VIRGINIA STATE UNIVERSITY ALUMNI ASSOCIATION

**CHAPTER OF THE YEAR AWARD   
 NOMINATION FORM**

*The Chapter of the Year Award is the highest honor bestowed upon active alumni chapters of Virginia State University Alumni Association.  This award is presented to alumni chapters for their outstanding service to the University, the Alumni Association, and their local communities during the prior calendar year.*

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| **Chapter Information** |

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| Chapter Name: | |  | | | | | | |  |  |  |
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| Chapter Address: | |  | | | | | | |  |  |  | | | |
|  | |  | | | | | | |  |  | | |  |
| City: |  | |  | State: |  | Zip Code: |  |

Studentís Full Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Chapter Contact Number: |  |  | Cell Number: |  |

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| Chapter Email Address: |  |  |

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| Chapter President: |  |

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| Total Financial/Paid Membership: |  |

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| **Type of Chapter:** This is determined by the Chapter President’s address. ***(Indicate by checking an x)***  In-State Chapter  Out of State Chapter  **Size of Chapter: *(Indicate by checking an x)***  **Small** *(7 to 19 members, including life members)* |
| **Medium** *(20 to 49 members, including life members)* |
| **Large** *(50 to 99 members, including life members)* |

**Mega** *(100 or more members, including life members)*

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| **Did the Chapter Submit Its Current Annual Report to the Alumni Association?** |  |

*Yes or No*

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| **Did the Chapter Include a Copy In The Nomination Book? (required)** |  |

*Yes or No*

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| **Narrative of Accomplishments (please use additional pages)** |

*Supporting materials (i.e. photos, magazine/newspaper articles, media releases, etc.) should be included to help support the narratives described below. A chapter photograph must be included along with this nomination form. Please submit all materials in a 3-ring binder or binding to secure sheets. Submission should have a neat overall appearance with no handwritten captions.*

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| **Section I:**  **Chapter Membership Recruitment & Retention.**  Provide a brief description of the Chapter’s efforts to increase membership for the Alumni Association during the nomination period.  **-------------------------- {Please type or copy/paste your response in the field below} ----------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 2:**  **VSU Student Mentorship & Recruitment.**  Provide a brief description of the Chapter’s student recruitment/mentoring efforts on behalf of Virginia State University during the nomination period.    **------------------------- {Please type or copy/paste your response in the field below} ------------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 3:**  **Community Service and Public Relations**  Provide a brief description of the Chapter’s community service and public relations efforts during  the nomination period.  **--------------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 4:**  **Fundraising Activities** Describe any fund-raising activities and/or financial contributions the Chapter made to Virginia State University during the nomination period. (Include total amounts given during the last fiscal year)   * Fundraising Activities Amount: $ * Scholarship Activities Amount: $ * Endowment Activities Amount: $ * Direct Student Assistance Activities Amount: $     **----------------------- {Please type or copy/paste your response in the field below} --------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 5:**  **Alumni Activities on Campus** Alumni-related activities in which the Chapter participated in during the nomination period. (Please include whether you have attended Homecoming, Alumni Weekend, Spring/Winter Commencement, and VSU Founder’s Day)  **------------------------ {Please type or copy/paste your response in the field below} ---------------------**  Click here to enter text, please keep response under 500 words (Maximum)  **Section 6:**  **Evidence of Loyalty and Support**  Provide any evidence of the Chapter’s Loyalty & Support to Virginia State University and the Virginia State University Alumni Association during the one year nomination period to include any special recognitions, honors, and awards that were bestowed upon the chapter.  **------------------------- {Please type or copy/paste your response in the field below} ---------------------**  Click here to enter text, please keep response under 500 words (Maximum) |
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**Send Nomination Form & All Supporting Documentation To:**

Virginia State University Alumni Association

Awards Committee   
P.O. Box 2488  
Petersburg, VA   23804

**Contact Information for in-person delivery:**  
Phone: 540 748-2056 (Awards Chairperson)  
E-mail: [louisavsuaa@gmail.com](mailto:louisavsuaa@gmail.com) (Awards Chairperson)

**The nomination package and supporting materials should be postmarked or delivered to the Alumni House for the Alumni Association Awards Committee before or no later than 5:00 pm on the third Friday in March.**

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| **Application Submitted By:** | |  | | | |
| **Phone:** |  | |  | **Email Address:** |  |

**CHAPTER OF THE YEAR AWARD**

**Purpose**:  The **Chapter of the Year Award** is the highest honor bestowed upon active alumni chapters within the Alumni Association. This award is presented to alumni chapters for their outstanding service to the University, the Alumni Association, and their local communities during the prior calendar year. Chapters are judged on a variety of alumni related activities, such as student/alumni recruitment, fund-raising, scholarship, community involvement, membership promotion and retention, and volunteer leadership. Chapters are divided into four divisions (small, medium, large, and mega) and two categories based on the location of the chapters (In-state or Out of State), to equalize competition.   
  
**Criteria:**  
To be considered for the Chapter of the Year Award, a nominee must meet the following criteria:

* Nomination is required. All nominations are confidential and must be forwarded to the Alumni Association’s Awards Committee for consideration.
* **Nominated chapter must be a member in good standing with the Virginia State University Alumni Association.**
* An application package must receive a minimum score of 75 points to be considered for an award.
* The nominated chapter must have provided significant services to or have contributed financially to the support and mission of both Virginia State University and the Virginia State University Alumni Association.
* The nominated chapter must have a record of membership promotion and retention, community involvement, fund-raising, and student/alumni recruitment.
* The nominated chapter must have a record of having representation at various alumni-related activities, such as Homecoming, VSU Founder's Day, Alumni Weekend, and National Conventions when held.
* The nominated chapter must have a record of their Board Members' attendance (or provided proxy) at National Board of Director meetings. The nominated chapter must also have a record of attending the Annual Meeting held during Commencement Weekend.
* The nominated chapter must have a record of submitting its Annual Preliminary Report for Chapter Programs to the Alumni Association online.
* Only nomination forms that have been distributed or posted online by the Association are acceptable for submission. In addition to the nomination form, supporting documentation such as newspaper and/or magazine clippings, photos, letters, or other appropriate material supporting the chapter’s nomination must also be included. **A chapter photograph, preferably 300 dpi or higher, must also accompany the application.**
* Nominations must be based on accomplishments made during the previous March calendar year to the present March.

**Selection Methodology:**

The Awards Committee, comprised of members of the Association’s Board of Directors, chapter

members, or faculty or staff of Virginia State University, will review all nominations and make the

final decision. Qualified chapters will receive a numerical rating based on the responses to the

questions applicable to this award. These responses must be submitted along with any supporting

documentation. Chapters who do not respond to the application questions may be rated

ineligible.  The Chapter of the Year Award recipient will be officially announced during the Annual

Meeting held during the University’s Alumni Weekend & Commencement celebration in May.