



**Minutes from the August, 2005 Board Meeting of the  
Austin – Central Texas Chapter  
Association of Legal Administrators**

**August 25, 2005, 12:00 PM**

**Members Present:**

Ann Jacobson, Jo Ann Welch, Vickie Mitchell, Bonnie Zook, Elaine Burr, Edna Diaz, Angela McEntire; James Cornell, Chris Sims, Debbie Roan, Regional Director

**Members Not Attending:**

Pamela Smith, Toni Beasley, Karie D. Rivkin,

**Item 1. Reading/Approval of the Minutes:**

The July Board meeting minutes were approved as written and submitted to the Board.

**Item 2. Treasurer's Report: (Jo Ann Welch)**

The Chapter bank account balance as of August 25, 2005 is \$69,050.98. All deposits have been made and all checks have been written.

A Balance Sheet and Income Statement for the period ending August 25, 2005 are attached hereto and made a part of these minutes. (Attachments A and B)

Jo Ann reported that the August 18th educational seminar receipts were \$2,409 and noted that we spent \$3,000 on the speaker. The unanimous opinion of the board members was that our speaker was a huge success and well worth the expense.

All business partner Expo expenses that have been received have been paid. James and Angela mentioned that they had some unpaid Expo expenses that should be billed soon.

Jo Ann is planning to open a money market savings account and will deposit \$35,000-\$40,000.

Jo Ann presented two scenarios for using some of our excess funds. They included estimates of paying registration for 40 or 30 members for the Regional Conference, community development expense of \$5,000, chapter retreat expense, 2006 educational seminar, 2005 holiday party, and stipends for the board members to attend the 2006 National Conference.

The board confirmed their vote to pay the registration and travel (bus) expense for any Chapter member that wants to attend the Regional Conference and offer a \$1,000 stipend for board members to attend the 2006 National Conference. (Other expenses in the preceding paragraph have previously been approved.)

**Item 3. Committee Reports:**

**Membership Committee:** (Toni Beasley-not attending)

No report.

**Community Relations/Bar Activities:** (Bonnie Zook)

Bonnie reported that the membership served lunch to the Habitat for Humanity workers last weekend.

A November Habitat landscape project is being planned. Habitat has asked for landscape design volunteers. Business partners will be invited to participate in the project.

The pottery project for Habitat had to be cancelled because Balcones Springs would not allow us to bring paints, etc. to complete the project at the retreat. Habitat restricts gift values to under \$200. We will honor our commitment to provide a house warming gift by purchasing some dishes.

The committee is working on participating in the Habitat "blitz" in October and Bonnie will provide details later.

The family from the Make a Wish project sent a picture drawn by our sponsored young lady, along with a nice letter thanking us for making her wish come true at Disneyworld.

The briefcase project was a great success with 41 briefcases collected and delivered. Bonnie received a thank you letter for the donation.

**Program/Education Committee:** (Pamela Smith-not attending)

Ann reported for Pamela.



The fall seminar was a huge success with 80+ attendees. The speaker got rave reviews.

All monthly luncheon meetings have been planned. The committee is working on the March seminar and holiday party.

Our February topic is ethics presented by Legally Large. It has been confirmed with National that it qualifies for CLM credit.

The April, 2006 monthly meeting date has been changed to April 20 to accommodate our speaker's schedule - David Constantine, ALA President.

Corina Ruiz of Toler, Larson & Abel has joined the Program/Education Committee.

Business Partner Relations Committee: (Angela McEntire and James Cornell)

Angela reported that we have had positive feedback from our Business Partners regarding the Expo. Three companies owe additional money for outlets or additional representatives. All bills should be in within 30 days and James and Angela will reconcile the costs and report back to the Board.

Angela and James will provide a summary of the Expo and list of participants to Karie for the next newsletter.

Three companies complained that their ad was not in the brochure for the Expo. Angela will arrange for them to have their business card ad in the next newsletter.

Business Partner surveys will be sent within a few business days and Angela will report on the surveys at the next Board Meeting.

A suggestion was made that a better sound system be used next year as some of the speakers could not be heard.

Rainmaker calculated the cost of the donated printing for the brochures at \$1,700. Angela and James will send a thank you letter.

All Board Members commented on what a huge success the Expo was.

Debbie Roan will chair the Business Partner Relations Committee next year.

Newsletter Committee: (Karie D. Rivkin-not attending)

The next deadline for submission is September 6, 2005.



