

NATIONAL CHAPTER OF THE YEAR

POINT EVALUATION FORM (Revised 2009)

Presented by MENC: The National Association for Music Education

Deadline: National Chapter of the Year materials and forms must be received at the MENC National Office by April 30, 4pm EST. If April 30 falls on a weekend, the deadline will be extended to the first Monday of May, 4pm EST.

Instructions:

1. The advisor must be an active member of MENC for this chapter entry to be considered.
2. Keep this blank form in your manual. Make a photocopy to submit.
3. Compile materials and describe each entry in a scrapbook. Include activities from May 1 of the previous year to the present.
4. Mark line number (as indicated on this form) on each page of scrapbook (e.g., #1 for "Submit Chapter of the Year entry").
5. Insert materials into your scrapbook according to this form order, not according to date order.
6. Total your points on this form.
7. The authenticity of all points earned will be based on supporting materials submitted and are subject to MENC evaluation.

School Name _____ Chapter Number _____

Address _____ Country _____

City _____ State _____ Zip _____

Advisor Name _____ Work Ph. _____ e-mail _____

Check One: Senior Division Junior Division

CHAPTER OPERATIONS

	<i>(Pts possible)</i>	<i>(Pts earned)</i>
1. Submit Chapter of the Year entry as a scrapbook. 10 pts (scrapbook will be returned)	(10)	_____
2. Order scrapbook and number all entries according to this form. 25 pts	(25)	_____
3. Start a new chapter or reactivate not renew an old chapter at your school. 25 pts	(25)	_____
4. Recruit school(s) to charter or reactivate not renew a chapter. Submit thank you letter(s) from the chapter(s) that was (were) started. 25 pts per chapter, no limit	(NA)	_____
5. Conduct an induction ceremony for another school's chapter. Submit thank you letter(s) from the chapter(s). 25 pts per chapter, no limit	(NA)	_____
6. Conduct your own induction ceremony. Submit program, picture w/caption, or written description. 20 pts	(20)	_____
7. Have a guest speaker at your induction ceremony(ies). Submit description and/or photo with caption. 10 pts per induction, 20 pts max	(20)	_____

CHAPTER ACTIVITIES

8. Guest speaker at chapter meeting — <i>do not include induction</i> . Submit 50 word written description and/or photo with caption. 10 pts per meeting, no limit	(NA)	_____
9. Conduct chapter meeting(s). Submit formal typed minutes for each. 5 pts per meeting, 50 pts max	(50)	_____
10. Field trip organized by your chapter - please count repeat field trips as one. Submit announcement for each trip that includes "Tri-M® field trip to...". 10 pts per trip, no limit	(NA)	_____
11. Chapter service project (for the benefit of the public, community, or other organizations outside of normal student duties). Submit a 50-word written report for each project along with print materials showing the project promoted as a Tri-M activity. 25 pts per project, no limit	(NA)	_____
12. Host a multi-chapter event. Submit press release naming other Tri-M chapters attending. 50 pts per event, no limit	(NA)	_____

