**ChapterWISE Distinction Award**

**Guidance Document**

**2018-2019**

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**Overview**

The ChapterWISE Distinction Award recognizes ChapterWISE groups for their activities that support the WISE Mission. This guide will help you plan annual activities, track actions throughout the year, submit accomplishments for the Distinction Award, and share your successes and challenges with your chapter and WISE.

The guide can serve as the primary record-keeping mechanism for the Distinction Award, which celebrates the outstanding work of ChapterWISE groups each year. Each question is assigned a certain point value that reflects how closely the activity helps WISE provide value to members and ASSP, as well as recognizes the level of work involved. ChapterWISE groups are recognized at the WISE Networking Event and in the WISE lounge at the PDC each June.

**Bronze**: 1000-1990 points

**Silver:** 2000-2990 points

**Gold:** 3000-3990 points

**Platinum:** >4000 points

This document is designed to provide clarification of the questions in the Distinction Award survey and to provide guidance as you plan your activities each year. In addition, you can use this document to facilitate conversations with your Regional VP, Area Director, and Society about the direction and operations of your group.

* The activities you report should reflect coordinated efforts of the ChapterWISE group and not the efforts driven by the chapter.
* Section 3 is for joint events with groups outside of ASSP (including students). Section 4 is for professional development activities. Section 5 covers networking opportunities specifically your ChapterWISE members to connect with each other.
* Generally speaking, each activity should only be counted for one question in the survey. For example, a networking activity focused only on your ChapterWISE members would be included in section 5 and networking events with other groups would be included in section 3.

For additional questions or clarifications, please contact the ChapterWISE Chairs, [Lesli Johnson](mailto:lesli.johnson@cna.com) and [Karen LaRue](mailto:larue.ke@pg.com).

Thank you for the work you do to provide your WISE members with opportunities to become better safety professionals and for your support of ASSP.

**General Information**

What ASSP Chapter is your ChapterWISE team working with?

List the name of the primary contact for this report:

Email address for the primary contact for this report:

Phone number for the primary contact for this report:

**Section 1: Requirements**

Section 1 of the Distinction Award focuses on the activities that each ChapterWISE group is required to complete. There are no points for 5 & 6, as these are required activities. Holding an informational meeting, participation in 3+ team calls, and a networking event are required in order to be eligible for a Distinction Award. If you didn’t meet the requirements, we would still appreciate hearing about what your team has accomplished over the year. These activities are shared with all the ChapterWISE representatives on our team calls and reported to the Society.

1. Hold at least one informational meeting for your local chapter to explain WISE.

\_\_\_\_\_ Yes (required for award eligibility)

\_\_\_\_\_ No

*Note:*The PowerPoint is on the [ChapterWISE Community](https://community.assp.org/groups/files/28) page and can be edited for your specific activities and goals.

1. Did you hold at least one WISE networking event?

\_\_\_\_\_ Yes (required for award eligibility)

\_\_\_\_\_ No

*Note:* Details about your networking events should be described in Section 5.

1. Someone from your ChapterWISE group must attend at least 3 of the team calls (held every other month).

\_\_\_\_\_ Yes (required for award eligibility)

\_\_\_\_\_ No

1. Participation in more than 3 team calls.

\_\_\_\_\_ 4 total calls (300 points)

\_\_\_\_\_ 5 total calls (500 points)

*Note:* The primary ChapterWISE team representative can designate other WISE members to attend the call for the chapter.

**Section 2: Chapter Engagement, Membership & Communications**

Section 2 focuses on the ways in which you provide value to your WISE members.

1. How did your chapter take steps to create a personalized and welcoming environment to your members?

\_\_\_\_\_ Reach out to **new chapter members** (you can get contact information from your Chapter Membership Chair) with an email or phone call (200 points)

\_\_\_\_\_ Reach out to **new WISE members** in your chapter with a personalized email or phone call (200 points)

\_\_\_\_\_ Send out personalized e-mail invitations to meetings (50 points)

\_\_\_\_\_ Other – Write in other ways that you welcomed new WISE members (50 points)

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*Note:* Examples of other steps to provide a personalized and welcoming environment to your WISE members:

* Providing WISE and/or Society giveaways to new members, such as meeting calendar magnets, or pens, notepads, computer bags, or other logoed items.
* Making personal introductions between a new member and an existing member.
* Sending a personalized invitation to new WISE members to connect on social media (WISE Facebook page, Twitter, LinkedIn).

1. How do you recruit new ASSP and WISE members?

\_\_\_\_\_ Exhibited or attended local safety events to promote WISE (200 points)

*Note:* Exhibiting at or attending local safety events may include any or all of the following: expos, PDCs, and/or meetings of other national or local organizations or coalitions dedicated to promoting safety and/or the safety profession.