Website Committee: (Elaine Burr)

Elaine will post photos and ads from the Business Partner Expo.

Business Partner listings are up to date.

Compensation and Benefits Survey Committee: (Chris Sims)

Chris reported that we will need approximately \$5,000 for implementing the on-line survey next year. Some of this initial investment will be offset by participation fees.

Debbie mentioned that National is considering producing a general survey but it may be years before it is in place.

As of today, Wheeler & Co. has received 8 surveys. The committee members are contacting the membership by telephone to encourage participation. Ann also sent a reminder e-mail.

**Item 4.        New Business:**

Ann reported that October 3-7 is Professional Legal Management Week.

Ann reminded everyone that the President's award reports are due in January.

Angela will review the diversity report and make suggestions.

Debbie Roan suggested Marcia Petrie Sue as a speaker for one of our functions.

Edna will talk to the Program Committee regarding facilitating the monthly teleseminars.

A discussion was held about scholarship guidelines. It was decided that the CLM scholarship should not be date specific but should be used within 12 months.

Ann reported that a Business Partner sent out a flyer with our logo without permission. Ann will write a letter. Elaine will put a "do not use" restriction on the website.

**Item 5.        Old Business:**

Bonnie reported that the reservation for a bus for Regional Conference has been made. We plan to leave at 9:00 a.m. on October 20 and return at 1:30 p.m. on October 22. Bonnie has invited the membership to park at her offices during Regional.



Angela is researching shirts for the Regional Conference and will report back.

**Item 6.      Adjourn:**

The meeting was adjourned. The next Board Meeting is scheduled for September 15, 2005.



## ATTACHMENT A

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

Balance Sheet  
As of August 25, 2005

	<u>Aug 25, '05</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Frost Bank	<u>69,050.98</u>
<b>Total Checking/Savings</b>	<u>69,050.98</u>
<b>Total Current Assets</b>	<u>69,050.98</u>
<b>TOTAL ASSETS</b>	<u><u>69,050.98</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Opening Bal Equity	13,329.53
Retained Earnings	31,834.29
Net Income	<u>23,887.16</u>
<b>Total Equity</b>	<u>69,050.98</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>69,050.98</u></u>



## ATTACHMENT B

### ASSOCIATION OF LEGAL ADMINISTRATORS AUSTIN-CENTRAL TEXAS CHAPTER

#### PROFIT & LOSS

April 1, 2004 through August 25, 2005

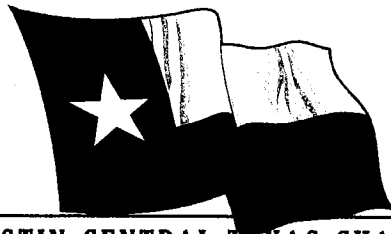
	<u>Apr 1 - Aug 25, '05</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Education Seminars</b>	2,409.00
<b>Legal Resource Fair</b>	43,986.70
<b>Meeting Receipts</b>	2,742.00
<b>Membership Dues</b>	
<b>05-'06 Membership Dues</b>	1,350.00
<b>Total Membership Dues</b>	1,350.00
<b>Mtg Vendor Handout Fees</b>	850.00
<b>Newsletter Ads</b>	1,175.00
<b>Total Income</b>	52,512.70
<b>Expense</b>	
<b>Chapter Meeting</b>	
<b>Lunches</b>	3,033.07
<b>Total Chapter Meeting</b>	3,033.07
<b>Chapter Retreat</b>	
<b>Community Challenge Expenses</b>	122.43
<b>Continuing Leadership Institute</b>	
<b>President - CLI</b>	932.49
<b>President Elect-CLI</b>	684.64
<b>Total Continuing Leadership Institute</b>	1,617.13
<b>Education Seminar</b>	
<b>Lunches</b>	2,292.84
<b>Speakers</b>	3,777.78
<b>Education Seminar - Other</b>	0.00
<b>Total Education Seminar</b>	6,070.62
<b>Legal Resource Fair Expenses</b>	
<b>Deposits</b>	1,350.00
<b>Facilities</b>	4,237.99
<b>Food</b>	1,923.16
<b>Total Legal Resource Fair Expenses</b>	7,511.15



