

2015 Annual Report Submission Resources

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Chapter Webinar Series

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Today's Presenter



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Here's what you need to know...

- What are CASE?
- Submission Process
- Resources Available
- Questions

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What are Chapter Affiliation Standards & Expectations (CASE)?

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What are CASE?

Chapter Affiliation Standards & Expectations (CASE)

Helping Build Strong & Healthy Chapters

- CASE are a set of performance guidelines designed to help chapters deliver a consistent set of benefits to members by providing a clear set of standards for chapter operations.
- Creates a “self-audit” of operations; highlighting successes along with areas of opportunity
- Requirements for chapters to maintain affiliation with ACRP



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Chapter Affiliation Standards & Expectations (CASE)

Chapter Affiliation Standards & Expectations (CASE)

	True	False
The chapter ensures all chapter members are both global and chapter members.	<input type="radio"/>	<input type="radio"/>
The chapter maintained a minimum of 25 members throughout the year.	<input type="radio"/>	<input type="radio"/>
The chapter provided at least two (2) professional development activities per year for members.	<input type="radio"/>	<input type="radio"/>
The Chapter Chair attended every Chapter Chairs teleconference, or designated another representative to attend.	<input type="radio"/>	<input type="radio"/>
The chapter maintained a current website with up-to-date information. <i>(updated at least quarterly)</i>	<input type="radio"/>	<input type="radio"/>
The chapter complied with federal and state reporting requirements.	<input type="radio"/>	<input type="radio"/>



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Submission Process

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2015 Chapter Affiliation Standards & Expectations (CASE)

PLANNING WORKBOOK

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Submission Process

- Online process; your chapter will receive a link to the online submission form in December
- Submission link sent to current (2015) Chapter Chair
- Deadline to receive the \$500 chapter bonus is January 31, 2016
- *Supporting documents should be attached at the end of the submission form*



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CASE Resources



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Resources Available

CASE Resources	
2015 CASE Planning Workbook	Created to help leaders gather and document CASE-related information for the CASE survey. The workbook mirrors the online CASE survey. It is recommended that chapters complete this workbook prior to completing the online CASE submission.
CASE Quick List	A handy reference guide listing all chapter affiliation requirements.
ACRP CASE Policy <i>(coming soon)</i>	Outlines series of actions taken to assist chapters that do not achieve 100 percent CASE.
2015 CASE FAQs	Lists answers to the most frequently asked questions chapter leaders have about CASE.
2016 Chapter Board Roster	Template in Excel format. Chapter leaders should use template to submit their board roster with the CASE submission. <i>(Updates should be sent to chapters@acrpnet.org as changes occur.)</i>



Thank You for being a Chapter Leader!



Questions?

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