

**ASSOCIATION OF FLORIDA COLLEGES  
OUTSTANDING COMMISSION OF THE YEAR AWARD  
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. No electronic submission will be accepted.

The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.

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 Conference and the results will be announced at the conference. 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

Reporting Period: October 1 – September 30

*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.*

*Complete and submit this form with your nomination. Attach additional pages as necessary. The report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized.*

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

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

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

COMMISSION CHAIR’S COLLEGE: \_\_\_\_\_

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

ACTIVITIES SUBMITTED FOR JUDGING

**1. COMMISSION ACTIVITIES (Maximum 50 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 place 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.*

Spring Conference participation – 5 points

Spring Conference participation \_\_\_\_\_ date of conference \_\_\_\_\_

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

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

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

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

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

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

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

**TOTAL POINTS AWARDED FOR COMMISSION ACTIVITIES \_\_\_\_\_ points**

**2. COMMISSION EXEMPLARY PRACTICE (Maximum 35 points)**

*Include only awards that are chosen from statewide application as indicated on the official AFC Awards List. Internal awards such as *Unsung Hero* or commission member awards are considered non-exemplary practice awards. Provide award criteria, procedures and award winner's name(s).*

Awarding an Exemplary Practice – 15 points

Exemplary Practice Presentation October 1, 2016 through September 30, 2017 – 5 points

Exemplary Practice criteria and procedure – 5 points

Non-exemplary practice awards – 5 points each (maximum of 10 points)

Awarding an Exemplary Practice Award \_\_\_\_\_

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

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

Date of Exemplary Practice Presentation \_\_\_\_\_

Non-exemplary practice awards \_\_\_\_\_

**TOTAL POINTS AWARDED FOR EXEMPLARY PRACTICE \_\_\_\_\_ points**

**3. OPERATIONAL PLAN (Maximum 10 points)**

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

Commission Operational Plan—10 points

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

**TOTAL POINTS AWARDED FOR OPERATIONAL PLAN \_\_\_\_\_ points**

**4. BYLAWS (Maximum 10 points)**

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

Commission Bylaws– 10 points

Bylaws included \_\_\_\_\_

**TOTAL POINTS AWARDED FOR BYLAWS \_\_\_\_\_ points**

**5. FINANCIAL REPORT (Maximum 10 points)**

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

Commission Financial Report – 10 points

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

**TOTAL POINTS AWARDED FOR FINANCIAL REPORT \_\_\_\_\_ points**

**6. COMMISSION 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 Commission events and not individual chapters. **The copies and/or screenshots need to be time-stamped.***

Each communiqué – 5 points each

Dates of communiqués \_\_\_\_\_

**TOTAL POINTS AWARDED FOR COMMISSION COMMUNICATIONS \_\_\_\_\_ points**

**7. SOCIAL MEDIA (Maximum 30 points)**

*Provide screenshots of Commission website, Facebook page, Twitter page and any other forms of electronic social media showing commission information, membership recruitment information, minutes, upcoming events, etc. **The screenshots need to be time-stamped.***

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

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

**TOTAL POINTS AWARDED FOR SOCIAL MEDIA \_\_\_\_\_ points**

**8. COMMISSION CHAIR AFC BOARD OF DIRECTORS MEETING ATTENDANCE (Maximum 20 points)**

*Provide a copy of each AFC board of directors meeting minutes with names of the commission chair or chair-elect highlighted.*

Attendance by Chair or Chair-Elect – 5 points each

Dates of Attendance \_\_\_\_\_

**TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS MEETING ATTENDANCE \_\_\_\_\_ points**

**9. AFC BOARD OF DIRECTORS WRITTEN REPORT (Maximum 20 points)**

*Provide a copy of each Commission Report.*

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

Dates of Reports Submitted \_\_\_\_\_

**TOTAL POINTS AWARDED FOR BOARD OF DIRECTORS WRITTEN REPORT \_\_\_\_\_ points**

**10. FUNDRAISING ACTIVITIES BY COMMISSION (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

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

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

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

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

**TOTAL POINTS AWARDED FOR FUNDRAISING \_\_\_\_\_ points**

**TOTAL POINTS: \_\_\_\_\_**

## 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 up to 10 activities. **These are not individual chapter activities.** A maximum of 10 points will be awarded for social activities. Include date (month, day, year) on everything.

**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 Conference. Include the Conference program or the AFC Annual Conference program as documentation of the presentation.

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

**Bylaws.** Include a copy of the Commission's Bylaws that clearly shows current revision and/or review.

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

**Commission 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 Commission website, Facebook page, Twitter page or other form of electronic social media including the date of printing within the criteria period.

**Commission Chair AFC 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. 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 Commission Chair is responsible for submitting a Commission activity report at each of the four annual BOD meetings. Include a copy of the Commission 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.
- Clearly 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 report is to be submitted to the Awards Committee Chair no less than two weeks before the AFC Annual Conference. The date will be published once the Annual Conference dates are finalized. If submitted late, the book will not be judged but will be acknowledged.