<b>Miscellaneous Expense</b>	
<b>Other</b>	659.24
<b>Miscellaneous Expense - Other</b>	<u>-0.48</u>
<b>Total Miscellaneous Expense</b>	658.76
<b>National Conference Scholarship</b>	
<b>CLM Scholarship</b>	1,000.00
<b>New Member Regist-Natl Conferen</b>	845.00
<b>President-National Conference</b>	1,750.00
<b>President Elect-National Confer</b>	<u>1,750.00</u>
<b>Total National Conference Scholarship</b>	5,345.00
<b>Parties</b>	
<b>Parties</b>	66.75
<b>Postage and Delivery</b>	126.00
<b>Regional Conference</b>	200.00
<b>Vendor Appreciation</b>	
<b>Parties</b>	<u>1,360.50</u>
<b>Total Vendor Appreciation</b>	1,360.50
<b>Website</b>	<u>189.40</u>
<b>Total Expense</b>	<u>28,638.31</u>
<b>Net Ordinary Income</b>	23,874.39
<b>Other Income/Expense</b>	
<b>Other Income</b>	
<b>Interest Income</b>	<u>12.77</u>
<b>Total Other Income</b>	<u>12.77</u>
<b>Net Other Income</b>	<u>12.77</u>
<b>Net Income</b>	<u><u>23,887.16</u></u>







**AUSTIN-CENTRAL TEXAS CHAPTER**

Association of Legal Administrators

**BOARD MEETING AGENDA**

**August 25, 2005**

1. Approval of the July Minutes
2. Treasurer's Report
3. Committee Reports
  - Membership (Toni Beasley)
  - Community Affairs (Bonnie Zook)
  - Education/Program (Pamela Smith)
  - Vendor (Angela/James)
  - Newsletter (Karie Pilcher)
  - Website (Elaine Burr)
  - Salary Survey (Chris Sims)
4. New Business
  - Legal Management Week (Oct. '05)
  - Regional Conference – Travel Budget
  - Partner Breakfast
  - President's Award (print)
  - Diversity Report (National)
  - Teleseminars
  - Scholarship Guidelines
  - Chapter Bond Premium - gave to JAW to pay
5. Adjourn

**Scenario #1**

	<u>Cost</u>	<u>Estimated Registrations</u>	<u>Total</u>
<b>Region 4 Conference</b>	\$275.00	40	\$11,000.00
<b>Community Development</b>			\$5,000.00
<b>2005 Chapter Retreat</b>			\$2,000.00 <i>3500</i>
<b>2006 Education Seminar</b>			\$3,000.00
<b>2005 Holiday Party</b>			\$2,000.00
<b>2006 National Conference</b>			
<b>Board Members</b>	\$1,000.00	12	\$12,000.00
<b>Scholarships</b>	\$1,000.00	2	<u>\$2,000.00</u>
			\$37,000.00
<b>Current Bank Balance</b>			<u>\$69,000.00</u>
<b>Balance to Turn Over to 2006-2007 Fiscal Year</b>			<u><u>\$32,000.00</u></u>

Scenario #2

	<u>Cost</u>	<u>Estimated Registrations</u>	<u>Total</u>
Region 4 Conference	\$275.00	30	\$8,250.00
Community Development			\$5,000.00
2005 Chapter Retreat			\$2,000.00
2006 Education Seminar			\$3,000.00
2005 Holiday Party			\$2,000.00
2006 National Conference			
Board Members	\$800.00	12	\$9,600.00
Scholarships	\$800.00	2	<u>\$1,600.00</u>
			\$31,450.00
Current Bank Balance			<u>\$69,000.00</u>
Balance to Turn Over to 2006-2007 Fiscal Year			<u><u>\$37,550.00</u></u>

**DRAFT**

**Scholarship Criteria**

- Member in good standing (not a guest or associate member)
- First time conference attendee
- Reimburse registration travel and hotel expenses after event only (no prepay)
- Must early bird register
- 1500 for National; \$750 for Regional

**CLM Test Scholarship Criteria**

- Member in good standing
- Must early bird register – if available
- \$1,000 – reimburseable expenses (no prepay)
- (Date specific – Test taken at National Conference only?)

## Program/Education Committee Report - August , 2005

### NEW INFO

Incredible attendance at seminar - 80+. Rave reviews for the speaker.

We have only the March seminar and the holiday party left to plan. Cmte met and planned the last two monthly meetings we had open. We will have a topic on ethics by Legally Large in February that they confirmed with National qualifies for CLM credit in ethics.

APRIL 20 NOTE CHANGE OF DATE as ALA President was not available on April 27  
David Constantine, our current ALA President  
Headliners confirmed for McBee rooms on the 20<sup>th</sup>.

We have a new member on our cmte, Corina Ruiz of Toler, Larson & Abel.