\_\_\_\_\_ Other – Write in (100 points)

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*Note:* Examples of other ways to recruit WISE members:

* Hosting recruitment events in partnership with other ASSP communities (another chapter, a Practice Specialty, or a Common Interest Group).
* Contacting non-WISE chapter members and asking them to become members.
* Hosting a bring-a-friend meeting, social event, or other ChapterWISE event.
* Involving the chapter’s student section in a call-list program and help the students learn more about the benefits of becoming WISE members.
* Hosting special networking, social, or outreach events with the primary focus of recruiting new members.

1. How did your ChapterWISE team determine member expectations and utilize this assessment?

\_\_\_\_\_ We conducted a member survey or held a meeting to ask our WISE members about priorities (100 points)

\_\_\_\_\_ We conducted a post-meeting evaluation after each meeting (50 points)

\_\_\_\_\_ We distributed the results of all surveys to the ChapterWISE Chairs (50 points)

\_\_\_\_\_ We shared the results with our WISE members (50 points)

\_\_\_\_\_ We used the data to make changes to future meetings and/or the way we communicate with our members (100 points)

1. Please indicate the ways that you communicate with your WISE members

\_\_\_\_\_ Use of social media (chapter or WISE Facebook page, Twitter, LinkedIn, WhatsApp etc.) (100 points)

\_\_\_\_\_ Meeting notices sent out at least 2 weeks before WISE meetings and activities (100 points)

Describe other ways that you communicate with your members (50 points each, up to two/year)

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*Note:* Examples of other communication:

* Follow-up meeting messages, thanking people for attending and providing follow-up information/resources.
* Sending surveys after the meeting.
* Providing a confirmation message when members register for WISE meetings and events. (Event Espresso, the online registration included in your webhosting package from ASSP, has the capability to automatically send confirmation messages that you can customize.)

1. Describe your efforts and practices in communicating to chapter members with chapter newsletters.

\_\_\_\_\_ We provided information for our chapter’s newsletter at least 4 times this year (50 points)

\_\_\_\_\_ Check here if you uploaded an example of your newsletter in the [Newsletter Folder](https://community.assp.org/groups/files/folder/28/82) the [ChapterWISE Community](https://community.assp.org/groups/files/28) page (50 points)

1. Describe your WISE practices and procedures in terms of your chapter website.

\_\_\_\_\_ Our chapter website has a WISE section or separate page (100 points)

\_\_\_\_\_ We provide local ChapterWISE contact information (100 points)

*Note:* In order to protect the security of your personal email account, it is strongly recommended that the position-specific emails that are available through the ASSP webhosting package be utilized. To set this up, contact your chapter webmaster.

\_\_\_\_\_ We have a designated volunteer responsible for ensuring ChapterWISE current activity/meeting information is up to date (100 points)

**Section 3: Community Outreach**

Section 3 focuses on your community outreach activities that relate specifically to safety. Many of our teams engage in charitable work that is meaningful to their members and the local community.

1. How does your ChapterWISE team communicate or promote safety in your **community**? For each networking, social, or other event done with another local organization (i.e. nursing association, CIH group, etc.), describe the event (50 points each, up to 12 events/year)

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1. Does your ChapterWISE team support **charities**?

For each time that you participated as a team in an event **organized by a local or national charity**, describe the event (100 points each, up to 12 events/year)

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For each **local** event that **your team created/led/organized**, describe the event (200 points each, up to 12 events/year)

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1. Do you reach out to local **student** sections or local colleges to invite students to your WISE meetings and events?

\_\_\_\_\_ Yes (100 points)

\_\_\_\_\_ No (0 points)

1. What does your ChapterWISE team do to support local **students** (elementary through graduate programs? For each event that your team created or one of your ChapterWISE team members spoke at a school safety event, Career Day, STEM event, or Girl Scouts activity, describe the event. (200 points for each separate event – up to 12 events)

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**Section 4: Professional Development**

Section 4 focuses on the professional development opportunities that your ChapterWISE team organizes for its members.

1. Describe the professional development opportunities offered by your ChapterWISE team. (100 points each, up to 12 events/year)

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1. Does your ChapterWISE team collaborate on professional development events with other Society groups (Practice Specialties, Common Interest Groups, other chapters)?

\_\_\_\_\_ Yes (100 points)

\_\_\_\_\_ No (0 points)

**Section 5: Networking**

Section 5 focuses on networking events that your team has offered for your WISE members. This is a key activity for ChapterWISE and at least one networking event is required each year. Indicate the networking opportunities that you have created for WISE members.

1. How many ChapterWISE networking events did you **host in conjunction with a chapter meeting**? (50 points per event, up to 12/year)

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1. Did you organize a ChapterWISE event at a **regional PDC**?

\_\_\_\_\_ Yes (200 points)

\_\_\_\_\_ No (0 points)

1. For each **independent** networking event that you hosted as a stand-alone WISE event (not attached to a chapter meeting or PDC), describe the event (100 points each, up to 12 events/year)

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**Section 6: Questions and Additional Information**

1. Please provide comments to clarify any questions or information for the previous questions.