



## **Chamber of Commerce of the Year Award**

**Below are the areas and weight factors used to evaluate each nomination.**

### ***Accomplishments (15%)***

- Describe your chamber's accomplishments over the past three years

### ***Financial stability (15%)***

- Describe your chamber's budget policy
- Describe your chamber's budgeting process
- Provide a copy of your chamber's current year budget and current balance sheet
- Provide a copy of your chamber's past three year's year-end financial statements
- Provide a copy of your most recent audit/financial review, letter to management and a copy of your policy regarding audits/financial reviews

### ***Membership recruitment/retention (15%)***

- Describe your chamber's new member recruitment plan
- Describe your chamber's retention plan
- Provide your chamber's current year number of new members for each year
- Provide your chamber's past three years retention rate for each year  
(see below for explanation)

**MEMBER RETENTION RATE** is the percentage of members who maintained their membership with the organization during a specified completed fiscal year. It is calculated as:

Number of membership accounts at the end of the previous fiscal year minus the number of cancellations at year end, divided by the number of membership accounts at the end of the previous fiscal year.

For example, number of 2016 membership accounts minus number of cancellations in 2017, divided by the number of 2016 membership accounts. To calculate dollars retained substitute dollar value of membership accounts for number of membership accounts and dollar value of dropped accounts for number of cancellations.

### ***Government relations (15%)***

- Describe your chamber's activity at the local level including issues and successes
- Describe your chamber's activity at the state level
- Describe your chamber's activity at the federal level

### ***Strategic plan/long range plan (10%)***

- Describe your chamber's planning process
- Provide a copy of the strategic/long range plan
- Provide a copy of your past three years' annual plan



## **Chamber of Commerce of the Year Award** (continued)

### ***Technology (10%)***

- Describe how your chamber uses technology
- Describe how your chamber is using technology to communicate with members

### ***Communications (10%)***

- Describe your communications plan
- Provide a copy of your chamber's newsletter and other communications with members

### ***Special Events (5%)***

- Describe your chamber's special events and include financial information for each

### ***Innovation (5%)***

- Describe innovative programs, activities, etc., your chamber has initiated over the past three years

To be considered, a narrative description of the nominated chamber's accomplishments must be submitted. Narrative description should be specific and provide complete details relating to the areas described on the attached page.

A chamber may only receive this award once every three years. *(if no chamber in a category meets minimum criteria of 3.0, FACP reserves the right to withhold making an award in that category).*

**Complete and return the nomination form, \$25 application fee  
and all supporting documents before:  
5 p.m. (EST) on August 1, 2019.**

- The completed nomination must be submitted in both hard copy and in electronic version.
- Hard copy should be in a 3-ring binder with all inserts contained and delivered to:  
FACP, P.O. Box 415, Babson Park, FL 33827.
- Electronic copy should be submitted via Dropbox or similar method with the information shared with [director@facponline.com](mailto:director@facponline.com).
- Application payment may be made via credit card or check.

Questions? Call (800) 226-3269 or email [director@facponline.com](mailto:director@facponline.com)  
Send to FACP, P.O. Box 415, Babson Park, FL 33827



## **Chamber of Commerce of the Year Award**

### **Nomination Form**

Chamber Name: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Chamber Budget: ☐ \$499,999 & Under    ☐ \$500,000-\$999,999    ☐ \$1 million and over

Accredited by U.S. Chamber? ☐ No ☐ Yes    If so #of Stars \_\_\_\_\_ How Long? \_\_\_\_\_

Certified by FACP? ☐ No ☐ Yes