### PRIOR

#### Upcoming meetings

September - Anita Motloch and Steve Knebel with Maxwell, Locke & Ritter  
to do the 1099 topic - reporting guidelines for lawsuit settlements

October - Judy Scott, McQueary Henry Bowles Troy, LLP - HSA's

NOVEMBER 17 (Wally)

Fred Gale, CPA to speak on Fraud and Prevention

# ***PRESIDENTS' AWARDS OF EXCELLENCE***

This award, named in honor of ALA's Past Presidents, recognizes chapters for their efforts in effective chapter management. Awards will be presented to chapters in good standing that attain the required number of points as outlined below:

Category	Minimum Points Required
Platinum	6,900
Gold	6,200
Silver	5,400
Bronze	4,700
Honorable Mention	3,800

## **SPECIFICATIONS**

Use the checklist below for assistance in completing your entry. Be sure to carefully read the Terms and Conditions of Participation.

Specifications Checklist	<input checked="" type="checkbox"/>
1. The chapter should attain <i>at least</i> 3,800 points.	<input type="checkbox"/>
2. Be sure to <i>verify</i> your calculations. Changes are not permitted after receipt by Headquarters.	<input type="checkbox"/>
3. Submit <i>one</i> copy of the entry.	<input type="checkbox"/>
4. The Chapter President should sign and submit the Affirmation Statement.	<input type="checkbox"/>
5. Copies of supporting materials must be provided where requested or the points will be disallowed.	<input type="checkbox"/>

### **Terms and Conditions of Participation:**

*Do not submit this entry in a binder.*

Unless otherwise noted, activities must occur between January 1, 2005 and December 31, 2005.

Unless otherwise stated, partial points are ***not*** permitted.

Entries become the property of ALA and will ***not*** be returned to the chapter.

All submissions are final. Additions or changes are ***not*** permitted after receipt by Headquarters.

This *is not a judged category* in the ALA Awards Program. ALA reserves and exercises the right to verify the accuracy of the entry. Inaccurate information will lead to a deduction of points or disqualification.

Verification of the award level will be provided to the current Chapter President prior to the Annual Conference.

<b>EFFECTIVE CHAPTER MANAGEMENT</b>		<b>Points Allowed</b>	<b>Points Achieved</b>
A.	The chapter has, or secured, tax-exempt status from the IRS (or comparable tax status if outside the U.S.).	A. 100	A.
B.	The chapter performed (on its own or through a third party) an annual audit or review of its finances.	B. 100	B.
C.	The chapter received or retained incorporation status.	C. 100	C.
D.	The chapter created awareness among its members of the Performance Objectives for Chapters <i>and</i> the Performance Objectives for Members.	D. 100	D.
E.	The chapter's Regional Council Representative provided a detailed report of each council meeting to all chapter members.	E. 150	E.
F.	All compensation and economic survey questionnaires were reviewed and approved by ALA Headquarters prior to dissemination.	F. 150	F.
G.	The chapter submitted its list of officers for the 2005/06 term on or before 3/31/05.	G. 200	G.
H.	The chapter met Association guidelines for chapter compliance by submitting all requested information by the deadline of July 22, 2005.	H. 200	H.
I.	The current Chapter President <i>and</i> Chapter President-Elect or Vice President are subscribed to ALA's Chapter Presidents' Listserve. Subscriptions will be randomly verified between 8/1/05 and 12/31/05.	I. 200	I.
J.	The chapter was represented at the Chapter Leadership Institute (June 10-12, 2005, in Denver, Colorado).	J. 300	J.
<b>EFFECTIVE CHAPTER MANAGEMENT SUBTOTAL:</b>		<b>1,600</b>	
<b>COMMUNICATIONS</b>		<b>Points Allowed</b>	<b>Points Achieved</b>
A.	Minutes of all meetings were provided to all members of the chapter <i>and</i> to the chapter's Regional Director and Communications Officer. (This could have been achieved by publishing summaries in chapter newsletters <i>or</i> posting the minutes on the chapter Web site.)	A. 100	A.
B.	A regularly scheduled newsletter (or other communiqué) was sent to all chapter members, the chapter's Regional Director, Communications Officer, and Headquarters.	B. 100	B.
C.	A calendar of major chapter and Association events was provided to all chapter members and to the chapter's Regional Director and Communications Officer. (This could have been achieved by publishing the calendar in chapter newsletters <i>or</i> posting on the chapter Web site.)	C. 100	C.
D.	The chapter increased member awareness of ALA Management Solutions <sup>SM</sup> , a full time information and reference desk service.	D. 100	D.
E.	The chapter increased member awareness of ALA's Antitrust Guidelines, Mission Statement and Goals <i>and</i> Code of Professional Ethics.	E. 100	E.
F.	The chapter increased member awareness of the <i>ALA Management Encyclopedia</i> <sup>SM</sup> .	F. 150	F.
G.	The chapter increased member awareness of the Legal Management Resource Center (LMRC).	G. 150	G.
H.	The chapter developed a plan to increase attendance at meetings and events and documented that plan in their chapter minutes.	H. 150	H.
I.	The chapter developed or updated a recruitment piece (brochure, flyer, etc.) describing the benefits of ALA and chapter membership. ( <i>To earn these points, you must enclose the document with this entry!</i> )	I. 200	I.
J.	The chapter launched an ALA approved Web site or updated their existing site. (Such updates to be randomly verified between 8/1/05 and 12/31/05.)	J. 150	J.
<b>COMMUNICATIONS SUBTOTAL:</b>		<b>1,300</b>	

