



**American Subcontractors Association, Inc.**

**Chapter and  
Chapter Leadership Awards**

**2017-18**

## Rules for Entry

1. All nomination forms must be completed and received at [education@asa-hq.com](mailto:education@asa-hq.com) by the close of business (5:00 p.m. Eastern time) on **Friday, November 2, 2018**.
2. All entries must include an entry form and the award nomination for the appropriate category.
3. All nominators must follow the guidelines outlined on the award entry.
4. All supporting information must be sent with the entry.

**Information submitted with entries becomes the property of ASA and will not be returned.**

**All entries must be complete. Neither ASA nor the judges will contact you to obtain additional information. Incomplete or late entries will not be judged.**

### Recognition

1. ASA will acknowledge receipt of entries within two business days. If you do not receive a confirmation email, please call (703) 684-3450, Ext. 1321.
2. ASA may display the entries at public or private meetings.
3. Nominees will be notified by **Friday, December 7, 2018**, and will be invited to attend the awards ceremony. Winners of these awards will not be notified in advance.
4. All winners will be announced during an awards ceremony during SUBExcel 2019, which will take place March 6-9, 2019, in Nashville, Tenn.

# Entry Form

Submitted by:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email \_\_\_\_\_ Telephone: \_\_\_\_\_

**My signature authorizes ASA to use my entry as a resource for programs and publications.**

Signature \_\_\_\_\_

**Please check the award for which the attached nomination applies:**

### **Chapter Awards**

- Chapter of the Year Award (Under 50 Members), 2017-18
- Chapter of the Year Award (50 to 100 Members), 2017-18
- Chapter of the Year Award (Over 100 Members), 2017-18
- Innovation Award

### **Chapter Leadership Awards**

- President of the Year, 2017-18
- Executive Director of the Year, 2017-18
- New Executive Director of the Year, 2017-18

**Please return all completed entry forms, by Friday, November 2, to [education@asa-hq.com](mailto:education@asa-hq.com). If you do not receive a confirmation email within two business days, please call (703) 684-3450, Ext. 1321.**

## **Chapter of the Year Award**

**(Under 50 Members)**  
**(50-100 Members)**  
**(Over 100 Members)**

The Chapter of the Year Award is presented to three chapters—one with fewer than 50 members, the second with 50 to 100 members, and the third with more than 100 members—that exemplified outstanding achievement in chapter operations and member service from July 1, 2017, through June 30, 2018.

To be considered for Chapter of the Year, a chapter must:

1. Complete and submit its *Chapter Bi-Annual Compliance Report* (in even years), along with documentation as required in this report. When applying for this award during an odd year, the chapter must have submitted its compliance report the previous year.
2. Complete and submit its *Chapter Annual Best Practices Report*. Supporting documentation is not required, but providing samples of supplemental materials or documentation relating to the program or service, including planning documents, description of the program or service being entered, marketing or promotional materials, etc., may enhance the chapter's entry.
3. Have achieved net membership growth in 2017-18 over 2016-17.

Judges will consider each of the factors listed above, as well as the quality of the documentation, when assessing the chapter's entry.

# Innovation Award

Some ASA chapters and state organizations are content to rely on “tried and true” programs and services, while others seek to “break the mold” and try new and different initiatives. ASA’s Innovation Award is targeted at the latter group—the chapters and state organizations that have developed creative or innovative programs and services that benefit their members.

To be considered for Innovation Award, a chapter must:

1. Complete and submit its *Chapter Bi-Annual Compliance Report* (in even years), along with documentation as required in this report. When applying for this award during an odd year, the chapter must have submitted its compliance report the previous year.
2. Provide a narrative description (less than 500 words) that summarizes:
  - a. The innovative program or service developed by your chapter or state organization.
  - b. Why your association feels this program is truly “innovative.”
  - c. The process that was followed to identify the need for or value of the program or service.
  - d. How the program or service was developed and launched.
  - e. The goals that were established for the program or service and the success or failure of meeting those goals.
  - f. The results of the program or service to date.

## **Supporting Documentation (Optional)**

Providing samples of supplemental materials or documentation relating to the program or service, including planning documents, description of the program or service being entered, marketing or promotional materials, etc., may enhance the chapter’s entry.

