

# THE CHURCH NETWORK CHAPTER ACHIEVEMENT REPORT – Worksheet



**Evaluation Period: June 1, 2018 – May 31, 2019. All materials are due in National Office by June 18, 2019. Please complete and submit this report online!**

To complete the report online go to <https://www.surveymonkey.com/r/XJSZD93>. Upon completion the report will automatically be sent to the National Office. E-mail Simeon May ([simeon@thechurchnetwork.com](mailto:simeon@thechurchnetwork.com)) separately any of the required listed documents *not previously sent* to the National Office during the year. 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
2.	<b>Chapter Membership Growth</b> (150 max.) (Based on percentage of increase - <i>provide a list of all new members</i> to national office) Paid chapter members as of May 31, 2018 _____ Paid members as of May 31, 2019 _____ 150 Points - 75%-100%; 100 Points - 51%-74%; 75 Points 26%-50%; 50 Points - 10%-25%; 25 Points - 5%-9%	_____
3.	<b>Chapter Programming</b> (250 max.) <i>Attach program schedule –</i> <b>25 Points</b> for each hour of programming	_____
4.	<b>Local Chapter workshops/seminars</b> offered (MUST BE AT LEAST 3 HOURS IN LENGTH) (100 max.) – <b>Do not include</b> National Church Administration Day 100 Points for 3-4 workshops 75 Points - 2 workshops 50 Points - 1 workshop.	_____
5.	<b>Add</b> additional 25 Bonus Points for each workshop at which TCN CEUs were awarded (include Chapter Programming from question 2 above) (_____ programs x 25 Points = _____ Points)	_____
6.	<b>Chapter Correspondence/Notices/Newsletter/Promotion/E-mail</b> sent to Membership (50 max.) Remember to send copies to the National Office ( <a href="mailto:chapters@thechurchnetwork.com">chapters@thechurchnetwork.com</a> ) 50 Points - 8 or more times 40 Points - 6-7 times 30 Points - 4-5 times 20 Points - 2-3 times	_____
7.	<b>Financial Voluntary General Fund</b> Contribution to National Budget (100 max.) 100 Points - any amount over \$501 75 Points - \$101 - \$500 50 Points for any amount up to \$100	_____
8.	<b>Financial Contribution to TCN Endowment Fund (155 max.)</b> 155 Points - any amount over \$549 100 Points - \$155 - \$549 55 Points for any amount up to \$155	_____

9.	<b>Chapter Scholarships</b> (min. \$250 each) given to local members to attend Certification Seminars or Annual Conference (50 max.) <b>50 Points</b> – 2 or more scholarships <b>25 Points</b> – 1 scholarship.  List name(s) of Recipient(s) _____ _____	<hr/>
<b>CHAPTER (Total possible – 1,055 points)</b>		
<b>II NATIONAL OBJECTIVES</b>		Point Value
10.	<b>Membership in National Association (200 max.)</b> – Percentage of chapter members who are members of TCN National (see Chapter Connector Dashboard) <b>200 Points</b> - 80%-100% <b>150 Points</b> - 61%-79% <b>100 Points</b> - 40%-60% <b>50 Points</b> 20%-39% <b>0</b> for less than 20%	<hr/>
11.	<b>Add 10 bonus points for each NEW (1st TIME) TCN Member</b> _____ x 10 points	<hr/>
12.	<b>Chapter Members With CCA Certification (100 max.)</b> (see Chapter Connector Dashboard)  <b>100 Points</b> - 76%-100% <b>75 Points</b> - 51%-75% <b>50 Points</b> 25%-50% <b>25 Points</b> 25% - 1%	<hr/>
13.	<b>Chapter Members Enrolled in CCA Certification Program (50 max.)</b> (poll your members)  <b>10 Points</b> for each member up to 50 points _____ x 10 points	<hr/>
14.	<b>Chapter Members who Retained their CCA status at Last Conference (50 max.)</b> for list go to <a href="http://docs.thechurchnetwork.com/CertD/Certification/2018_certified_and_retained.pdf">http://docs.thechurchnetwork.com/CertD/Certification/2018_certified_and_retained.pdf</a>  <b>10 points</b> for each member up to 50 points	<hr/>
15.	<b>Chapter Members Attending Last National Conference (60 max.)</b> (poll your members)  <b>10 points</b> for each member who attended, up to 6 members _____ x 10 points	<hr/>
16.	<b>Promotion of National Conference at Chapter Meetings (40 max.)</b> <b>40 Points</b> - 9 or more times <b>30 Points</b> - 6-8 times <b>20 Points</b> - 3-5 times <b>0 Points</b> for less than 3 times	<hr/>
17.	<b>Chapter Reports to National Office via on-line Meeting Report within 30 days of meeting.</b>  <b>Chapter Meeting Reports</b> –50 Points  <b>Chapter Achievement Report submitted by Due Date</b> –30 Points	<hr/> <hr/>
18.	<b>Chapter Members who have participated in the MinistryPay.com during the association year from June 1- May 31 (100 Points max.)</b> (poll your members)  <b>10 points</b> for each member who participated, up to 10 members _____ x 10 points	<hr/>

19.	Chapter participated in the Oct. 2018 National Church Administration Day 100 points for participation on the actual day and theme OR 100 points for at least 3 hours of CEU approved content	_____
20.	Executive Chapter officers who were members of TCN during this reporting period from June 1 – May 31 (40 Points Max) 10 points for each executive officer up to 40 points _____	_____
<b>NATIONAL TOTAL (Total possible – 920 points)</b>		_____
		_____
<b>OVERALL TOTAL (Total possible – 1975 points)</b>		_____

**Please list officers for 2019-2020** (If not known, please list current officers).

*What is your term of office e.g. 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 the online report to the National Office by June 18<sup>th</sup>. REMEMBER, if you have not already done so during the year, to e-mail all documentation items listed to simeon@thechurchnetwork.com in the National Office by June 18<sup>th</sup> in order to receive your Chapter Award at Conference.*

**The Church Network (powered by NACBA)**

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