



MODEL CHAPTER & CHAPTER OF EXCELLENCE APPLICATION

2101 Wilson Boulevard, Suite 700, Arlington, VA 22201-3060 • (703) 522-1820 • WomenInDefense.net

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 WID 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 WID Operating Principles document to WID 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>	The Board of Directors met at least once in the past year. Please list date of last Board meeting. <small>(MM/DD/YYYY)</small>		<small>(MM/DD/YYYY)</small>
Elections were conducted in accordance with WID OPs. <small>Initial</small>	I confirm that no Board member has a financial interest in any Chapter contract or event.		<small>Initial</small>
I certify that Board and Officer composition align with Chapter OPs and, where applicable, Chapter addendums. <small>Initial</small>	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 WID Executive Director.		<small>Initial</small>

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
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CHAPTER FINANCES If your Chapter Financial Operations are onsite, skip to question 7. If they are offsite, answer all questions in this section.

1 Did the Chapter submit its Fiscal Year and Quarterly Financial Reports on time?	Yes	No	2 Q1 Financial Report Submission Date <small>(MM/DD/YYYY)</small>	3 Q2 Financial Report Submission Date <small>(MM/DD/YYYY)</small>
4 Q3 Financial Report Submission Date <small>(MM/DD/YYYY)</small>	5 Q4 Financial Report Submission Date <small>(MM/DD/YYYY)</small>	6 Fiscal Year Financial Report Submission Date <small>(MM/DD/YYYY)</small>		
7 FY25 Chapter Income	8 FY25 Chapter Expenses	9 Is the Chapter financially self-sustaining with Annual Income exceeding Annual Expenses?		
		Yes	No	
10 I certify that the Chapter has not entered into a contract or agreement that exceeds the Chapter's ability to meet expenses. <small>Initial</small>		11 At least one officer and one board member approved all contracts, checks, notes, drafts, and other orders for the payment of money. <small>Initial</small>		

CHAPTER MEMBERSHIP

Chapter initiates communication with WID 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.	<small>Initial</small>
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NDIA/WID LEADERSHIP CONFERENCE SURVEY (OPTIONAL)

Did Chapter Leadership participate in the 2024 Leadership Conference?	Yes	No	Individual Who Participated	First and Last Name
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Does Chapter Leadership plan to participate in the 2025 Leadership Conference?	Yes	No
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Identify any topics you wish to discuss at this year's 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
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Chapter Leadership notified WID National at least one month prior to the Chapter Election	Yes	No	Notification Date (MM/DD/YYYY)	Election Date (MM/DD/YYYY)
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Chapter Leadership submitted updated Chapter Board Roster to WID National within two weeks of the Chapter Election	Yes	No	Board Roster Submission Date (MM/DD/YYYY)
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WEBSITE

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

Has, or will, your Chapter host in an event between Jan 1 2025 - Dec 31, 2025 in the areas of professional development, mentorship., leadership for women, etc.? Please describe the event.

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

What activities has the Chapter undertaken to both retain and grow membership in FY25? List examples..

Chapter initiated communication with WID Members monthly (via email, Chapter website, blog posts, and/or other sources of outreach).	Yes	No
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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
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For Chapters with a local NDIA Chapter: Did the Chapter designate at least one Board Officer to serve as a liaison to the local NDIA Chapter?	Officer's First and Last Name	WID Chapter
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The Chapter submitted a nomination for Kathleen P. Sridhar Small Business Executive of the Year Award, due August 26,2025	Date of Submission
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