

2018 CHAPTER PLANNING & ASSESSMENT GUIDE

The Chapter Planning & Assessment Guide (CPAG) is used to record what the chapter actually achieved over the past year. The CPAG is a required chapter form (due on January 31 each year) which will be used to determine chapter funding and the Chapter Recognition Award. Chapters that do not submit the CPAG will not receive funding or awards. The CPAG is intended to measure how effective chapters are in engaging their chapter membership and the local manufacturing community. The CPAG provides a means to list your best practice(s) so other chapter leaders can benefit from your chapter's success. The chapter leadership should execute a plan that focuses on key interests of their members and develop the programs that best support

Member Engagement Information Section of the CPAG (document your chapter's impact): This section is where the chapter indicates the activities held during the year and the attendance. Although this section is not included in the calculation to determine chapter funding and the Chapter Recognition Award, it is an important measurement. Please provide an accurate count of the actual number of events and number in attendance for the events listed.

Chapter Management Section of the CPAG: Chapters are scored based on a point system that judges the engagement activities

- **Professional and Membership Development** which includes not simply the number and quality of meetings held by the chapter, but how the chapter mentors and develops future leaders.
- **Communications** through up-to-date website or social media page, email blasts, bulletins and phone calls
- **Advancement of Manufacturing** including interaction with other chapters and community outreach
- **Operations** such as submitting a best practice and strategic plan

Each section has questions with corresponding point totals that the chapter will be awarded if the chapter completes the specific activities. Points will be totaled to determine Chapter Recognition Award and funding. Please complete each question truthfully and honestly. SME reserves the right to review answers with the chapter leaders to ensure accuracy.

Additional Descriptions Section of the CPAG (tell your chapter's story):

To highlight specific activities and to share success stories, please take the time to expand on the chapter's activities to advance membership and manufacturing. For example, did your chapter engage with exemplary programming with high schools and/or post-secondary institutions? Did your chapter focus on engaging the young professionals entering the workforce? Did your chapter join other chapters or professional societies for joint meetings or with the SME Technical Community Network to advance manufacturing technology in the local area? Has your chapter submitted a best practice to Senior Chapter funding only, Student Chapter funding is \$150.00 for submitting this report by April 15.

Award points and chapter funding for each level:

Platinum Award 90-100 points = \$1500

Gold Award 80-89 points = \$1000

Silver Award 60-79 points = \$750

Bronze Award 40-59 points = \$500

[Please e-mail CPAG to Chapter Relations in Excel format to chapters@sme.org by January 31st each year.](mailto:chapters@sme.org)