

2020



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# **Chapter Affiliation Standards & Expectations (CASE) Planning Workbook – Pilot (Chapters 2.0) Chapters**

ACRP CHAPTER SERVICES  
[chapters@acrpnnet.org](mailto:chapters@acrpnnet.org)

## Welcome Letter

Dear ACRP Chapter Leader,

Welcome to the 2020 Chapter Affiliation Standards & Expectations (CASE) Planning Workbook. This workbook is designed to help chapters prepare to submit the annual online CASE submission form. CASE focuses on outcomes from chapter-initiatives

The online CASE submission itself will consist of two (2) parts:

**Part 1: Annual Update** – Focusing on the chapter’s demographic information.

**Part 2: CASE (Basic Requirements)** – A self-reporting assessment of chapter’s achievements and adherence to chapter affiliation requirements.

The CASE submission reports on a chapter’s activities and accomplishments during the prior calendar year (January – December). **The deadline for submitting the online CASE survey is January 31.**

Chapters will be rewarded with ACRP funding based on membership recruitment and retention results in the reporting year. To qualify, each chapter must submit the online CASE report and all supporting documents including changes to the leadership roster and the event plan for the year.

Eligibility for financial incentives will be based on the following membership metrics as well as adherences to the Chapter Affiliation Standards & Expectations (CASE) requirements:

Membership Increase Percentage	Chapter Bonus Amount
3 – 5%	\$250
6 – 9%	\$500
10% +	\$800

Please make sure to identify the chapter leader responsible for submitting the CASE survey.

If you need additional information about the CASE submission process, please contact [chapters@acrpnet.org](mailto:chapters@acrpnet.org).

Thank you for your ongoing time, commitment, and leadership!

ACRP Membership

## PART ONE: Annual Update

Part 1 of the CASE submission is the Annual Update. This section provides information about your chapter such as membership, financial performance, and progress towards goals.

You will be asked to provide information and/or answer the following questions when completing Part 1 of the online survey.

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1. **Did your chapter have a half-day or full-day conference, seminar, or other large event in the reporting year?**  
 Yes  No
  
2. **Will your chapter have a half-day or full-day conference, seminar, or other large event in the next reporting year?**  
 Yes  No
  
3. **Did your chapter partner with another membership organization during the reporting year?**  
(ASCO, API, AACR, etc.)  
 SoCRA  ASCO  Other \_\_\_\_\_
  
4. **Did your chapter partner with an educational institution in the reporting year?**  
 Yes  No
  
5. **If yes, what was the name of the institution?**  
\_\_\_\_\_
  
6. **Does your chapter have an ACRP Certification study group or offer a Certification Prep Course?**  
 Yes, in this reporting year and planning for next reporting year  
 Did not do in this reporting year, but planning for next reporting year  
 Did in this reporting year, but not planning for next reporting year  
 Did not do in this reporting year and not planned for next reporting year
  
7. **In addition to the Online Community, does your chapter communicate through any social media channels? Please select all that apply and include the URL**  
 A LinkedIn group - URL \_\_\_\_\_  
 A Facebook group - URL \_\_\_\_\_  
 A Twitter feed - URL \_\_\_\_\_  
 Instagram - URL \_\_\_\_\_  
 Other \_\_\_\_\_  
 None of the above

## PART TWO: CASE Survey (Basic Requirements)

The Basic Requirements sections is a baseline of operations and will help your chapter build a stronger foundation for success. You will be asked to evaluate your chapter’s achievement of ACRP’s chapter affiliation requirements.

**Chapter Affiliation Standards & Expectations (CASE)**

	Yes	No
The chapter maintained its ACRP Online Community on the ACRP website with up-to-date information.	<input type="radio"/>	<input type="radio"/>
The chapter provided at least four (4) professional development activities for members.	<input type="radio"/>	<input type="radio"/>

**Appendix A: Sample Chapter Event Timeline**

ACRP requires all Chapter 2.0 pilots to establish a rough event timeline for the year. We understand that the structure may change throughout the year, but this will give us a general sense of the plans for the chapter and can make adjustments to ACRP staff needs accordingly.

*If you have questions, or need additional support, please contact [chapters@acrpnet.org](mailto:chapters@acrpnet.org)*