PROFESSIONAL DEVELOPMENT		Points Allowed	Points Achieved
A.	The chapter presented programs from the <u>five educational areas</u> of knowledge as identified by ALA's Knowledge, Skills and Abilities Survey. These include: (1) Communications and General Management, (2) Financial Management, (3) Human Resources Management, (4) Legal Industry and (5) Office Operations Management. (View the entire list of competencies in each subject area on the ALA Web site at <a href="http://www.alanet.org/education/analysis.html">www.alanet.org/education/analysis.html</a> .) <b>Score 100 points per area presented; maximum score = 500 points.</b>	A. 100 to 500	A.
B.	At least 75% of the evaluations (from A. above) received overall ratings of five or above on a seven-point scale, and represent educational opportunities beyond routine networking and social events.	B. 100	B.
C.	On a regular basis ( <i>at least quarterly</i> ), the chapter submitted to the Regional Education Officer a Chapter Education Summary of its educational programs and presenters. (Available online at <a href="http://www.alanet.org/members/chapters/evaluation_form.htm">www.alanet.org/members/chapters/evaluation_form.htm</a> .)	C. 200	C.
D.	The chapter actively promoted, educated members about and encouraged attendance at the Annual Educational Conference, Regional Conference and Fall Specialty Retreats.	D. 200	D.
E.	The chapter actively promoted and educated members about ALA's specialized educational offerings. These include Teleseminars, Law Firm Profitability Enhancement, Essential Competencies for Legal Administrators (ECLA) <i>and</i> the Law Firm Financial Management Conference.	E. 200	E.
F.	The chapter actively promoted and educated members about ALA's Certified Legal Manager (CLM) <sup>SM</sup> program.	F. 200	F.
G.	The chapter formed, or provided demonstrable support for, a local study group for ALA's Certified Legal Manager (CLM) <sup>SM</sup> program. Please explain below:  _____	G. 300	G.
<b>PROFESSIONAL DEVELOPMENT SUBTOTAL:</b>		<b>1,300 to 1,700</b>	
RECRUITMENT AND RETENTION		Points Allowed	Points Achieved
A.	The chapter had an orientation or mentoring program, or other systems and procedures in place to assist members who are new to ALA, new to the profession or in need of direction.	A. 100	A.
B.	The chapter had programs that kept Past Presidents and seasoned administrators involved in chapter activities.	B. 100	B.
C.	The chapter was successful in activating members who were not previously involved in leadership roles.	C. 100	C.
D.	The chapter submitted a qualified entry in the "ALA-Robert Half Legal 10,000 <sup>th</sup> Member Pyramid Campaign" essay competition.	D. 150	D.
E.	The chapter actively promoted the "ALA-Robert Half Legal 10,000 <sup>th</sup> Member Pyramid Campaign" in its newsletter, on its Web site and/or in other printed materials distributed to the chapter's members. (To earn these points, you must use the official campaign name as noted above and you must enclose documentation with this entry.)	E. 150	E.
F.	The chapter conducted a formal retention campaign that included activities geared toward members who did not attend meetings, <i>and</i> conducted follow-up activities (such as telephone calls, member needs surveys, etc.) geared toward members who did not renew.	F. 200	F.
G.	The chapter actively promoted and encouraged participation in ALA's New Member Orientation Teleseminar promoting the benefits of ALA membership.	G. 200	G.
H.	Using the attached <i>Recruitment Chart</i> , the chapter experienced a <i>net</i> increase in membership as outlined in the chart. <b>Depending on net growth, score 125 points or 250 points; maximum score = 250 points.</b> Results will be posted on or before January 16, 2006.	H. 125 or 250	H.
I.	Using the attached <i>Retention Chart</i> , the chapter experienced a retention rate at or approaching industry standards. <b>Score 125 point or 250 points; maximum score = 250 points.</b> Results will be posted on or before January 16, 2006.	I. 125 or 250	I.
		<b>1,250 to</b>	



