



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 LEADERSHIP

All Chapter Board Officers must be current NDIA members in good standing as of August 1, 2022.

Please fill in the attached spreadsheet using the format provided to you, detailing all Chapter Board Officers, including the company affiliations and email addresses associated with their NDIA membership records

Notification Date (MM/DD/YYYY)

Election Date (MM/DD/YYYY)

New Chapter President approved, signed, and submitted the NDIA Operating Principles document to NDIA National within two weeks of the Chapter Election

Yes No

Chapter Leadership notified NDIA National at least one month prior to the Chapter Election

Yes No

Document Submission Date (MM/DD/YYYY)

Board Roster Submission Date (MM/DD/YYYY)

[For COE applicants only]
Chapter Leadership submitted updated Chapter Board Roster to NDIA National within two weeks of the Chapter Election

Yes No

CHAPTER WEBSITE

Does the Chapter have a standalone website?

Yes No

[MC within 6 months/COE within 3 months]

Is the Chapter website up to date as of August 1, 2022?

Yes No

Is NDIA's privacy statement posted on the Chapter website?

Yes No

[For COE applicants only]

Is the correct/updated NDIA logo on the Chapter website as of August 1, 2022?

Yes No

CHAPTER EVENTS

Are the Chapter's upcoming events posted on the Chapter website?

Yes No

[For COE applicants only]

Has your Chapter participated in at least one military and/or educational initiative in the areas of STEM, local ROTC military programs, Wounded Warriors, USO, Fisher House, etc? Please list and describe the event(s).

Has your Chapter submitted major events to NDIA via the appropriate form for inclusion on the NDIA Events page? List the events and form submission dates or submit supporting document and/or attachments

List the names and dates of the events your Chapter has held and/or plans to hold from Jan 1, 2022 – Dec 31, 2022, or submit supporting document and/or attachments

CHAPTER FINANCES

Did the Chapter submit its Fiscal Year and Quarterly Financial Reports on time?

Yes No

Q1 Financial Report Submission Date (MM/DD/YYYY)

Q2 Financial Report Submission Date (MM/DD/YYYY)

Q3 Financial Report Submission Date (MM/DD/YYYY)

Q4 Financial Report Submission Date (MM/DD/YYYY)

Fiscal Year Financial Report Submission Date (MM/DD/YYYY)

FY22 Chapter Income

FY22 Chapter Expenses

[For COE applicants only]

Is the Chapter financially self-sustaining with Annual Income exceeding Annual Expenses?

Yes No

CHAPTER MEMBER OUTREACH

[MC quarterly/COE monthly]

Chapter initiates communication with NDIA Members via email, the Chapter website, blog posts, newsletters, and/or other sources of outreach. List the detailed completion date of each member outreach effort or submit supporting document and/or attachments

NDIA LEADERSHIP CONFERENCE

Did Chapter Leadership participate in the 2021 NDIA Leadership Conference? Yes No

Individual Who Participated First and Last Name

Does Chapter Leadership plan to participate in the 2022 NDIA Leadership Conference? Yes No

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

ADDITIONAL CRITERIA THIS SECTION PERTAINS ONLY TO COE APPLICANTS.

Attach a document containing a clear Leadership Succession plan Did the Chapter donate at least \$2,500 to non-profit organizations or scholarship awardees in FY22? Yes No

Did the Chapter recruit at least three new NDIA Corporate Members in FY22? List the recruits or attach supporting documents

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

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? Officer's First and Last Name WID Chapter

Did the Chapter nominate an individual for NDIA's Sridhar Award, following all rules established by the NDIA Board of Directors' Awards Committee? Nominee's First and Last Name Nominating Individual's First and Last Name

Please email this form to Chapters@NDIA.org