



Chartered Chapters Recognition Program

AOSA Chartered Chapters are the lifeblood of local connectivity for members to expand the Schulwerk in their communities. AOSA recognizes the value of these chapters and strives to recognize the accomplishments of top tier chapters who meet and exceed the mission of AOSA. By providing this recognition, AOSA encourages other chapters to improve their positions in their community and with national so as to better promote Orff Schulwerk and music education across the country.

The AOSA Chartered Chapters Recognition Program is designed to provide recognition to chapters for successes in chapter administration, national growth, and chapter growth. Points will be awarded based on the criteria outlined later in this document.

Recognition Levels for Chapter Honor Roll:

Chapter of Distinction –	13 or more points
Chapter of Excellence –	10 to 12 points
Chapter of Merit –	7 to 9 points

Benefits of Recognition:

Chapters will be recognized for their accomplishments each year during Advisory Board I at the AOSA Professional Development Conference. The Chapter Grant Program is being modified to utilize the points system to determine eligibility for grant assistance from AOSA. One Chapter of Distinction will receive a \$500 chapter workshop grant. All chapters recognized will receive a ribbon to display on their banner at the AOSA conference banner roll call and banner display.

Submission of Materials:

All materials must be submitted as outlined by AOSA Headquarters to ensure points are awarded appropriately. Forms and submission procedures are available via the AOSA website in the Chapter Leadership Resource Center or from AOSA HQ. All submitted forms will be acknowledged by AOSA as received within 72 hours of submission. Any questions can be directed to HQ via email <chapters@aosa.org> or phone at 440-600-7329.

AVAILABLE POINTS

REQUIRED

Chapter Administration (max 7 points available)

Note: Both a completed Chapter Annual Report and a completed Chapter Finance Report must be submitted **on time** and a minimum of 4 points must be earned before a chapter qualifies to be assessed further for inclusion in the Chapter Honor Roll.

Chapter Annual Report – a minimum of 2 points required in this category

The Chapter Annual Report is due on June 1 of each calendar year reporting the activities of the chapter during the school year beginning July of the previous calendar year. A completed annual report includes: completed on-line report form, membership roster, and current local board member national memberships through end of the current fiscal year cycle.

Points awarded for Chapter Annual Report completion:

Complete Annual Report by May 10	3 points
Complete Annual Report by June 1	2 points
Bonus: Membership roster submission on AOSA template by April 30	1 point

Chapter Finance Report – a minimum of 2 points required in this category

The Chapter Finance Report is due September 15 of the calendar year following the close of the fiscal year on June 30. The Financial Report includes the AOSA report and the submission of the Internal Revenue Service form 990e-postcard for all chapters listed under the AOSA Group Exemption. For those chapters with independent tax exemption, a copy of the appropriate IRS-990 form required by the IRS must be submitted.

Points awarded for Chapter Finance Report completion:

Complete Finance Report including 990 by August 15	3 points
Complete Finance Report including 990 by September 15	2 points

Reminder: NO additional points will be awarded if the above reports are not *on-time*. This includes all forms, both AOSA and IRS, as well as, current national memberships for ALL reported local chapter board members that are through the end of the fiscal year for which they serve as a board member (June 30).

A minimum of 4 points must be achieved in this section before a chapter will be considered for inclusion on the Chapter Honor Roll.

AVAILABLE POINTS

ADDITIONAL

National Growth (max. 6 points available)

Chapter members receive additional benefits for joining the national organization in addition to their involvement at the local level. National memberships afford lower conference rates, chapter access to national grant dollars, national publications, and additional resources.

Points awarded for Local/National Membership Ratios:

<i>100% national membership of local members</i>	<i>3 points</i>
<i>80% national membership of local members</i>	<i>2 points</i>
<i>50% national membership of local members</i>	<i>1 point</i>

Points Awarded for Increase in Local/National Membership Ratios:

<i>Increase in local becoming national members</i>	<i>1 point for each 10% increase, max. 3 pts.</i>
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Chapter Maintenance and Growth (max. 9 points awarded)

AOSA encourages chapters to reach out to their communities to recruit new workshop attendees who would become local and national members. AOSA works to provide communication to chapter leadership regarding best practices for recruitment and retention.

Points awarded for membership maintenance, recruitment, retention, and growth:

<i>Stability in annual membership</i>	<i>1 point</i>
<i>Increase in local first-time members</i>	<i>1 point for each 10% increase, max. 3 pts.</i>
<i>Increase in local student members</i>	<i>1 point for each 10% increase, max. 3 pts.</i>

Points awarded for workshop activity:

<i>Submission of Chapter Workshop Report</i>	<i>1 point per workshop, max. 3 points</i>
<i>Increase in workshop attendance</i> <i>(reporting year's largest workshop attendance compared</i> <i>to previous reporting year's largest attendance)</i>	<i>1 point for each 10% increase, max. 3 pts.</i>

Chapter Member Recognition (max.2 points awarded)

Chapters should encourage individual chapter members to submit materials, upon request from AOSA, to broaden the understanding of OS. These materials can be either written, audio, or video and must be published or posted by AOSA. Points are awarded at the discretion of AOSA based on how the materials are used by the organization. Only one point per chapter member is allowed with a maximum of two points in the category. Points will not be given for submissions from National Board of Trustee or *The Orff Echo* or *Reverberation* Editorial Board members.

Points awarded for chapter member publications:

<i>Chapter member published in The Orff Echo,</i> <i>Reverberations, or on the AOSA website</i>	<i>1 point, max. 2 points</i>
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