MISCELLANEOUS CHAPTER ACTIVITIES	Points Allowed	Points Achieved
A. The chapter submitted documentation by the November 7, 2005 deadline of its participation in ALA's October Community Challenge Weekend (CCW) initiative.	A. 100	A.
B. The chapter made a monetary donation to ALA's Foundation (FALA) <i>or</i> donated an item to the Silent Auction for the 2005 Annual Conference.	B. 100	B.
C. The chapter actively promoted and/or communicated the new Professional Legal Management Week initiative.	C. 100	C.
D. The chapter (or its members) provided educational enrichment within the community through activities such as career fairs, internship programs, advisory panels, curriculum development efforts, the Chapter Cooperative Training Program, or teaching. ( <i>Enclose documentation with this entry.</i> )	D. 150	D.
E. The chapter took specific action to advance and support ALA's diversity goal by increasing awareness of, and sensitivity to, differences among members of our workforce and by advancing the concepts of inclusiveness and acceptance of diversity.	E. 150	E.
F. The chapter completed the ALA Diversity Resource Database Questionnaire. The questionnaire is designed to provide ALA chapters and their law firms/legal departments with local resources on diversity issues involving awareness and education, recruitment, development, and client/vendor partnering.	F. 200	F.
G. The chapter submitted qualified entries in four or more of the following categories in the ALA Awards Program for the current award period: Achievements in Diversity; Activating Volunteers; Bar Relations; Chapter Web Sites; Community Service; Education Excellence; Membership Brochure; Newsletter Excellence (Print Based or Electronic); Recruitment and Retention; and Vendor Partnering. ( <i>Note: Best Feature Article does not count in this area.</i> )	G. 300	G.
<b>MISCELLANEOUS CHAPTER ACTIVITIES SUBTOTAL:</b>	<b>1,100</b>	

### PRESENTATION OF AWARDS

Awards will be presented at the Annual Conference in Montreal, Quebec, Canada, May 1 – 4, 2006. All members who attend the Conference are welcome and encouraged to attend this special event.

### CLOSING DATE AND QUESTIONS

All entries must be *received* by ALA on or before the close of business on **Tuesday, January 24, 2006**. All late entries will have an automatic 300 points deducted. Incomplete entries may lead to disqualification. Send entries to:

Association of Legal Administrators  
 Attn: Nicole Larson  
 75 Tri-State International, Suite 222  
 Lincolnshire, Illinois 60069-4435

Questions should be directed to Nicole Larson at (847) 267-1361 or [nlarson@alanet.org](mailto:nlarson@alanet.org).

**AFFIRMATION STATEMENT**  
**(Presidents' Awards of Excellence)**

As the Chapter President, I affirm that the information below and on the accompanying worksheets is true and accurate to the best of my knowledge. I understand that ALA reserves the right to verify the accuracy of the information submitted and that supplying inaccurate information will lead to those points being forfeited and possibly disqualification in this category. Additions or changes may not be made after receipt by Headquarters.

\_\_\_\_\_  
 Chapter Name

\_\_\_\_\_  
 Chapter President Name (please print)

\_\_\_\_\_  
 Chapter President Signature

\_\_\_\_\_  
 E-mail Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 Date

CATEGORY	TOTAL POINTS ALLOWED	TOTAL POINTS ACHIEVED
Effective Chapter Management Subtotal	1,600	
Communications Subtotal	1,300	
Professional Development Subtotal	1,300-1,700	
Recruitment and Retention Subtotal	1,250-1,500	
Miscellaneous Chapter Activities Subtotal	1,100	
<b>GRAND TOTAL</b>	<b>6,550-7,200</b>	

Please check the appropriate award category from the list below:

- Platinum (score 6,900 or more points)                       Silver (score 5,400 or more points)  
 Gold (score 6,200 or more points)                                       Bronze (score 4,700 or more points)  
 Honorable Mention (score 3,800 or more points)