

NACBA CHAPTER ACHIEVEMENT REPORT - Worksheet



Evaluation Period: June 1, 2009 – May 31, 2010. All materials are due in National Office by June 11, 2010. Now you can complete and submit this report online!

To complete the report online go to <http://www.nacba.net/reports>, go to “click here to access online report”, select your chapter name from the drop down list. The report will automatically be sent to the National Office. E-mail separately the listed documents not previously sent to the National Office during the year to ruth@nacba.net. Chapter meeting reports should be submitted after each meeting.

Three levels of chapter achievement will be recognized.

1. Superior — 1000 - or more points earned
2. Excellent — 800 - 999 points earned
3. Good — 650 - 799 points earned

Your chapter will be earning points in each area, based on work achieved. Each chapter will have to verify and document some of the areas so we will have a base to evaluate all chapters equally.

Chapter Name _____ Location _____

I.	CHAPTER ACTIVITIES/EVENTS	Point Value
A.	Chapter Programming (250 max.) Attach program schedule - 25 Points for each hour of programming Add additional 25 Bonus Points for each program at which NACBA CEUs are awarded (_____ programs x 25 Points = _____ Points)	_____ _____
B.	Chapter Membership Growth (150 max.) (Based on percentage of increase - provide list of all new members) Paid chapter members as of May 31, 2008 _____ Paid members as of May 31, 2009 _____ 150 Points - 75%-100%; 100 Points - 51%-74%; 75 Points 26%-50%; 50 Points - 10%-25%; 25 Points - 5%-9%	_____
C.	Local Chapter workshops/seminars offered (MUST BE AT LEAST 3 HOURS IN LENGTH) (100 max.) – Excludes National Church Administration Day 100 Points for 3-4 workshops 75 Points - 2 workshops 50 Points - 1 workshop. Add additional 25 Bonus Points for each workshop/seminar at which NACBA CEUs are awarded (_____ workshops/seminars x 25 Points = Points)	_____ _____
D.	Chapter Correspondence/Notices/Newsletter/Promotion/E-mail sent to Membership (50 max.) Remember to send copies to the National Office. (ruth@nacba.net) 50 Points - 8 or more times 40 Points - 6-7 times 30 Points - 4-5 times 20 Points - 2-3 times Chapter Web developed and current - 50 Points Placing Ruth on your distribution list - Priceless	_____ _____ _____
E.-1	Financial Voluntary General Fund Contribution to National Budget (100 max.) 100 Points - any amount over \$501 75 Points - \$101 - \$500 50 Points for any amount up to \$100	_____ _____

E.-2	Financial Contribution to NACBA Endowment Fund (100 max.) 100 Points - any amount over \$501 75 Points - \$101 - \$500 50 Points for any amount up to \$100	<hr/> <hr/>
E.-3	Chapter Scholarships (min. \$250 each) given to local members to attend Certification Seminars or Annual Conference (50 max.) 50 Points – 2 or more scholarships 25 Points – 1 scholarship. List name(s) of Recipient(s) _____ _____	<hr/> <hr/>
F.	CHAPTER Total (Total possible - 850 points plus bonus points in A & C)	
II.	NATIONAL OBJECTIVES	Point Value
A.	Membership in National Association (200 max.) - Verified from National files. 200 Points - 80%-100% 150 Points - 61%-79% 100 Points - 40%-60% 50 Points 20%-39% 0 for less than 20% Add 10 bonus points for each NEW (1 st TIME) NACBA Member _____ x 10 points	<hr/> <hr/>
B.	Chapter Members With FCBA Certification (75 max.) 75 Points - 76%-100% 50 Points - 51%-75% 25 Points 25%-50% 0 Points for less than 25%	<hr/> <hr/>
C.	Chapter Members Enrolled in FCBA Certification Program (25 max.) 5 Points for each member up to 25 points _____ x 5 points	<hr/> <hr/>
D.	Chapter Members Attending Last National Conference (60 max.) By Percent 60 Points - 75%-100% 50 Points - 51%-75% 25 Points - 25%-50% 0 Points for less than 25% OR 10 points for each member who attended, up to 6 members _____ x 10 points	<hr/> <hr/>
E.	Promotion of National Conference at Chapter Meetings (40 max.) 40 Points - 9 or more times 30 Points - 6-8 times 20 Points - 3-5 times 0 Points for less than 3 times	<hr/> <hr/>
F.	Chapter Reports to National Office via on-line Meeting Report (www.nacba.net/reports) within 30 days of meeting. Points Chapter Meeting Reports –20 Chapter Achievement Report submitted by Due Date –30 Points	<hr/> <hr/>
G.	Chapter Members who Retained their FCBA status at Last Conference (25 max.) 5 points for each member up to 25 points	<hr/> <hr/>

H.	Chapter Members who have participated in the NACBA National Salary Survey during the association year from July 1- June 30 (50 Points max.) 25 Points (5 – 9 churches) 50 Points (10 or more churches)	_____
I.	Chapter is actively using the Chapter Connector.(email and updates) 20 Points Chapter is using Chapter Connector to track Chapter dues.....10 Points	_____ _____
J.	Chapter participated in the October 15, 2009 National Church Administration Day 30 points for participation on the actual day OR 50 points for at least 3 hours of content	_____
K.	Executive Chapter officers who were members of NACBA during this reporting period from June 1 – May 31 (40 Points Max) 5 points for each executive officer up to 20 points _____	_____
NATIONAL TOTAL (Total possible - 605 plus Bonus Points from A)		_____
OVERALL TOTAL (Total possible - 1455points plus Bonus Points)		_____

Please list officers for 2010-2011(If not known, please list current officers).

What is your term of office i.e. March to February _____

President _____ E-Mail _____
Address _____

Vice President _____ E-Mail _____
Address _____

Secretary _____ E-Mail _____
Address _____

Treasurer _____ E-Mail _____
Address _____

Other _____ E-Mail _____
Address _____

E-mailed to the National Office now or previously (Check items)

- _____ Chapter Membership Roster
- _____ List of New Chapter Members and National Members for current year
- _____ Program Schedule
- _____ Workshops/Seminars Notices/Schedules, etc.
- _____ Chapter Correspondence / Notices / Newsletter / Promotion / E-mail

Signed - Chapter Officer _____ **Date** _____

Please submit online report to the National Office by June 11th REMEMBER, if you have not already done so during the year, to e-mail all documentation items listed to ruth@nacba.net in the National Office by June 11th in order to receive your Chapter Award at Conference.

National Association of Church Business Administration

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