

Chapter	Year: May 1, 2009 through April 30, 2010
1. Attendance: (list attendees)	
Washington-Alaska Division Meeting Delegate - 25 Points	
Washington-Alaska Division Meeting Alternate Delegate- 25 Points	
Washington-Alaska Division Meeting Leadership Workshop (Sunday Morning of Division Meeting) Chapter Representative (Incoming Chapter President) - 25 Points	
Washington-Alaska Division Leadership Workshop – 5 points per attendee (Maximum 25 Points)	
International Convention Delegate - 25 Points	
International Convention Alternate Delegate- 25 Points	
2. Activities (attach documentation: program/flyer/certificate/meeting minutes):	
Administrative Professionals Day/Week Event - 25 Points	
Chapter Seminar(s) - 50 Points Each	
Chapter Administrative Professional of the Year Event (following Division Guidelines) - 25 Points	
Boss/Executive Recognition Event - 25 Points	
Monthly Chapter Meeting s Offering Program with Recertification Points – 5 Points Each	
Community Service Project(s)/Program(s) - 50 Points Each	
Annual Scholarship(s) to Student(s) - 50 Points Each	
Recruitment Meeting – 50 Points Each	
Members recruited from Recruitment Meeting (joined within 30 days of meeting) – 25 Points Each	
IAAP Informational Presentation to Businesses and/or Schools - 25 Points Each	
Conduct New Member Orientation - 10 Points each, with maximum of 50 Points.	
Charter Student Chapter(s) – 50 Points Each	
Charter Professional Chapter(s) – 50 Points Each	
3. Communications (attach documentation):	
Conduct Annual Member Interest/Satisfaction Survey – 25 Points each	
Publish Chapter Newsletter – 5 Points Each	
Submit Avery Chapter Achievement Awards Application – 25 Points	
Submit Award for Excellence Nomination – 25 Points	
Submit Annual Audit Report to Division Treasurer by 04/30/10 – 50 Points	
Submit Annual Strategic Plan to Division President by 04/30/10– 50 Points	
Current IAAP Community Chapter Website (provide address) – 25 Points	
TOTAL POINTS	