person who is knowledgeable about the application is readily available. In any event, if adjustments are needed, the reviewing person will make appropriate adjustments and these adjustments will be final.
- 8) Information relating to points on applications is confidential and is not available to people other than the Chapter Excellence volunteers, National staff, and a limited number of NARPM® leadership.
- 9) Whenever points are claimed, be sure that the back-up information shows clearly that the chapter is entitled to the points claimed.
- 10) All reviews, revisions, deductions, adjustments, interpretations and other determinations relating to this application are at the sole discretion of NARPM® and are not controvertible.
- 11) This application is for chapter related activities, not for the efforts of individual chapter members.
- 12) References to "*members*" in this application shall mean Professional, Associate, Support Staff, Junior, Student, Academic and Life members of individual chapters as listed in back-up information from question 1.
- 13) Group together all documents that support each question so they can be uploaded together. I.e.: Submit copy of meeting notices. Submit backup documents for each question number as listed on the upload site.
- 14) Broker/Owner Retreat is not counted in Chapter Excellence Awards as it is not open to all members.



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Application Questions:

CHAPTER REQUIREMENTS (all chapters are required to answer questions 1-10)

1. Is the Chapter using the current model bylaws and are they on file with National? Reminder: Did you know that you need the approval of the national board to amend your bylaws? If you amended your bylaws this year, and had National approval, upload current version <http://www.narpm.org/members/tools/chapter-services/chapters-general-info/>.

[] Yes [] No
2. Upload copy of Chapter filed tax return or completed and returned e-post card (99N) to the IRS.
3. Fill in number of RVP calls the chapter's president or their representative participated in: Did you know your chapter president or their representative must attend three of these calls to reach chapter compliance?

4. Upload copy of current year budget.
5. List number of membership meetings. Did you know that NARPM® has a minimum requirement of 4 meeting during the award year to remain a chapter? _____
6. List number of board meetings. Did you know there is a minimum requirement of 4 Board of Directors meetings during the award year to remain a chapter? Upload copies of minutes.
7. Does your chapter charge dues [] Yes [] No
8. If yes, how much are the dues? _____
9. If yes, are meals at meetings included? [] Yes [] No
10. On a scale of 1-10, how well do you think your chapter is doing? _____



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CHAPTER EXCELLENCE APPLICATION

MEMBERSHIP: Fifty-five (55) points available in this category

11. Enter the number of professional members ____, associate members ____, support staff members ____, junior members ____, student members ____, academic members ____, life members____ and the combined total number of members ____ as of **December 31, of the award year**. Upload list from the website (for local chapter <http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/member-roster/> for state chapters <http://www.narpm.org/members/tools/chapter-services/member-reports/chapters/state-chapter-roster/> to verify members). Enter the number of affiliate member's ____ as of December 31, of the award year. Upload a complete list of affiliates. If the lists are not attached this application will be disqualified.

12. Upload list of all new members as of January 1, of the award year, (obtain and update list from website <http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-joined-since-yyyy-mm-dd/> and download in excel and create list of your chapters new members). Earn points for the percentage of new members compared to existing members (take number of new members and divide by prior year member numbers will give you the percentage of growth). Number of New Members added to Chapter:

3 – 9%	1 point
10 – 14%	2 points
15 – 19%	3 points
20 – 24%	4 points
25% +	5 points

Total Points _____

13. As of December 31, does Chapter have an active affiliate program that encourages vendors to join chapter. If yes, and add five (5) points and list from question 11 will be used to substantiate program.

Total Points _____



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14. **Six** points each for starting and mentoring a new chapter and three points for mentoring a struggling chapter. Include letters from the leader(s) of the chapter(s) mentored detailing your efforts. Mentoring means substantial on-going effort that results in starting a chapter and/or helping a struggling chapter succeed. Twelve (12) points available.

Mentored Chapter Name	Leader of Mentored Chapter	Specific Mentoring Project

Total Points _____

15. **Two** points per service for providing a community service project as a group effort. Provide copy of evidence of the event and the service provided. This does not include just raising money for a donation but rather a project that involves chapter members. Six (6) points available.

Total Points _____

16. **One** point for each member who participated in the New Member Recruitment program during the application year. Obtain excel list from the from website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/chapters-general-info/>. Five (5) points available.

Total Points _____

17. Percentage of members who attended the NARPM Annual Convention during the award year. Obtain copy of convention attendees from the website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/chapters-general-info/> and highlight names of those in attendance.

Number of members in attendance:	_____
1-9%	3 points
10-19%	4 points
20-24%	5 points
25-30%	6 points
30%+	10 points

Total Points _____

18. Three points per grant a chapter applied for and used. Information on chapter grants can be obtained at <http://www.narpm.org/members/tools/chapter-services/chapters-general-info/>. Provide evidence of use. Nine (9) points available.

Total Points: _____

19. Award points if your chapter has instituted the New Member Mentor program at the Chapter level. Supply copy of completed checklist from mentor program to show all new members in this program.

Number of New Members Mentored:	_____
21-30%	1 point
31-40%	2 points
41-50%	3 points
51%+	4 points



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Total Points: _____

EDUCATION: Fifty (50) points available in this category

20. **Two** points for each chapter-sponsored NARPM® 6 hour educational course. Provide copy of course flyer. Not applicable if points are taken in, #14 or #15. Six (6) points available.

