**CHAPTER SERVICE AWARD CRITERIA**

**After reading the criteria, press the tab key to enter points on the form.**

**(99-10-2-3/00-10-28-52/06-01-23-20/21-06-22)**

**The Chapter Service Award should be attainable with consistent involvement by a dedicated and committed chapter member.**

1. There is no limit to the number of awards made by each region.

2. There is no limit to the number of times that an individual can be nominated for the award but receiving the award shall be limited to one time per recipient.

3. The purpose of this award is to recognize the activities and contributions of members of ASHRAE at the chapter level.

4. The form of the award is a certificate setting forth the achievements for which the awards are to be made.

5. The nominations of a candidate shall be made by the delegate from the candidate’s chapter to the Chapters Regional Conference. The final selection shall be made by majority vote of the Chapters Regional Conference delegates in Executive Session at the CRC.

6. Qualifications of a candidate shall be a minimum of the credit points from the list of activities. The qualifications must be submitted in writing to the Chapters Regional Committee and include a biographical record of the services rendered and the year of accomplishment.

7. Final selection does not require the approval of either the Honors and Awards Committee nor the Board of Directors.

8. Presentation of the award shall be made by the Regional Chair at the Chapters Regional Conference, (or at a suitable location) following the candidate’s nomination and election. The DRC or another member of the Region ExCom may also make the presentation during a chapter visit.

9. Candidates should be reviewed by the Regional Chair and the Regional Nominating Committee Member for accuracy of the data submitted prior to submitting to Society. The Regional Chair and Chapter President shall sign the certificate.

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| **POINT SCORE FOR THE CHAPTER SERVICE AWARD****(12 POINT REQUIREMENT)** |
| **NAME:** |       | **Member #:** |       | **Chapter #:** |       |
| **CATEGORIES** |
| **CHAPTER OFFICERS1:** | **POINTS/YEAR** | **TOTAL** |
| **President** | **3/yr** |       |
| **President Elect or Vice President** | **2/yr** |       |
| **Other Officers** | **1/yr** |       |
| **Board of Governors Member** | **½/yr** |       |
| **Host Chapter Section Representative** | **½/yr** |  |
| **Section President** | **1/yr** |  |
| **CHAPTER STANDING COMMITTEES: (RP, CTT, MP, SA, GA, YEA, HIST, COMM, NOM):**  |
| **Committee Chair** | **1/yr** |       |
| **Committee Co-Chair/Member** | **½/yr** |       |
| **CRC ACTIVITY2:** |
| **Conference Chair** | **3/yr** |       |
| **Conference Co-Chair** | **2/yr** |       |
| **Committee Chair** | **1/yr** |       |
| **Committee Vice Chair/Co-Chair/Member** | **½ /yr** |       |
| **Technical Speaker** | **½/yr** |       |
| **GENERAL ACTIVITIES1:** |
| **Chapter Meeting Speaker/Panel Member** | **¼/yr** |       |
| **Sports Affair Coordinator** | **¼/yr** |       |
| **Faculty Advisor** | **¼/yr** |       |
| **Newsletter Editor** | **½/yr** |       |
| **Honors & Awards Chair** | **¼/yr** |       |
| **Greetings/Reception Committee** | **¼/yr** |       |
| **Joint Engineers Council Representative** | **¼/yr** |       |
| **Chapter Webmaster** | **½/yr** |       |
| **Chapter Refrigeration Chair** | **½/yr** |       |
| **Other Chapter Committee Chair** | **¼/yr** |       |
| **Other Chapter Activities** | **¼/yr** |       |
| **TOTAL POINTS** |  |

1 Chapter activity maximum of three points per Society year

2 CRC activity maximum of three points per event

Revised 11/13/2024