

2013-2014

**SAEA CHAPTER STANDARDS  
AWARDS PROGRAM**

**STUDENT ARKANSAS EDUCATION ASSOCIATION**

1500 W 4th Street

Little Rock, AR 72201

## SAEA CHAPTER STANDARDS AWARDS PROGRAM

The SAEA Chapter Standards Award Program is designed to officially recognize and reward local chapters that have developed and maintained effective programs. These standards encompass a wide scope of activities encouraging local, regional, state, and national member participation. The activities outlined involve the following categories:

Chapter Campus Participation, Membership and Advisor Involvement.  
Student Leadership Development, Communications and Governance.  
Chapter Interaction.  
Community Services.  
Fundraising.  
Special Projects.

The Chapter Standards Awards are earned at three levels. There are a total of 60 activities in which each chapter may elect to participate. Each activity carries a point value . . . points possible, maximum and points earned. To be eligible for recognition of Excellence, Outstanding or Ultimate, local chapters must address and demonstrate proof of a minimum of two activities in each of the six categories. Proof includes (but is not limited to) photographs, fliers, agendas (including speakers other special guests), etc. Activities reported without proof will not count toward the Chapter Standard Award. Chapter Standards Book must have a table of contents and all sections must be clearly and visibly divided from each other. The attached application (with areas filled in under “points earned”) must be included with the Chapter Standard’s Book.

There are two levels a chapter can be awarded:

Level 1 consists of chapters that have 20 or more members as of January 31st

Level 2 consists of chapters that have less than 20 members as of January 31st

In order to achieve the awards, below are the numbers of points needed.

	Level 1	Level 2
Ultimate Award:	minimum of 800 points	minimum of 650
Outstanding Award	minimum of 650 points	minimum of 500
Excellence Award	minimum of 500 points	minimum of 350

Chapter Standards must be received by April 17, 2014 in order to meet the Board of Directors next meeting that takes place prior to the SAEA Delegate Assembly.

Achievement Awards are determined by the SAEA Board of Directors upon submission of the Chapter Standards as notified above. The Awards are announced during the annual SAEA Delegate Assembly. Documentation of activities is essential.

Participation in this awards program not only enhances the effectiveness and visibility of local chapter programs, but equally importantly promotes the preprofessional growth of local SAEA members who choose to be actively involved. All chapters are urged to consider actively engaging in establishing goals such as those listed in the SAEA Chapter Standards Awards Program.

### Application

To be reported as follows: e.g . . .

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

### Chapter Campus Participation, Membership and Advisor Involvement . . .

2	30	1. Conduct monthly general meeting(s) (attach agendas, attendance sheets, and minutes)	_____	_____
2	30	2. Conduct executive meeting(s) (attach agendas attendance sheets and minutes)	_____	_____
20	20	3. Conduct fall membership drive (attach description of activities)	_____	_____
20	20	4. Conduct Spring membership drive (attach description of activities)	_____	_____
20	20	5. Maintain previous year's membership	_____	_____
2 (per person)	no max	6 Increase previous year's membership	_____	_____
10	10	7. Met membership goal for year (10 members or 10%)	_____	_____
2	30	8. Advisor(s) attend monthly meeting(s) (advisor(s) signature on agenda or signed copy of meeting minutes)	_____	_____
2	30	9. Advisor(s) attend monthly executive meeting(s) (advisor(s) signature on agenda)	_____	_____
4	40	10. Maintain and post monthly updated membership roster (attach monthly rosters)	_____	_____
5 (per person)	30	11. Freshman membership (attach list)	_____	_____
4	24	12. Sophomore membership (attach list)	_____	_____
3	18	13. Junior membership (attach list)	_____	_____
2	12	14. Senior membership (attach list)	_____	_____

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

5	30	15. Graduate/Certification student membership (attach list)	_____	_____
10	50	16. Hold special programs (workshops speaker(s) etc.) with members in attendance (attach attendance sheet(s) and agenda)	_____	_____
2	10	17. Provide written minutes and agenda for chapter meetings (attach copies)	_____	_____
10	10	18. Provide academic year's schedule for planned events (attach copy)	_____	_____
25	50	19. Submit a NEA SP Soar grant proposal (attach copy)	_____	_____

### **Student Leadership Development, Communications and Governance**

5	5	1. Submit roster of present and next year's officers (attach copy)	_____	_____
10	10	2. Provide new/present officers' training (attach agenda and description)	_____	_____
5	5	3. Maintain local chapter by-laws or constitution (attach copy)	_____	_____
5	20	4. Conduct activity(s) with another campus organization (faculty or student) (description of activities and attendance sheet)	_____	_____
5	15	5. Local member active in official capacity(s) in other organization(s) on campus (list members and organization)	_____	_____
5	40	6. Construct monthly SAEA bulletin boards (attach design or photograph)	_____	_____

