

CMAP APPLICATION FORM GUIDE

2023 Chapter Management Awards Program (CMAP)

The information below reflects what is needed in the CMAP application itself. The CMAP application form will not save where you left off, so it must be completed in one sitting. Use this document to help you gather the information you need prior to starting your CMAP application.

Section 1

Basic Chapter Management

Points Available: 10 points awarded for completion.

Chapter Employer Identification Number*

Please indicate the chapter employer identification number (EIN):

Chapter Bank Account Verification*

The chapter must maintain a bank account in the chapter's name.

Not-for-Profit Corporation Verification*

Chapter must be incorporated as a not-for-profit corporation and be in good standing in its state of incorporation.

Obtained Tax-Exempt Status from the IRS*

Please verify your chapter has obtained tax-exempt status by checking the box below. Chapters are subject to audit.

Chapter Roster and Bylaws Documentation*

Please upload your chapter's membership roster and bylaws. Up to 10 documents can be submitted through the same attachment field below. Each document uploaded will be stored in our records once you click "Upload." The documentation must follow the guidelines below:

Chapter Roster Criteria

- 1) Chapter has a minimum of 20 members
- 2) Each individual identified by full name, address, phone and email
- 3) ASHHRA Member Y/N
- 4) Chapter leadership identified on roster

Chapter Bylaws Criteria

The following sections must be highlighted:

- 1) Membership categories
- 2) Executive committee position descriptions
- 3) ASHHRA affiliation
- 4) President and President-elect member ID #s (*must be ASHHRA members*)

Section 2

Advanced Chapter Management

Points Available: Up to 44 points awarded for completion.

Chapter Annual Report*

Have you previously submitted your Chapter's annual report?

Points Available: 2

Documentation Required: Submit copy of the chapter's annual report.

**Required in order to proceed with the CMAP process.*

Executive Committee/Board Meetings

Chapter has held at least two executive committee/board meetings during the year.

Points Available: 2

Documentation Required: Attach two meeting agendas in the attachment field at the bottom of this for.

Chapter Budget

Chapter is to have both an annual budget report and an annual financial report published for chapter membership.

Points Available: 2

Documentation Required: Submit copy of the chapter's budget.

Chapter Membership Campaign Goals and Results

Please describe a 2022-chapter membership campaign, the numerical membership increase goal and the numerical results attained. (Max 500 Words)

Points Available: 2

New Member Orientation

Please describe in detail your chapter's new member orientation program. (Max 500 Words)

Points Available: 1

Chapter Membership Diversity

Chapter develops and implements membership diversity initiative to promote an inclusive membership which could include diversity from within the health care field at-large (i.e., long-term care, medical group management, home health, health care vendors and other partners, etc.)

Points Available: 2

Documentation Required: Copy of chapter membership diversity program and measured results. Copy of specific outreach efforts (i.e., copies of membership invitation letters/emails sent to area healthcare organizations). Identify diversity of your group. Submit in the attachment field at the bottom of this form.

Chapter Committees

Chapter establishes committees, which serve to meet the objectives and needs of the chapter in several areas, including but not limited to: Membership, Education, Bylaws, Communication, and

Legislation. Chapter maintains committee roster with names of committee chairperson and committee members and the objectives and results based on the chapter's needs.

Points Available: 1 point per committee (up to 5 total)

Documentation Required: Share each committee's objective below along with committee chairperson's contact information.

ASHHRA Chapter Leadership Workshop

Provide the names of individuals who attended the 2022 ASHHRA Chapter Leadership Workshop (CLW) during ASHHRA annual conference.

Points Available: 1 point per attendee (up to 4 total)

Chapter Recognition – ASHHRA Awards

Provide the names of the individuals your chapter nominated for the 2022 ASHHRA awards program.

Awards offered:

- Outstanding Chapter Officer Award
- Outstanding Chapter Achievement Award
- HR Visionary Leader Award
- National Mentorship Award

Points Available: 1 per nomination (up to 4 total)

Documentation Required: Submit a copy of the nomination form or a copy of the congratulatory letter from 2022 in the attachments field at the bottom of this page.

Chapter Newsletter

Chapter created and distributed a minimum of two different newsletters to entire membership (hard copy or electronic).

Points Available: 2

Documentation Required: Attach two newsletters to the attachment field at bottom of the form or provide direct URLs.

National ASHHRA Participation

Chapter member(s) contributed to ASHHRA national activities, other than attendance at educational activities, (i.e., served on an ASHHRA committee, served as a legislative liaison, volunteered for an ASHHRA task force, submitted an article to an ASHHRA publication, or contributed to the regional consultant newsletter).

Points Available: 10

Documentation Required: Submit copies of programs, minutes, ASHHRA rosters and/or correspondence.

Chapter Website URL

Please provide the URL of the chapter website below and indicate where on the website the following criteria can be found:

- Link to ASHHRA.org on chapter website
- Chapter Leadership Directory
- ASHHRA leadership (e.g., ASHHRA President, Regional Consultant, etc.)
- Chapter Calendar
- Chapter Bylaws/Policy

Points Available: 1

Documentation Required: Screenshots of items above or links.

Chapter Website – Advanced

In addition to maintaining a functional chapter website, are any of the following features available?

- Link chapter website to state association website.
- Provide ability for members to join or renew their chapter membership online.
- Provide ability for members to register for chapter meetings and/or events online.

