



MODEL CHAPTER & CHAPTER OF EXCELLENCE APPLICATION

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 522-1820 • (703) 522-1885 Fax • NDIA.org

Chapter Name		Completed by <small>First and Last Name</small>	Date
Chapter Leadership Position	Email	Phone	

CHAPTER GOVERNANCE

All Chapter Board Officers must be current NDIA members in good standing as of August 1, 2023. **Please attach the most updated board roster to this application.**

New Chapter President approved, signed, and submitted the NDIA Operating Principles document to NDIA National within two weeks of the Chapter Election		Yes	No	Document Submission Date	<small>(MM/DD/YYYY)</small>
Chapter held at least one (1) Annual Member Meeting. Please list date of Annual Meeting.	<small>(MM/DD/YYYY)</small>	Chapter has an Operations Manual signed by President and sent to National.		Yes	No
The Board of Directors met at least once in the past year. Please list date of last Board meeting.	<small>(MM/DD/YYYY)</small>	I confirm that no Board member has a financial interest in any Chapter contract or event.		Initial	
Elections were conducted in accordance with NDIA OPs.	Initial	No individual has served more than two (2) consecutive, two-year terms in any Officer position without prior Chapter Board vote and approval from the NDIA SVP of Membership & Chapters.		Initial	
I certify that Board and Officer composition align with Chapter OPs and, where applicable, Chapter addendums.	Initial				

CHAPTER WEBSITE

Does the Chapter have a standalone website?	Yes	No	Is NDIA's privacy statement posted on the Chapter website?	Yes	No
Website URL					

CHAPTER EVENTS

Are the Chapter's upcoming events posted on the Chapter website?	Yes	No
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CHAPTER FINANCES

Did the Chapter submit its Fiscal Year and Quarterly Financial Reports on time?	Yes	No	Q1 Financial Report Submission Date	<small>(MM/DD/YYYY)</small>	Q2 Financial Report Submission Date	<small>(MM/DD/YYYY)</small>
Q3 Financial Report Submission Date	<small>(MM/DD/YYYY)</small>	Q4 Financial Report Submission Date	<small>(MM/DD/YYYY)</small>	Fiscal Year Financial Report Submission Date	<small>(MM/DD/YYYY)</small>	FY23 Chapter Income
FY23 Chapter Expenses	Is the Chapter financially self-sustaining with Annual Income exceeding Annual Expenses?		Yes	No		
I certify that the chapter has not entered into a contract or agreement that exceeds the Chapter's ability to meet expenses.	Initial		At least one officer and one board member approved all contracts, checks, notes, drafts, and other orders for the payment of money.		Initial	

CHAPTER MEMBERSHIP

Chapter initiates communication with NDIA Members via email, the Chapter website, blog posts, newsletters, and/or other sources of outreach. For Model Chapter, submit 4 instances of member outreach (1 per quarter). For Chapter of Excellence, submit 12 instances of member outreach (1 per month).

I certify member contact information has only been shared with authorized Officers and Board Members and only used for Association purposes.	Initial
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NDIA LEADERSHIP CONFERENCE

Did Chapter Leadership participate in the 2022 NDIA Leadership Conference? Yes No First and Last Name

Does Chapter Leadership plan to participate in the 2023 NDIA Leadership Conference? Yes No

Identify any topics you wish to discuss at this year's NDIA Leadership Conference

CHAPTER OF EXCELLENCE CRITERIA THIS SECTION PERTAINS ONLY TO COE APPLICANTS.

GOVERNANCE

Attach a document containing a clear Leadership Succession plan to this application.

Chapter Leadership notified NDIA National at least one month prior to the Chapter Election Yes No (MM/DD/YYYY) (MM/DD/YYYY)

Chapter Leadership submitted updated Chapter Board Roster to NDIA National within two weeks of the Chapter Election Yes No (MM/DD/YYYY)

WEBSITE

Is the correct/updated NDIA logo on the Chapter website as of August 1, 2023? Yes No

EVENTS

Has, or will, your Chapter participate in an event between Jan 1 2023 - Dec 31, 2023 in the areas of STEM, local ROTC military programs, Wounded Warriors, USO, Fisher House, etc.? Please describe the event.

If the Chapter invited a senior defense leader, they coordinated the invitation with NDIA National. Yes No
If YES, please list event(s) and speaker(s):

Did the Chapter donate at least \$2,500 to non-profit organizations or scholarship awardees in FY23? Yes No

MEMBERSHIP

Did the Chapter recruit **at least three new** NDIA Corporate Members in FY23? List the recruits or attach supporting documents

Chapter initiated communication with NDIA Members monthly (via email, Chapter website, blog posts, and/or other sources of outreach). Yes No

OTHER

Did the Chapter designate at least one Board Officer to participate in and/or support at least one of NDIA's Divisions?

For Chapters with a local Women In Defense Chapter: Did the Chapter designate at least one Board Officer to serve as a liaison to the local WID Chapter?