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

40	40	7. Establish and maintain local SAEA campus resource library (attach list of resources)	_____	_____
5	30	8. Attend and script a school board meeting (attach copy)	_____	_____
5	30	9. Include UniServ official(s) in executive/ general meeting(s) (attach name and date)	_____	_____
5	30	10. Include NEA/AEA headquarters staff in general meeting(s) (attach name and date)	_____	_____
5	30	11. Include local teacher association members/ officers in executive/general meeting(s) (attach name and date)	_____	_____
5	30	12. Involve local chapter with local AEA association activity(s) (attach description of activity)	_____	_____
5	30	13. Include AEA/SAEA BOD members in general meeting(s) (attach name and date)	_____	_____
5	30	14. Publish chapter newsletter; provide copy to SAEA BOD, State Organizer or Advisor (attach copies with documentation of sending to above people)	_____	_____
10	20	15. Meet with Dean/Department Chair/Student Activities Director regarding chapter development (attach name(s), date, purpose)	_____	_____
10	10	16. Create and maintain web page for local chapters (print copy of website)	_____	_____

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

### Chapter Interaction . . .

10	40	1. Hold a joint chapter(s) executive meeting(s) (attach agenda, attendance sheet, date, chapters involved)	_____	_____
10	40	2. Hold a joint chapter(s) general meeting(s) (attach agenda, attendance sheet, date, chapters involved)	_____	_____
20	20	3. Sponsor a regional meeting/ conference/workshop etc. (attach agenda, attendance sheet, date, chapters involved)	_____	_____
1 (per member)	no max	4. Chapter member(s) attendance to regional activity(s) (attach roster)	_____	_____

### Community Services . . .

5	20	1. Recognition event for students, personnel or faculty through participation in college activities (attach description)	_____	_____
10	20	2. Participate in American Education Week and/or Read Across America (attach description of activities)	_____	_____
5	no max	3. Work with an FEA Chapter(s) (attach description of activities)	_____	_____
20	40	4. Establish/Organize an FEA Chapter(s) (identify name and location of chapter)	_____	_____
25	50	5. Submit a NEA SP CLASS Grant proposal (attach copy)	_____	_____
10	20	6. Work with a community service project (attach description of activities)	_____	_____
5	20	7. Honor an outstanding faculty member(s) (attach name(s) and program)	_____	_____
10	20	8. Hold a faculty social(s) (attach date and program)	_____	_____

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

### Fundraising . . .

5	30	1. Hold a fund-raiser(s) for local chapter (attach description dates, receipts etc. if applicable, and amount raised)	_____	_____
10	20	2. Support/share a fund-raiser(s) with/for local teacher association (attach description dates, receipts etc. if applicable, and amount raised)	_____	_____
10	20	3. Hold a joint fund-raiser with campus organization(s) (attach description dates, receipts etc. if applicable, and amount raised)	_____	_____

### Special Projects . . .

25	100	1. Contribute an article to the SAEA newsletter/website (attach copy of publication)	_____	_____
5	20	2. Participate in AEA/NEA meeting(s), lobbying, conference(s), etc. (attach activity and persons attending)	_____	_____
5	10	3. Chapter member candidates(s) for State/regional office (attach candidate list)	_____	_____
10	50	4. Participate in AEA UniServ activity(s) (attach description)	_____	_____
5	20	5. Nominations to AEA/NEA committee(s) (attach list of nominees)	_____	_____
10	20	6. Participate in NEA-SP Conference (excluding state president, attach list of participants)	_____	_____

Points Possible (per activity)	Maximum Points	Activity Description	Points Earned	Points Verified
X	Y		Z	(✓)

55	55	7. Submit Chapter Standards ... forms, attachments and documentation in a "portfolio" or scrapbook format for display	_____	_____
50	100	8. Create, plan, and present special project, not included in application (attach detailed description, copies of fliers, and handouts given). This activity cannot count for anything else	_____	_____
10	50	9. Establish a learning center (on or off campus); complete with handouts and manipulatives (attach pictures, handouts and description, as well as instructions). Max of 5 learning centers.	_____	_____
20	20	10. Develop a chapter-wide lesson plan book (attach copy of description, table of contents, cover page, and list of authors)	_____	_____



## **CHECK LIST**

If the application is not filled out, the sections clearly defined, print/type legibly, or table of contents is not included; up to 50 points per item could be deducted.

Before submitting your application, check to see if you have:

\_\_\_\_\_ Included a copy of the completed application

\_\_\_\_\_ Included a table of contents

\_\_\_\_\_ Clearly defined each section

\_\_\_\_\_ Included documentation of all activities

If you need assistance, or have questions regarding the Chapter Standards Program, please contact the Arkansas Student Program Organizer:

Ryan Roberts at [aea.ryanroberts@gmail.com](mailto:aea.ryanroberts@gmail.com) or call 501-375-4611.