Course Name	Date Course Taught

Total Points _____

21. **Two** points for each chapter-sponsored educational course. **Three** points if the course is approved for required state continuing education (CE) hours for license renewal. **Award three** points if state has no Continuing Education requirements. Provide copy of course flyer and mark CE information. Not applicable if points are taken in #13 or #15. Minimum course length – 3 hours. Ten (10) points available.

Course Name	Date Course Taught

Total Points _____

22. **Three** points for each function arranged and performed with another chapter or another real estate related association such as educational courses or other business related opportunity. Provide copy of applicable flyer or other demonstrative information. Not applicable if points are taken in #13 or #14. Six (6) points available.

Event	Date

Total Points _____

23. **One** point for each regular membership meeting that discussed/reviewed the NARPM® Code of Ethics. A meeting must include speaker, panel, or round table, be held for a special purpose or other educational/business opportunity, and is not a “course” as referred to in questions #13, #14, #15. **One** point per meeting. Submit copy of meeting agenda showing ethics discussion item and meeting topic. Six (6) points available.

Total Points _____



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24. Percentage of members who are candidates for the RMP[®] and/or MPM[®] designations and members' companies which are candidates for the CRMC[®] designation as of December 31, of the award year. Applicants must have officially applied for the designation and paid the required fee. Obtain lists from the website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/> and mark names. Chapters can only count a member once regardless of the number of candidacies held.

Number of candidates:		
1 – 7%		1 point
7-14%		2 points
15+%		3 points

Total Points _____

25. Percentage of members who hold the RMP[®] and/or MPM[®] designations and members' companies which hold the CRMC[®] designation as of December 31, of the award year. One point per member, one point per CRMC[®]. Obtain list from the website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/> and mark each member/company once. Chapters can only count a member once regardless of the number of designations held.

Number of members/companies:		
1 – 14%		2 point
15-19%		3 points
20-24%		4 points
25-29%		5 points
30% +		6 points

Total Points _____

26. Percentage of members who hold the CSS[®], CMC, and/or CRMB certification as of December 31, of the award year. One point per member who hold certifications. Obtain list from the website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/member-reports/professional-membership/members-with-designations/> and mark each member/company once. Chapters can only count a member once regardless of the number of designations held.

Number of members/companies:		
1 – 14%		1 point
15-19%		2 points
20-24%		3 points
25-29%		4 points
30% +		5 points

Total Points _____

27. Percentage of members who have paid for and successfully completed any approved NARPM[®] 6 hour online or classroom course during the application year. Attach list of online course attendees with members of your chapter highlighted. Only one course per member may be counted.

Number of members: _____

1-9%	3 points
10-19%	4 points
20-24%	5 points
25-30%	6 points
30%+	8 points



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MARKETING: Twenty (20) points available in this category.

28. **Two** points each for sponsoring and staffing a NARPM® booth at a non-NARPM® trade show. Provide copy of applicable flyer and/or other demonstrative information. Four (4) points available.

Event	Date

Total Points _____

29. **One** point per newsletter (electronic or printed). Provide copies with dates printed on front page. Maximum six (6) points.

Total Points _____

30. **Two** points for each EDUCATIONAL ARTICLE written by members that is published in the *Residential Resource*. (Articles about committee items and similar NARPM® business announcements, events, benefits, “infomercials”, and news are not included (cannot count RVP/Chapter President highlight articles). Provide copy of article with member name, month and year on article. Ten (10) points available.

Total Points _____



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GOVERNMENTAL AFFAIRS/LEGISLATIVE: Fifteen (15) points is available per category.

- 31. **Two** points per issue, when members join together in an attempt to pass or defeat a legislative issue on a state, county, or city measure. Provide a copy of the issue and any related petitions and/or letters signed by chapter members or any other documentation substantiating this effort. Six (6) points available. **Total Points** _____
- 32. **Two** points for chapter hosting an active Governmental Affairs/Legislative Committee. Submit agendas for all meeting **Total Points** _____
- 33. **Two** points for chapter hosting, or participating in, a NARPM® State Day on the Hill. Submit flyer or information that exhibits promotion of event. **Total Points** _____

LEADERSHIP: Ten (10) points is available per category.

- 34. One point for each member who actively served on a NARPM® National, State, or Local Chapter Committee and/or as a National, State, or Local Chapter Officer or Director. List of National Volunteers can be found on website under supporting documents at <http://www.narpm.org/members/tools/chapter-services/compliancechapter-excellence-awards/>. Provide list of Volunteers. Chapters can only count a member once for all service.

Number of members volunteering:	_____
1 – 14%	1 point
15-19%	2 points
20-24%	3 points
25-29%	4 points
30% +	5 points

Total Points: _____



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Please answer the following question in 100 words or less to receive additional consideration, in case of a tie, for the "Chapter of the Year" and "New Chapter of the Year" award: (NOTE: Last year's Chapter of the Year recipient is NOT eligible this year)

What has the Chapter done during the award year that promotes the growth, ethics and professionalism of NARPM® within its membership?

Form Completed by: _____

Number of Words: _____

Print Name: _____ **Chapter Title:** _____

Phone Number: _____ **E-mail:** _____