

## Awards Of Excellence in Association Management



### Program Description

**Entry Deadline: November 1<sup>st</sup>**

Gain the recognition your association deserves for excellence in association management! Submit outstanding programs or projects implemented in the last year (through Oct 31) for consideration in the Annual Arizona Society of Association Executives Awards of Excellence in Association Management Program.

All submittals will be recognized and awards to the winning entries in each category will be presented at the AzSAE Holiday Gala & Awards Dinner. This awards program is open to all associations located in the state of Arizona, including local chapters of national/global associations.

#### Entry Categories:

Entries will be accepted in the following categories. Specific guidelines for entry content and submission instructions may be found on the Entry Cover Sheet. Entry Limit: Associations may submit up to 3 entries in any one category for a maximum of 15 entries from any one association.

#### Communications

Newsletters, journals, magazines, membership directories, brochures, web sites, videos.

#### Creative Funding

Non-dues revenue generating activity such as trade shows, special events, or any other short or long-term project that raised funds.

#### Education

Any format from a 1-hour program to a multi-day convention, technology based, print based, educational curriculum, strategic alliances, and community service education.

#### External Affairs

Government relations, community service, public relations.

#### Membership Development

Membership recruitment campaigns, retention programs, new member orientations, and member benefits programs.



**Entries must be received in the AzSAE Office by November 1<sup>st</sup>**

Please note that AzSAE will not automatically confirm receipt of an entry.



Arizona Society of Association Executives  
Member Since 1961

# Awards Of Excellence Association Management

## Entry Cover Sheet

**Entry Deadline: November 1<sup>st</sup>**

Please complete the following information and include this cover sheet with each entry. Entries are limited to a total of 4 typed pages\* (exclusive of attachments). \*1-inch margins and minimum of 10 pt. font.

Category (check one):	<input type="checkbox"/> Communications	<input type="checkbox"/> Creative Funding	<input type="checkbox"/> Education	<input type="checkbox"/> External Affairs	<input type="checkbox"/> Membership
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Association Name:					
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Address:			Phone:		
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City:			State:		Zip:	
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Contact Person:			Email:		
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### Association Profile:

Association Type:	<input type="checkbox"/> Trade	<input type="checkbox"/> Professional	<input type="checkbox"/> Special Interest	<input type="checkbox"/> Other (describe):
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Size of Membership:		Geographic Scope:	<input type="checkbox"/> State	<input type="checkbox"/> National	Year Founded:	
			<input type="checkbox"/> Other:			

Annual Budget:	\$	# of Paid Staff (FTE):	
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### Entry Content Outline:

Include the outline item # and title in each response. Please include any printed materials or planning documents as appropriate (all submitted items will be reviewed during the judging process).

- I. **Program/Project Name** - State the Name of program / project – please do not use acronyms.
- II. **Purpose/Main Objective** - State the Purpose or objective of the program / project.
- III. **Results** - Specify the results to date of the program / project and indicate how and to what extent objectives are being met (please be specific). Describe any challenges or obstacles that were encountered and how they were overcome or resolved.
- IV. **Innovative Qualities** - Describe how it was innovative or unique - what was new about it.
- V. **Resources** - Describe the Resources (people, money, time, etc.) that were utilized – be specific. Please include a breakdown of the number of staff utilized to execute the program/project and what percentage were volunteer (non-paid) staff.

Note: Entry materials **will not** be returned. By submitting an entry, the association and the association representatives acknowledge and agree that the association's name and representative(s) along with their entries may be photographed/videotaped and that these images as well as the entry materials may be used for promotional purposes. AzSAE also reserves the right to display the entries and otherwise make the entries available to AzSAE members and the general public for inspection at the sole discretion of AzSAE.

**SEND ENTRIES TO: AzSAE, 1843 E. Southern Avenue, Tempe, AZ 85282**



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