

ASSOCIATION OF FLORIDA COLLEGES

**Commission End of the Year Report**  
**Outstanding Commission of the Year Competition**

**CRITERIA AND PROCEDURES**

**PERIOD OF REPORT**

October 1 – September 30

**CRITERIA**

Each Commission of the Association of Florida Colleges is eligible for consideration of the Outstanding Commission of the Year Award.

Commission reports should show evidence of performance clearly consistent with the mission and goals of AFC. The contributions should be significant and outstanding as documented in the End of the Year Report.

Commission reports will be judged on the basis of the point system (Exhibit C).

**PROCEDURE**

Each Commission is encouraged to participate in this award.

Each Commission's report should include a completed information form (Exhibit C). Reports should document outstanding and significant contributions that meet the criteria for the Commission End of the Year Report and subsequently the Outstanding Commission of the Year award.

The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Convention.

The reporting period of the Commission End of the Year Report is October 1 – September 30.

The Awards Committee will make their selections during the AFC Annual Convention and the results will be announced at the convention. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service.

**ASSOCIATION OF FLORIDA COLLEGES  
OUTSTANDING COMMISSION OF THE YEAR AWARD  
NOMINATION FORM**

*Complete and submit this form with your nomination. Attach additional pages as necessary.  
Nominations must be submitted to the Awards Committee Chair  
no less than two weeks before the AFC Annual Convention.*

COMMISSION: \_\_\_\_\_

COMMISSION CHAIR: \_\_\_\_\_

COMMISSION CHAIR'S E-MAIL ADDRESS: \_\_\_\_\_

COMMISSION CHAIR'S COLLEGE: \_\_\_\_\_

COMMISSION CHAIR'S SIGNATURE: \_\_\_\_\_

**ACTIVITIES SUBMITTED FOR JUDGING**

1. COMMISSION ACTIVITIES \_\_\_\_\_ points

Name of activity \_\_\_\_\_

2. COMMISSION EXEMPLARY PRACTICE \_\_\_\_\_ points

Exemplary Practice criteria and procedures included \_\_\_\_\_

Exemplary Practice award winner's name(s) \_\_\_\_\_

Dates of Exemplary Practice Presentation at Commission Conference or State Conference  
\_\_\_\_\_

3. OPERATIONAL PLAN \_\_\_\_\_ points

Operational Plan included \_\_\_\_\_

4. BYLAWS/POLICIES AND PROCEDURES \_\_\_\_\_ points

Bylaws and Policies and Procedures included \_\_\_\_\_

5. FINANCIAL REPORT \_\_\_\_\_ points

Financial Report included \_\_\_\_\_

6. COMMISSION NEWSLETTER \_\_\_\_\_ points

Dates of newsletters

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7. SOCIAL MEDIA \_\_\_\_\_ points

Commission Website Included \_\_\_\_\_ Facebook Page Included \_\_\_\_\_ Other

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8. COMMISSION CHAIR BOARD OF DIRECTORS MEETING ATTENDANCE \_\_\_\_\_ points

Dates of Attendance

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9. BOARD OF DIRECTORS WRITTEN REPORT \_\_\_\_\_ points

Dates of Reports Submitted

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*The Commission End of the Year Report will now be used in the judging process for the Outstanding Commission of the Year. In the hopes of soliciting more participation in the awards program, the report has been streamlined. The purpose of the report is still to offer Commission chairs a measurable tool to use in planning and implementing a successful year in compliance with the Commission Vitality Report found in the AFC Bylaws, Article VIII, Section 2.*

# Commission End of the Year Report

## Outstanding Commission of the Year Competition

October 1 – September 30

**Report Guidelines.** The End of the Year Report is a written report. It may include photographs only if necessary. The following information should be included. Each section should show the appropriate heading.

### 1. COMMISSION ACTIVITIES

**Unlimited points**

*Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. Include minutes of all general membership and Commission board meetings.*

*Special emphasis should be placed on membership development, professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of professional development, leadership training, or community service.*

Commission Activities – 5 points each. (A maximum of 10 points will be awarded for social activities.)

