

### **Chapter Recognition Committee:**

**Q: What is the Chapter Recognition Committee?**

**A:** The Chapter Recognition Committee (CRC) is charged with identifying, recognizing, and sharing chapter best practices. CRC members recommend and select Sharing Our Success (SOS) submissions for recognition and recognize chapters for the Chapter of the Month (COM) distinction.

**Q: Who serves on the CRC?**

**A:** The CRC consists of six committee members (including one chairperson) who are current or former chapter leaders from around the United States. All meetings are conducted virtually.

**Q: What is the term of a CRC member?**

**A:** Members serve for two years. It is recommended that CRC members do not serve on the committee while in their Chapter President year (if applicable).

**Q: How are CRC members appointed?**

**A:** Members are selected each summer to begin a term on January 1 of the following year. Members may volunteer or be recommended by someone else. The chair is appointed by the President and CEO of ASTD. The chair is usually from the previous year's committee membership. Applications to serve on the CRC are available through the Chapter Leader Community website at [www.astd.org/clc](http://www.astd.org/clc).

**Q: What are the expectations of CRC members?**

**A:** Members are expected to attend all committee conference calls. Members of all chapter-related national committees, including the CRC, are expected to maintain current membership in both their local chapter and national ASTD. CRC members are eligible for the special \$119 chapter leader national membership rate during their service. Attendance at the ASTD Leaders Conference is strongly encouraged.

**Q: What are the primary responsibilities of CRC members?**

**A:** The primary responsibility of the committee is to review SOS submissions for approval and act as advocates to encourage chapter leaders to submit their best practices for recognition. Secondary responsibilities may include providing input on ways to showcase chapter best practices at the ASTD International Conference & Exposition and the ASTD Chapter Leaders Conference.

### **Sharing Our Success:**

**Q: What is Sharing Our Success (SOS)?**

**A:** The mission of the SOS program is to foster strong, healthy chapters and promote synergy through rewarding and recognizing chapters that share their best practices with other chapters.

**Q: How and when do I submit?**

**A:** The SOS submission form is currently available online at [www.astd.org/sos](http://www.astd.org/sos). Chapters can submit their best practices at anytime, ideally while the information is current and relevant.

**Q: What do I need to submit?**

**A:** To submit an SOS chapters must complete the online form at [www.astd.org/sos](http://www.astd.org/sos). If there are

supporting documents that accompany the submission they can be attached using the online form (up to three attachments). Additional supporting documents should be emailed to [sos@astd.org](mailto:sos@astd.org).

**Q: Who will review the submission?**

**A:** Once received, your submission will be assigned to a member of the Chapter Recognition Committee (CRC). A committee member will review the submission and contact you if they have questions or need additional information.

**Q: How long does it take to find out if my SOS is approved?**

**A:** The SOS submission approval process can take up to four to six weeks for review and approval; each submission will vary.

**Q: Why should I submit an SOS?**

**A:** Submitting your chapter's best practices through the SOS program allows the chapter to share its knowledge and organizational learning with other chapters and helps raise the number of successful ideas available to other chapter leaders. You also earn national recognition for the great work your chapter is doing. Approved submissions receive the following:

- A description of submission will be featured on the SOS [webpage](#)
- An article included in the Leaders Connection online newsletter
- Recognition at the [ASTD Chapter Leaders Conference](#) in Arlington, Virginia
- An SOS logo for your chapter's website
- A news release template for use with local news sources
- An SOS news release logo

**Q: In what categories can I submit an SOS?**

**A:** There are five categories in which chapters can submit an SOS. They include administrative, finance, communication, membership, and professional development. These categories are modeled after chapter operating requirements (CORE) to assist chapters with finding CORE-related best practices.

**Q: How does SOS relate to CORE?**

**A:** SOS is a recognition program to share best practices and recognize chapter accomplishments. Chapter Operating Requirements (CORE) are the standard operating rules to remain affiliated as an ASTD chapter. CORE is mandatory; submitting for SOS is strongly encouraged, yet optional.

**Q: How can I find examples of approved SOS submissions?**

**A:** Once an SOS submission is approved, it is placed on the SOS webpage for other chapters to view. The submissions can be viewed by category with the most recent best practices listed first.

**Q: How can I learn more?**

**A:** Visit the [CRC webpage](#) for additional information or email [sos@astd.org](mailto:sos@astd.org).

## **Chapter of the Month:**

### **Q: What is the Chapter of the Month (COM) program?**

**A:** The mission of the Chapter of the Month program is to recognize outstanding chapters whose practices and programs represent the best ASTD has to offer. It highlights chapters who have earned special recognition for their Best Practice success.

### **Q: What are the criteria to be Chapter of the Month?**

**A:** To be considered for Chapter of the Month, a chapter must:

- Have an approved Sharing Our Success (SOS) submission which demonstrates an innovative approach or solution to key chapter functions;
- Be CORE compliant at the time of selection;
- Not have been selected as Chapter of the Month in the previous two years.

### **Q: Is there a time limit or “expiration date” on approved SOS submissions for a chapter to be considered for Chapter of the Month?**

**A:** No, there is no set time limit; as long as the chapter has at least one approved SOS submission and meets the other criteria above, it is eligible for Chapter of the Month.

### **Q: It seems like the same chapters receive Chapter of the Month repeatedly. Why is that?**

**A:** While there may be a perception that the same chapters receive COM, as stated above, one of the key criteria to receive the award is to not have been selected as Chapter of the Month within a two-year timeframe. Additionally, factors such as chapter size, geographic location, and CORE category of the approved SOS submission(s) are also considered in an effort to be as fair as possible. In 2009, 7 of the 12 Chapters of the Month were first-time recipients.

### **Q: What does a chapter receive as Chapter of the Month?**

**A:** Each Chapter of the Month receives the following:

- A free ASTD Learning System;
- A cash prize of \$250;
- A letter from Tony Bingham, President and CEO of ASTD;
- A COM news release text template for customization for local news sources;
- A COM news release banner in jpeg format to place on the news release document when publicizing;
- A 2010 COM logo in .jpeg format for posting on the chapter's website, letterhead, and other marketing collateral.

### **Q: How can I learn more?**

**A:** Information about the Chapter of the Month program can be found at: [www.astd.org/com](http://www.astd.org/com).