

# MENC Collegiate Recognition Program

## MENC Collegiate CHAPTER OF EXCELLENCE APPLICATION FORM

(photocopy as needed)

The purpose of the MENC Collegiate Chapter of Excellence program is to recognize chapters for their successful chapter activities. The recognition is conferred annually and is based on the significant contributions made by the chapter to the development of the MENC Collegiate Membership program at its institution.

### Instructions:

All active MENC Collegiate chapters are eligible to participate. To enter, chapters submit a description of their successful music program, professional development project, recruitment technique, or service project to MENC. Each entry must include a completed application along with the entry description. This application may be photocopied or can be found on MENC's Web site by searching "Collegiate Recognitions" at [www.menc.org](http://www.menc.org). Chapters are allowed to submit one description for each category. If more than one description is submitted for a particular category, the description received first will be the one considered. Activities completed between January 1 and the deadline of December 15 (or the Monday following if December 15 falls on a weekend) are eligible for the Chapter of Excellence Recognition. Applications and descriptions received by the deadline will be evaluated based on chapter participation, commitment, creativity, impact, organization, uniqueness, and visibility. Send each completed application with an attached description to MENC Collegiate Membership Recognition Program, MENC, 1806 Robert Fulton Drive, Reston, Virginia 20191 or fax to 1-703-860-9404.

**All applications must be received by December 15 (or the Monday following if December 15 falls on a weekend).**

### Please print or type:

College/University \_\_\_\_\_ Chapter # \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Chapter Advisor (print) \_\_\_\_\_ Advisor Work E-mail \_\_\_\_\_

### On a separate sheet, describe your chapter's successful ...

(Check one)

- Music Program (A musical performance organized and/or presented by the chapter)
- Professional Development (A project organized and/or presented by the chapter to further the professional development of its members)
- Recruitment Technique (Successful technique to recruit students to join the chapter)
- Service (A project organized and/or presented by the chapter to benefit its school or community)

How many students in your chapter participated in the project? \_\_\_\_\_

**Selection Criteria for All Categories:** Chapter Participation, Commitment, Creativity, Impact, Organization, Uniqueness, and Visibility.

**Number of Recognitions per Category:** Three exceptional entries for each category will be selected for MENC Chapter of Excellence recognition (twelve total). Additionally, the selection committee has the option to bestow up to three honorable mention certificates for exceptional entries not selected.

**MENC Chapter of Excellence recognition includes:** A plaque for your chapter and inclusion in an MENC publication.

**Required signatures:** This application was prepared by the members of MENC Collegiate chapter # \_\_\_\_\_. We verify that the attached information is true, and we recommend that this chapter receive MENC Collegiate Chapter of Excellence.

\_\_\_\_\_  
Chapter Advisor (sign) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Dean or Music Department Chair (sign) \_\_\_\_\_ Date \_\_\_\_\_

For consideration, a completed application with attached description must be **received by December 15 (or the Monday following if December 15 falls on a weekend.)**

**SUBMIT INFORMATION TO:** MENC Collegiate Recognition Program, 1806 Robert Fulton Drive, Reston, Virginia 20191 or fax to 1-703-860-9404.