

Chapter Affiliation Standards & Expectations Frequently Asked Questions (FAQs)

Q: What are Chapter Affiliation Standards & Expectations (CASE)?

ACRP depends upon each of its affiliates to operate in a professional manner; effectively manage its finances; maintain affiliation standards; communicate with members, the community and ACRP; and promote ACRP. The Chapter Affiliation Standards & Expectations (CASE) are a set of performance guidelines designed to help chapters deliver consistent benefits to members. CASE is designed to ensure a stronger synergy between ACRP and chapters. In addition to outlining requirements to measure chapter alignment and engagement with ACRP, CASE focuses on outcomes from chapter-initiatives in a more strategic nature.

Q: How can our chapter explain CASE to our membership?

CASE can be explained to your membership as the key elements all ACRP chapters must operate under to ensure chapter quality, value, and consistency. CASE guides chapters to make sure member needs are being identified and met in a consistent manner.

Q: What is the CASE Planning Workbook?

The CASE Planning Workbook is a guiding tool for chapters to use throughout the year in preparation for the annual online CASE submission. This workbook is designed as a companion piece to the year-end annual report.

Q: How does ACRP determine if a chapter is 100 CASE achieved?

ACRP does not make the determination if a chapter is or is not 100 percent CASE achieved. The CASE submission is the chapter's self-assessment of whether or not the chapter met all of the CASE elements in a given year and is therefore achieved.

Q: What additional information does our chapter need to include with our CASE submission?

To be considered complete, your CASE submission must include the following documents:

1. 2016 Chapter Board Roster (in Excel format using the template provided)
2. 2016 Strategic Plan
3. 2015 Year-End Financial Results

Q: How does our chapter complete the required CASE submission?

There are three (3) steps involved to successfully completing your chapter's CASE submission:

Step 1: Designate a person who will be your chapter's primary contact, who may or may not be the Chapter Chair, for completing the online submission. This individual will serve as the primary contact for ACRP and all other submission related information. This person is responsible for receiving, reviewing, and appropriately disseminating all report news, updates, and requirements to chapter leadership, including completing and submitting the report by January 31, 2016.

Step 2: Prior to complete the online submission form, the designee should gather all relevant chapter information such as demographic data, membership numbers, and dues information, to minimize the amount of time it takes to complete the online form. *NOTE: To assist you with completing the online form, chapters are strongly encouraged to download the CASE Planning Workbook.*

Step 3: Complete the online CASE submission form. The entire form must be completed during one sitting; it's important you have completed the planning workbook prior to beginning the online submission process. At the end of the form, your chapter will be able to attached additional required documentation. NOTE: The 2016 chapter board roster, 2016 Chapter Operation Plan, and 2015 year-end financials must be submitted on or before January 31 in order for your submission to be considered complete. All documents should be uploaded through the survey submission form.

Q: What resources and tools are available to assist chapters in completing the CASE submission?

Detailed information about CASE including templates, samples, and the CASE Planning Workbook are available to chapters on the CASE webpage at www.acrpnnet.org/CRC. Additionally, you may contact chapters@acrpnnet.org for more information.

Q: What additional training opportunities are there to learn more about CASE?

The following activities are scheduled to provide chapter leader with additional CASE training:

- Webinars – visit www.acrpnnet.org for upcoming webinars on CASE

Q: What happens if our chapter doesn't attain 100 percent achievement in all areas?

If your chapter doesn't attain 100 percent achievement in all areas, the following options are available:

Option 1: The chapter is placed into "in-progress" status and is extended one year to accomplish all areas.

Option 2: The chapter elects to move to "inactive" status for up to one year. During this period, the chapter must implement steps to regain active status and 100 percent CASE achievement.

Q: Is our chapter required to submit an annual CASE survey?

Yes, all chapters are required to submit an annual CASE survey on or before January 31, 2016.

Q: What happens if our chapter doesn't submit the CASE survey by the January 31 deadline?

Chapters that do not submit the CASE survey by January 31 will not be eligible for the \$500 chapter bonus and will be contacted by a member of ACRP's Membership team to discuss a coaching plan.

Q: Does my chapter still have to submit its chapter bylaws, Chapter Chairs Agreement, Mailing List Agreement, and Logo Agreement annually?

No. With the new chapter affiliation agreements in place, chapters are no longer required to submit each of these agreements separately. Updated chapter bylaws should be submitted if they were updated within the calendar year.