### 2. COMMISSION EXEMPLARY PRACTICE

**Maximum 20 points**

*Include only awards that are chosen from statewide application. Internal awards such as UnSung Hero or commission member awards are not eligible for this category. Provide award criteria, procedures and award winner's name(s).*

Awarding an Exemplary Practice – 15 points

Exemplary Practice Presentation at Commission Conference or State Conference – 5 points

### 3. OPERATIONAL PLAN

**Maximum 5 points**

*Provide a copy of the operational plan for the Commission.*

### 4. BYLAWS/POLICIES AND PROCEDURES

**Maximum 10 points**

*Provide a copy of the Commission's Bylaws/Policies and Procedures.*

Commission Bylaws/Policies and Procedures – 10 points

### 5. FINANCIAL REPORT

**Maximum 10 points**

*Provide a copy of the Commission's End of the Year Financial Report.*

Commission Financial Report – 10 points

### 6. COMMISSION NEWSLETTER

**Maximum 10 points**

*Include copies of newsletter(s) and method of distribution.*

Each newsletter – 5 points each

### 7. SOCIAL MEDIA

**Maximum 30 points**

*Commission must provide a screen print of chapter website, Facebook page, Twitter page or other form of electronic*

*social media showing commission information, membership recruitment information, minutes, upcoming events, etc.*

Commission Website – 10 points      Facebook Page – 10 points      Other form of electronic social media – 10 points

### 8. COMMISSION CHAIR BOARD OF DIRECTORS MEETING ATTENDANCE

**Maximum 20 points**

Attendance by Chair or Chair-Elect – 5 points each

### 9. BOARD OF DIRECTORS WRITTEN REPORT

**Maximum 20 points**

*Provide a copy of the Commission Report.*

Each report submitted at the BOD Meeting - 5 points each

*Revised December 2013*

## POINTS OF INFORMATION FOR COMMISSION END OF THE YEAR REPORT

**Commission Activities.** Include any activities sponsored by the Commission, including Spring Conference, general membership meetings, and Commission board meetings. The Commission Conference may be co-hosted with other commissions. Include a copy of the minutes from each commission board meeting or general membership meeting. Commission Board meetings could include any meeting in person, via phone conference or teleconference of the Commission's officers. Special emphasis should be placed on professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Commissions having exemplary performance in the areas of membership development, professional development, leadership training, or community service. Five points will be awarded for each Commission activity. A maximum of 10 points will be awarded for social activities.

**Commission Exemplary Practice.** Exemplary practices should include only awards that are chosen from statewide application. Internal awards such as UnSung Hero or commission member awards are not eligible for this category. Include award criteria, procedures and award winner's name(s) for all exemplary practices awarded by the Commission during the criteria period. Points are also awarded for any Exemplary Practice presentation presented at the Commission Conference or the AFC Annual Convention. Include the Conference program or the AFC Annual Convention program as documentation of the presentation.

**Operational Plan.** Include a copy of the Commission's Operational Plan and your progress.

**Bylaws/Policies and Procedures.** Include a copy of the Commission's Bylaws/Policies and Procedures.

**Financial Report.** Include a copy of the Commission's end of the year financial statement.

**Commission Newsletter.** Include a copy of each newsletter and method of distribution. Newsletters may be distributed as printed publications or emailed electronically to all the Commission's members.

**Social Media.** Include an up-to-date screen print of the Commission website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period.

**Commission Chair BOD Attendance.** The Commission Chair is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Chair cannot attend, the Vice Chair may attend in their absence. Include a copy of the BOD meeting's minutes to prove attendance.

**BOD Written Report.** The Commission Chair is responsible for submitting a Commission activity report at each of the four BOD meetings annually. Include a copy of the Commission report as submitted.

### REMEMBER:

- Complete **ALL** of the information on the nomination form. This helps the Awards Committee to insure that you receive the maximum amount of points.