



National Association of Residential Property Managers

Chapter Excellence Award Checklist

The purpose of this list/outline is to assist chapters in the completion of the Chapter Excellence Award Application (CEAA), by listing 14 questions for which back-up items can be accumulated during the July 1 through June 30 application year, so that a lot of research is not needed to find back-up material. The CEAA has 26 questions and a total of 30 points qualifies for the award. The CEAA, for the current application year, can be located on the website at <http://www.narpm.org/chapter-services/recognition-awards.html>.

Keep flyers and/or other demonstrative information for the question numbers/subject/points listed below:

5 & 6- Courses—2-3 pts/course-see CEAA for details

7- Function with another chapter—3 pts each

8- Sponsoring/ manning booth at trade show or event—2 pts each

9-Meeting Notices 1 pt per meeting – max 6 points

10- Ethics item discussed—1 pt per meeting-max 6 pts

13- Starting and mentoring a new chapter/ mentoring a struggling chapter—max 6 pts each

14- Community services—2 pts each-max 6 pts

15- Legislative issue(s) worked on to pass or defeat—2 pts each-max 6 pts

Keep items for the question numbers/subject listed below:

3- Retain a list of all members as of June 30, last year—see CEAA for details

11- Newsletters—1 pt per newsletter-max 6 pts

12- Copies of educational articles written by members that are published in *Residential Resource*, including member name, month and year of the issue—2 pts per article

18- Meeting/course notification to members-keep one copy each of two methods used (e-mail, fax, website, electronic invitation, other)— max 1 pt

22 - Attendees at convention- need copy of badge and/or paid registration receipt and/or copy of registration attendee list—see CEAA for details