#### **ALUMNI ASSOCIATION AWARD OF MERIT 2017**

##### Entry Form & Rubric

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| Association:  |
| Region, College, or University:  |
| City:  | State:  |
| Association President: | Email:  |
| Association Advisor(s):  | Email:  |

The Alumni Association Award of Merit recognizes an alumni association (community-based, senior institution-based or region-based) that has been exemplary in meeting the mission of Phi Theta Kappa's Alumni Association, conducting outstanding programs for the benefit of Phi Theta Kappa members.

Entry Submission Requirements

*Failure to follow entry submission requirements will result in entry disqualification.*

* Award entries should consist of the signed Entry Form and the required responses to nomination questions. No additional supporting materials may be submitted.
* The entry must include each question followed by the writer’s response.
* The entry must not exceed four pages (not including this cover page).
* Entries must be received by the email address alumni.awards@ptk.org by 5:00 pm CST, February 15, 2017.
* Subject line of email must read “Merit Entry: [Association Name]”

Nomination

Completed by an Association Officer or Current Association Member, please cover the following topics regarding the Association’s projects and accomplishments for 2016:

1. Summarize your association’s goals and objectives **for 2016**. How were these goals determined?
2. How did your association seek to accomplish your goals? Discuss up to three association projects conducted. How did they address your association goals and what were the specific outcomes? Provide **specific** quantitative and qualitative evaluations of your outcomes.
3. How did these above-mentioned projects (and possibly others) address the Alumni Advisory Council goals (as listed online at www.ptk.org/alumni/aacgoals), benefit current two-year chapter member(s), and/or strengthen your community.

*By submitting this form electronically, the Association leadership hereby states that the following materials are the work of our association’s members and that only supervision and/or assistance was provided by any additional parties in the preparation of this award entry. The activities represented in this entry are an accurate portrayal of the work the association has completed.*

**Alumni Award of Merit Evaluation**

**1. Summarize your association’s goals and objectives for the previous year. How were these goals determined?**

      SCORE \_\_\_\_\_\_\_\_ *x* *3*  =\_\_\_\_\_\_\_\_

**5 points**

The association’s goals were obviously conceived following thought and reflection through a collaborative effort of the Association officers and members and were stated in such a way that the reader had no questions about them. Fulfilling the goals will be challenging and require ambition and persistence on the part of the members and officers. Without question, the goals support those goals established by the Alumni Advisory Council.

**3 points**

The association’s goals appeared to have been conceived following thought and reflection through a collaborative effort of the Association members and were stated in such a way that the reader had a few questions about them. Fulfilling the goals will require the involvement of members and officers. The goals support those goals established by the Alumni Advisory Council**.**

**1 point**

The association’s goals appeared to have been conceived with little thought and reflection by the members or with little collaboration and were stated in such a way that the reader had numerous questions about them. Fulfilling the goals will not require the involvement of members beyond the officer team. The goals did not necessarily support those goals established by the Alumni Advisory Council**.**

**2. How did your association seek to accomplish your goals? Discuss up to three association projects conducted. How did they address your association goals and what were the specific outcomes? Provide specific quantitative and qualitative evaluations of your outcomes.**

      SCORE \_\_\_\_\_\_\_\_ *x* *4*  =\_\_\_\_\_\_\_\_

**5 points**

The response describes three cohesive projects that relate to the goals of the Alumni Advisory Council. At least two projects included innovative or creative elements. Without question, the response illustrates how they relate to the association’s goals. Details about the projects indicate extensive and effective planning occurred and incorporated the full membership of the Association. The response provides strong evidence of the association’s commitment to Phi Theta Kappa’s members and Hallmarks. The response provided specific examples showing how the implementation of projects positively influenced a cause and made a difference in the lives of others. Phi Theta Kappans and community members experienced significant personal growth and the response provided strong evidence that chapter members increased their appreciation for Phi Theta Kappa’s four Hallmarks.

**4 points**

The response describes three cohesive projects that relate to the goals of the Alumni Advisory Council. At least one project included innovative or creative elements. The response adequately illustrates how they relate to the association’s goals. Details about the projects indicate effective planning occurred. The response provides considerable evidence of the association’s commitment to Phi Theta Kappa’s members and Hallmarks. The response provided specific examples showing how the implementation of projects positively influenced a cause and/or made a difference in the lives of others. Phi Theta Kappans or community members experienced significant personal growth and the response provided strong evidence that chapter members increased their appreciation for Phi Theta Kappa’s four Hallmarks.

**3 points**

The response describes at least two projects or one multi-faceted project that relate to the goals of the Alumni Advisory Council. The response illustrates how they relate to the association’s goals. Details about the projects indicate adequate planning occurred. The response provides some evidence of the association’s commitment to Phi Theta Kappa’s members and Hallmarks. The response provided adequate examples showing how the implementation of projects positively influenced a cause or made a difference in the lives of others. The association members experienced personal growth and the response provided some evidence that association members increased their appreciation for Phi Theta Kappa’s four Hallmarks.

**2 points**

The response describes at least two projects or one multi-faceted project. The reader has questions about how the projects relate to the association’s goals or those set by the Alumni Advisory Council. Details about these projects are inadequate and leave doubt about the effectiveness of their planning. The response provides limited evidence of the association’s commitment to Phi Theta Kappa’s members and Hallmarks. The response provided few examples showing how the implementation of projects positively influenced a cause or made a difference in the lives of others.

**1 point**

The response describes projects with an unclear relation to goals set by the Association or the Alumni Advisory Council.  Few details are included. The response provides little evidence of the association’s commitment to Phi Theta Kappa’s members and Hallmarks. The response did not provide enough evidence of how the implementation of projects positively influenced a cause or made a difference in the lives of others.

**3. How did these above-mentioned projects (and possibly others) address the Alumni Advisory Council goals, benefit current two-year chapter member(s), and/or strengthen your community.**

      SCORE \_\_\_\_\_\_\_\_ *x* *3*  =\_\_\_\_\_\_\_\_

**5 points**

The association’s projects reflected multiple goals of the Alumni Advisory Council. Upon reflection, the project(s) were supportive to current and future Phi Theta Kappa members and the alumni body. In at least one project the association’s impact reached beyond the college, chapter or region and provided a service to a broader community.

**3 points**

The association’s projects reflected at least one goal of the Alumni Advisory Council. Upon reflection, the project(s) were supportive to current and future Phi Theta Kappa members or the alumni body. In at least one project the association’s impact reached beyond the college, chapter or region and provided a service to a broader community.

**1 point**

The association’s projects did not appear to reflect at least one goal of the Alumni Advisory Council. Upon reflection, the reader questions the impact of the project(s) as it relates Phi Theta Kappans. In at least one project the association’s project impacted the college, chapter or region, but failed to reach a broader community.

**4. Presentation Evaluation**

      SCORE \_\_\_\_\_\_\_\_ *x* *1* =\_\_\_\_\_\_\_\_

**3 points** Presentation is impeccable; perfectly neat and orderly throughout.  Spelling and grammar are flawless.

**2 points** Presentation is acceptably neat and orderly.  A few errors in spelling and/or grammar.

**1 point** Presentation lacks both neatness and orderliness.  Spelling and/or grammar errors throughout.