Points Available: 2

Documentation Required: Screenshots of items above or links.

Chapter Succession Planning

Implemented or maintained a succession plan to identify potential and future leaders.

Points Available: 1

Documentation Required: Submit documentation to substantiate completion in the attachment field at the bottom of this form.

Chapter Reward and Recognition

Recognize or reward chapter volunteer leaders other than ASHHRA Awards program.

Points Available: 1

Documentation Required: Submit documentation to substantiate completion in the attachment field at the bottom of this form or submit direct URL.

Chapter Code of Ethics

Share chapter Code of Ethics, if applicable (paste text below or include link to Code of Ethics in chapter website).

Points Available: 1

Promotion of ASHHRA

- Display ASHHRA promotional materials at meetings.
- Provide an ASHHRA benefits update at chapter meeting(s).
- Highlight ASHHRA activities or services in chapter newsletter and/or on chapter website.
- Describe how ASHHRA membership was promoted within the local chapter. (Max 500 Words)

Points Available: 2

Documentation Required: Submit documentation to substantiate completion in the attached field.

Contribution to ASHHRA Publication

Submit an article, white paper, competitive practice, resource, or tool to include in an ASHHRA publication (print or online). An individual chapter member can make the submission.

Points Available: 1

Documentation Required: Submit documentation to substantiate completion in the attachment field at the bottom of this form.

Section 3

Chapter Management Activities

Points Available: Up to 16 points awarded for completion, plus extra credit opportunity. Cannot submit duplicate activity.

Chapter Partnerships

If your chapter worked with another ASHHRA chapter in any of the following ways, provide a brief description:

- Joint conference call (1 point)
- Conducted joint webinar (2 points)
- Administered salary/compensation survey (2 points)
- HRCI approved program (2 points)
- Joint full day conference (4 points)
- Other not mentioned above (1 point)

Points Available: Up to 6 total

Documentation Required: Attach a brochure, email notification to recipient list, agenda, minutes, planning document in the attachment field at the bottom of this form.

Chapter/Chapter Member Community Partnerships

Chapter interacted with other allied health care professional organization (i.e., American Nurses Association, National Association of Social Workers, American Physical Therapy Association, HFMA, SHRM, state professional associations, etc.).

Points Available: 2

Documentation Required: Attach copies of letters, minutes, programs, etc., in attachment field at the bottom of this form.

Chapter Enhancement Program

Chapter conducted a scholarship/internship or other related professional enhancement program for its members or those who aspire to enter the HR profession.

Points Available: 2

Documentation Required: Attach a description of the program in attachment field at the bottom of this form.

Chapter-sponsored – Community Projects/Activities

Chapter conducted or sponsored additional programs or projects that have not been covered under other categories (i.e., partnerships with schools, school involvement in chapter activities, research projects, community services projects, awarding of CEUs, etc.). Share a description of the program.

Points Available: 2

Documentation Required: Attach copies of program, minutes and/or correspondence in the attachment field at the bottom of this form.

Chapter Members – Community Involvement

Chapter members participated in HR activities outside the chapter activities (i.e., teaching, seminar leaders, task force, committees other than ASHHRA, etc.). Share a description of the program.

Points Available: 2

Documentation Required: Attach copies of program, minutes and/or correspondence in the attachment field at the bottom of this form.

Advocacy

Chapter or chapter members actively participated in legislative activities on a state or federal level. Participation can include contributing to a political action committee, communication with state or federal representatives, inviting legislative representatives to speak during meetings, etc.

Points Available: 2

Documentation Required: Attach documentation of activity (i.e., letters, programs, budget allocation, etc.) in the attachment field at the bottom of this form.

Extra Credit: Social Media Promotion

Chapter has promoted ASHHRA or ASHHRA event on their social media platforms.

Points Available: 2 points per offering (up to 4 points)

Documentation Required: Screenshot of tagged ASHHRA Social Media Post.

Section 4

Chapter/ASHHRA Educational Opportunities

Points Available: Up to 30 points awarded for completion, plus extra credit opportunity.

Chapter Educational Meeting/Program

Chapter is to have conducted an educational program. The submission could be one program or multiple programs. Chapter can earn four points per educational hour with a maximum of no more than eight hours/programs. "Lunch and learn" is acceptable provided the presentation portion is at least one hour. Breaks and lunchtime min/hours should not be included in total earned hours.

Points Available: 2 points per hour (up to 16 total points)

Documentation Required: Submit a summary of the individual evaluations (one evaluation per educational program) including total number of evaluations collected. Also provide brochure, flyer, email notice, website publicizing program.

Attendance at ASHHRA22 Annual Conference

Provide the names of chapter members that attended the ASHHRA22 annual conference.

Points Available: 2 per attendee (up to 8 total points)

CHHR Recertification Credit Offerings

Chapter provided education available for CHHR recertification credit.

Points Available: 2 points per offering (up to 6 points)

Documentation Required: Proof that the program was approved for recertification credit by ASHHRA. Please submit proof in the attachment field at the bottom of this form.

Extra Credit: Education

Member of the chapter presented an ASHHRA webinar, referred someone to present an ASHHRA webinar, or provided an article for the HR Pulse.

Points Available: 2 points per offering (up to 6 points)

Documentation Required: Proof that the program/article was accepted.