

ASSOCIATION OF FLORIDA COLLEGES

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

CRITERIA AND PROCEDURES

PERIOD OF REPORT

October 1 – September 30

CRITERIA

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

Region 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.

Region reports will be judged on the basis of the point system (Exhibit D).

PROCEDURES

Each Region is encouraged to participate in this award.

Each Region's report should include a completed information form (Exhibit D). Reports should document outstanding and significant contributions that meet the criteria for the Region End of the Year Report and subsequently the Outstanding Region of the Year award. No electronic submission will be accepted.

The report is to be submitted to the Awards Committee Chair no less than 2 weeks before the AFC Annual Conference.

The reporting period of the Outstanding Region of the Year Report is October 1 –September 30.

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

**ASSOCIATION OF FLORIDA COLLEGES
OUTSTANDING REGION 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 Conference.*

REGION: _____ REGION DIRECTOR: _____

REGION DIRECTOR'S E-MAIL ADDRESS: _____

REGION DIRECTOR'S COLLEGE: _____

REGION DIRECTOR'S SIGNATURE: _____

ACTIVITIES SUBMITTED FOR JUDGING

1. REGION ACTIVITIES _____ points

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

2. OPERATIONAL PLAN _____ points

Operational Plan included _____

3. BYLAWS _____ points

Bylaws included _____

4. FINANCIAL REPORT _____ points

Financial Report included _____

5. REGION COMMUNICATIONS _____ points

Dates of communiqués _____

6. SOCIAL MEDIA _____ points

Region Website Included _____ Facebook Page Included _____ Other _____

7. REGION DIRECTOR AFC BOARD OF DIRECTORS MEETING ATTENDANCE _____ points

Dates of Attendance _____

8. AFC BOARD OF DIRECTORS WRITTEN REPORT _____ points

Dates of Reports Submitted _____

10. FUNDRAISING ACTIVITIES BY REGION

_____ points

Name of activity _____

Name of activity _____

Name of activity _____

Name of activity _____

The Region End of the Year Report will now be used in the judging process for the Outstanding Region 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 Region Directors a measurable tool to use in planning and implementing a successful year in accordance with AFC Standing Rule VIII: Regions.

Region End of the Year Report

Outstanding Region 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. REGION ACTIVITIES

Maximum 50 points

Include any activities sponsored by the Region, including Region Conference and Chapter Presidents meetings. Include minutes of all Chapter Presidents meetings. Individual chapter activities are not included here and cannot conflict with another category. 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 Regions having exemplary performance in the areas of professional development, leadership training, or community service.

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

2. OPERATIONAL PLAN

Maximum 10 points

Provide a copy of the current Operational Plan for the Region.

3. BYLAWS

Maximum 10 points

Provide a copy of the Region's Bylaws showing that they have been reviewed and/or revised annually by Region Executive Board or Region membership.

Region Bylaws – 10 points

4. FINANCIAL REPORT

Maximum 10 points

Provide a copy of the current year's Region's End of the Year Financial Report.

Region Financial Report – 10 points

5. REGION COMMUNICATIONS

Maximum 30 points

Include copies and/or screenshots of eblasts, brochures, CURRENT articles, newsletters, and other means of communication that is NOT social media. They must pertain to Region events and not individual chapters. The copies and/or screenshots need to be time-stamped.

Each communiqué – 5 points each

6. SOCIAL MEDIA

Maximum 30 points

Provide screenshots of the Region website, Facebook page, Twitter page and any other forms of electronic social media showing Region information, membership recruitment information, minutes, upcoming events, etc. The copies and/or screenshots need to be time-stamped.

Region Website – 5 points Facebook Page – 5 points Other form of electronic social media – 5 points

7. REGION DIRECTOR AFC BOARD OF DIRECTORS MEETING ATTENDANCE

Maximum 20 points

Provide a copy of each AFC board of directors meeting minutes with the names of the region director or director-elect highlighted.

Attendance by Director or Director-Elect – 5 points each

8. AFC BOARD OF DIRECTORS WRITTEN REPORT

Maximum 20 points

Provide a copy of each Region Report.

Each report submitted at the AFC BOD Meeting - 5 points each

9. FUNDRAISING ACTIVITIES BY CHAPTER

Maximum 30 points

Commission must provide a copy of each activity announcement making sure that the Commission involvement is clearly documented.

Any organized fundraising activity. – 5 points each

AFC Foundation Silent Auction Donation. Must provide copy of donation request form. – 5 points each

AFC Foundation Silent Auction Donation made by Pre-Conference Board of Directors Meeting – 5 points each

POINTS OF INFORMATION FOR REGION OF THE YEAR AWARD

Region Activities. Include any activities sponsored by the Region, including Region Conference and Chapter Presidents' meetings. The Region Conference must be a meeting or conference held for members of the entire region. It is not to be confused with the Region Meeting held at the AFC Annual Conference. Include a copy of the minutes from each Chapter Presidents' meeting. Chapter Presidents' meetings could include any meeting in person, via phone conference or teleconference. Special emphasis should be placed on professional development, leadership training, community service, political activities, and social activities. Special awards may be given to Regions having exemplary performance in the areas of membership development, professional development, leadership training, or community service. Five points will be awarded for each Region activity. **These are not individual chapter activities.** A maximum of 10 points will be awarded for social activities. Include date (month, day, year) on everything.

Operational Plan. Include a copy of the Region's current Operational Plan and your progress.

Bylaws. Include a copy of the Region's Bylaws that clearly show recent revision and/or review.

Financial Report. Include a copy of the Region's current end of the year financial statement.

Region Communications. Include copies of each method of communication that is NOT social media but can include eblasts, Current articles, newsletters, and brochures. They must be time-stamped within the criteria period.

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

Region Director AFC BOD Attendance. The Region Director is responsible for attending each of the four Board of Directors (BOD) meetings annually. If the Director cannot attend, the Director-Elect may attend in their absence. Include a copy of the BOD meeting's minutes to prove attendance. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. Board minutes can be found under the month and year of the meeting in the Calendar of Events (i.e., minutes for May 15, 2015 meeting will be found with the agenda for the September 22, 2015 meeting).

AFC BOD Written Report. The Region Director is responsible for submitting a Region activity report at each of the four BOD meetings annually. Include a copy of the Region report as submitted. Board meetings are held at the Leadership Conference in late January/early February, in mid-May, in mid-September for pre-conference, and at the Annual Conference. If a written report was submitted, it can be found on the agenda for the BOD meeting under month and year in the Calendar of Events.

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.

- Tab each section of the report according to the nomination form.
- Highlight pertinent information so that it catches the judges' eye.
- Document all activities with flyers, announcements, etc. AND results. Photos are encouraged. Clearly indicate the date of the activity so that the Committee knows the activity falls within the criteria reporting period.
- The due date is 10 business days before the annual conference. If submitted late, the book will not be judged but will be acknowledged.