

# NDIA 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 First and Last Name	Date
Chapter Leadership Position	Email	Phone

## CHAPTER GOVERNANCE

All Chapter Board Officers must be current NDIA members in good standing as of August 1, 2025. 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 (MM/DD/YYYY)
Chapter held at least one (1) Annual Member Meeting. Please list date of Annual Meeting. (MM/DD/YYYY)	The Board of Directors met at least once in the past year. Please list date of last Board meeting. (MM/DD/YYYY)		
Elections were conducted in accordance with NDIA OPs. Initial	I confirm that no Board member has a financial interest in any Chapter contract or event. Initial		
I certify that Board and Officer composition align with Chapter OPs and, where applicable, Chapter addendums. 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		

## CHAPTER WEBSITE

Does the Chapter have a 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

## CHAPTER FINANCES

Are your Chapter financial operations onsite or offsite? onsite offsite	Did the Chapter comply with onsite/offsite reporting requirements, as applicable? Yes No	
FY25 Chapter Income	FY25 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

## NDIA/WID LEADERSHIP CONFERENCE SURVEY

Did Chapter Leadership participate in the 2024 NDIA Leadership Conference?	Yes	No	Individual Who Participated	First and Last Name
Does Chapter Leadership plan to participate in the 2025 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 has an Operations Manual signed by President and sent to National.	Yes	No
Chapter Leadership notified NDIA National at least one month prior to the Chapter Election	Yes	No	Notification Date (MM/DD/YYYY)	Election Date (MM/DD/YYYY)
Chapter Leadership submitted updated Chapter Board Roster to NDIA National within two weeks of the Chapter Election	Yes	No	Board Roster Submission Date (MM/DD/YYYY)	

### WEBSITE

Is the correct/updated NDIA logo on the Chapter website as of August 1, 2025?	Yes	No
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### EVENTS

Has, or will, your Chapter participate in an event between Jan 1 2025 - Dec 31, 2025 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. If YES, please list event(s) and speaker(s):	Yes	No
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### MEMBERSHIP

Did the Chapter recruit at least three new NDIA Corporate Members in FY25? 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?	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