

NDIA MODEL CHAPTER AND CHAPTER OF EXCELLENCE AWARD CRITERIA

The Model Chapter Program was established to promote the continuing relationship and open communication between NDIA and its chapters. The Chapter of Excellence Program was established to encourage chapters to reach new and more challenging goals. Chapters are eligible to qualify for either Model Chapter **OR** Chapter of Excellence status.

The Model Chapter Program awards the winning chapters \$500. The Chapter of Excellence Program awards the winning chapters \$1000. These awards are presented at the NDIA Leadership Conference each Fall.

The deadline for submitting applications is on September 6 of each year.

MODEL CHAPTER CRITERIA

To attain the recognition of Model Chapter, the Chapter must satisfy the following criteria:

Chapter Leadership

- All Chapter Board Officers must be current NDIA members in good standing as of August 1
- Chapter leadership must notify NDIA national at least one month prior to holding Chapter Elections
- The Chapter must submit an updated Chapter Board Roster to NDIA National within two weeks of Chapter Elections
- New Chapter Presidents must approve, sign, and submit the NDIA Operating Principles to NDIA National within two weeks of Chapter Elections

Chapter Website

- The Chapter website must be up to date as of August 1
- NDIA's privacy statement must be posted on the Chapter website
- The correct/updated NDIA logo must be posted on the Chapter website as of August 1. The NDIA logo can be requested by emailing membership@NDIA.org

Chapter Events

- The Chapter's upcoming events must be current on the Chapter website
- The Chapter must submit their major events to NDIA via the appropriate form for inclusion on the NDIA Events page. Chapter Leader forms can be found on this link: <https://www.ndia.org/chapters/about-ndia-chapters/chapter-leader-forms>
 - The Chapter will need to list the events and form submission dates or submit supporting documents and/or attachments

Chapter Finances

- The Chapter must submit its Fiscal Year and Quarterly Financial Reports on time. The submission due dates are as follows:
 - 1st quarter Oct 1 - Dec 31 – due by Jan 31
 - 2nd quarter Jan 1 - Mar 31 – due by Apr 30
 - 3rd quarter Apr 1 - Jun 30 – due by Jul 31
 - 4th quarter Jul 1 - Sep 30 – due by Oct 31
 - Fiscal Year report is due by Oct 31
 - The Chapter will need to provide the following: quarterly financial report submission dates, fiscal year financial report submission date, FY chapter income, FY chapter expenses

Chapter Member Outreach

- The Chapter must initiate **quarterly** communication with NDIA Members via email, the Chapter website, blog posts, newsletters, and/or other sources of outreach
 - The Chapter will need to list the detailed completion date of each member outreach effort or submit supporting documentation and/or attachments

NDIA Leadership Conference

- The Chapter Leadership must participate in the yearly NDIA Leadership Conference
 - The Chapter will need to provide the name of individual who participated
- The Chapter Leadership must plan to participate in the following year's NDIA Leadership Conference
 - The Chapter has an opportunity to identify and submit any topics they wish to discuss at the NDIA Leadership Conference when filling out the application

CHAPTER OF EXCELLENCE CRITERIA

To attain the recognition of Chapter of Excellence, the Chapter must satisfy the following criteria:

Chapter Leadership

- All Chapter Board Officers must be current NDIA members in good standing as of August 1
- Chapter leadership must notify NDIA national at least one month prior to holding Chapter Elections
- The Chapter must submit an updated Chapter Board Roster to NDIA National **within two weeks** of Chapter Elections
- New Chapter Presidents must approve, sign, and submit the NDIA Operating Principles to NDIA National within two weeks of Chapter Elections

Chapter Website

- The Chapter website must be up to date as of August 1
- NDIA's privacy statement must be posted on the Chapter website
 - The correct/updated NDIA logo must be posted on the Chapter website as of August 1. The NDIA logo can be requested by emailing membership@NDIA.org

Chapter Events

- The Chapter's upcoming events must be current on the Chapter website
- The Chapter must submit their major events to NDIA via the appropriate form for inclusion on the NDIA Events page. Chapter Leader forms can be found on this link: [NDIA.org/chapters/about-ndia-chapters/chapter-leader-forms](https://www.ndia.org/chapters/about-ndia-chapters/chapter-leader-forms)
 - The Chapter will need to list the events and form submission dates or submit supporting documentation and/or attachments
- The Chapter must participate in at least one military and/or educational initiative in the areas of STEM, local ROTC military programs, Wounded Warriors, USO, Fisher House, etc.
 - The Chapter will need to list the names and dates of the events the Chapter has held and/or plans to hold from January 1 to December 31 or submit supporting documentation and/or attachments

Chapter Finances

- The Chapter must submit its Fiscal Year and Quarterly Financial Reports on time. The submission due dates are as follows:
 - 1st quarter Oct 1 - Dec 31 – due by Jan 31
 - 2nd quarter Jan 1 - Mar 31 – due by Apr 30
 - 3rd quarter Apr 1 - Jun 30 – due by Jul 31
 - 4th quarter Jul 1 - Sep 30 – due by Oct 31
 - Fiscal Year report is due by Oct 31
 - The Chapter will need to provide the following: quarterly financial report submission dates, fiscal year financial report submission date, FY chapter income, FY chapter expenses

- The Chapter must be financially self-sustaining with Annual Income exceeding Annual Expenses

Chapter Member Outreach

- The Chapter must initiate **monthly** communication with NDIA Members via email, the Chapter website, blog posts, newsletters, and/or other sources of outreach.
 - Chapter will need to list the detailed completion date of each member outreach effort or submit supporting documentation and/or attachments.

NDIA Leadership Conference

- The Chapter Leadership must participate in the yearly NDIA Leadership Conference
 - The Chapter will need to provide the name of individual who participated
- The Chapter Leadership must plan to participate in the following year's NDIA Leadership Conference
 - The Chapter has the opportunity to identify and submit any topics they wish to discuss at the NDIA Leadership Conference

Additional Criteria

- The Chapter must provide a document containing a clear Leadership Succession plan
- The Chapter must have donated at least \$2,500 to non-profit organizations or scholarship awardees in the fiscal year
- The Chapter must have recruited at least three new NDIA Corporate Members in the fiscal year
 - The Chapter will need to list the recruits or attach supporting documents
- The Chapter must designate at least one Board Officer to participate in and/or support at least one of NDIA's Divisions
 - The Chapter will need to provide the officer's name and specify the division
- For Chapters with a local Women In Defense Chapter: the Chapter must designate at least one Board Officer to serve as a liaison to the local WID Chapter
 - The Chapter will need to provide the officer's name and WID Chapter
- The Chapter must nominate an individual for NDIA's Sridhar Award, following all rules established by the NDIA Board of Directors' Awards Committee. You may find information on the Sridhar Award on this link: [NDIA.org/about/awards/kathleen-sridhar-small-business-executive-of-the-year-award](https://www.ndia.org/about/awards/kathleen-sridhar-small-business-executive-of-the-year-award)
 - The Chapter will need to provide nominee's name and the nominating individual's name

For questions or assistance, email us at chapters@NDIA.org.