## **Judging**

Judges will consider each of the factors listed above, as well as the quality of the documentation, when assessing the entry.

# President of the Year

The President of the Year is presented to the ASA chapter or state organization president, whose service included the period July 1, 2017, through June 30, 2018, and whose superior leadership efforts and service to his/her association motivated it to achieve its goals. Entries should detail what the president's and the association's goals were, how he/she accomplished these goals, and how his/her actions benefited the association. Local association directors or staff only may submit nominations.

## **Name of Nominee**

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## **Name of ASA Chapter or State Organization**

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For a president to be considered for the President of the Year Award, a chapter must:

1. Provide a narrative description (under 500 words) addressing the following information:
  - a. What were the president's goals for 2017-18?
  - b. Why were the goals important to the association?
  - c. Were the goals achieved?
  - d. What resources did the president use to achieve his/her goals for 2017-18 (e.g., budget, volunteers, staff, etc.)?
  - e. What did the president achieve during 2017-18?
  - f. How did these accomplishments benefit the association and the industry?
  - g. What is the president's background and prior involvement with the association?

## **Supporting Documentation (Optional)**

Providing samples of supplemental materials or documentation relating to the program or service, including planning documents, description of the program or service being entered, marketing or promotional materials, etc., may enhance the chapter's entry.

## **Judging**

Judges will consider each of the factors listed above, as well as the quality of the documentation, when assessing the entry.

## Executive Director of the Year

The ASA Executive Director of the Year is presented to a chapter or state organization executive director for outstanding performance in overall association management. Entries should outline specific goals that the staff person was asked to achieve, the resources that were available, and how the executive director accomplished those goals. Only local association officers or directors may submit nominations. Association employees may not nominate themselves or their co-workers.

### Name of Nominee

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### Name of ASA Chapter or State Organization

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For an executive director to be considered for the Executive Director of the Year Award, a chapter must:

1. Provide a narrative description (under 500 words) addressing the following information:
  - a. What were the executive director's goals for 2017-18?
  - b. Why were these goals important to the association?
  - c. Were the goals achieved?
  - d. What resources did the executive director use over the course of the year (e.g., budget, volunteers, staff, etc.)?
  - e. What did the executive director accomplish during the year?
  - f. How did these accomplishments benefit the association and the industry?
  - g. What is the executive director's background and his/her record with the association?

### Supporting Documentation (Optional)

Providing samples of supplemental materials or documentation relating to the program or service, including planning documents, description of the program or service being entered, marketing or promotional materials, etc., may enhance the chapter's entry.

### Judging

Judges will consider each of the factors listed above, as well as the quality of the documentation, when assessing the entry.

## New Executive Director of the Year

The ASA New Executive Director of the Year Award is presented to a chapter or state organization executive director, who began service between July 1, 2017, and June 30, 2018, for outstanding performance in overall association management. Entries should outline specific goals that the staff person was asked to achieve, the resources that were available, and how the executive accomplished the projects. Only local association officers or directors may submit nominations. Association employees may not nominate themselves or their co-workers.

### Name of Nominee

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### Name of ASA Chapter or State Organization

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For an executive director to be considered for the New Executive Director of the Year Award, a chapter must:

1. Provide a narrative description (under 500 words) addressing the following information:
  - a. Start Date \_\_\_\_\_
  - b. Attach the resume that the executive director submitted with his/her job application.
  - c. What were the new association executive director's goals for the year?
  - d. Why were these goals important to the association?
  - e. Were the goals achieved?
  - f. What resources did the new executive director use over the course of the year (e.g., budget, volunteers, staff, etc.)?
  - g. Did the new executive director attend the "ASA Welcome Aboard!" program?     Yes     No
  - h. What did the new executive director accomplish during the year?
  - i. How did these accomplishments benefit the association and the industry?

### Supporting Documentation (Optional)

Providing samples of supplemental materials or documentation relating to the program or service, including planning documents, description of the program or service being entered, marketing or promotional materials, etc., may enhance the chapter's entry.

### Judging

Judges will consider each of the factors listed above, as well as the quality of the documentation, when assessing the entry.