



ASHRAE Chapter Communications Excellence Award Submission Form

This form is used to nominate a Chapter Communications Chair for Society-level recognition of outstanding chapter communications performance.

RCCs Submit One Entry Annually via this form Before September 30

Each Regional Communications Chair (RCC) submits one nomination per region. Please review all eligible candidates in your region and select the single most qualified nominee before completing this form.

Eligibility Requirements

The nominee must meet all the following:

1. Current ASHRAE member in good standing.
2. Achieved the minimum PAOE points in the Chapter Communications (CC) category for the applicable Society year.
3. Selected by the RCC as the most qualified candidate based on the award criteria.

Review and Recognition

A dedicated subcommittee of the Society Communications Committee will evaluate all submissions and select the recipient. The winner will be recognized at the ASHRAE Annual Conference, with Society-provided transportation.

How to Submit

Submit this completed form as a PDF to Joslyn Ratcliff jratcliff@ashrae.org, ASHRAE Communications Staff Committee Liaison, by **September 30**.

Regional Communications Chair (RCC) Information

Submitted by (RCC):		Member ID:	
Email Address:			
Region:		Society Year:	

Candidate Information

Candidate Name:		Member ID:	
Email Address:			
Region:		Chapter:	



Questionnaire – to be completed by RCC

1- Total PAOE points achieved in the CC category:	
2- In which PAOE item of the CC category was the highest score achieved?	
3- Which Social Media platform does the Chapter <u>actively</u> use? <i>Provide link to each Social Media platform to verify</i>	
4- For the main Social Media platform provide the following information:	Followers at start of the Society year: Followers at end of the Society year: Post frequency (approximate):
5- Chapter Newsletter frequency <i>Indicate if Monthly, Bi-monthly, Quarterly, Other (Specify).</i>	
6- Briefly describe the content and design approach of newsletter (<i>max 100 words</i>)	



Excellence in Chapter Communications Award

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7- What do you consider the Chapter's strongest achievement regarding communications? (*max 500 words*)