

2020 President's Cup Submission Form

Introduction and Overview

The form covers all activities completed from January 1, 2020 to December 31, 2020. The 2020 Chapter Officers are responsible for completing and submitting the information.

Chapters that complete both the Annual Activity Report and the President's Cup Submission will be recognized as a Chapter of Excellence and acknowledged at the 2021 CCIM Mid-Year Meetings. This workbook should be used as a roadmap for what your chapter needs to accomplish to ensure the highest level of benefits are received by your members.

Categories

1. Membership
2. Designation Promotion
3. Candidate Guidance/ Education
4. Events/Programs
5. Chapter Planning

All documents should be uploaded with this form. Note that the maximum upload size for each document is 50MB. You may need to break up your documents into multiple uploads.

The information will be reviewed by the Institute staff and the Chapter Activities Subcommittee. The Chapter Activities Subcommittee will be responsible for evaluating and verifying the winners.

Each chapter is responsible for selecting and indicating which tasks they have accomplished throughout the year. Please make a true assessment of your chapter's accomplishments. Make sure to use the form as a tool to guide your chapter in evaluating the year and the chapter's accomplishments. When a task has been accomplished, select "Yes" and if the task has not been accomplished then select "No". Feel free to provide commentary you deem useful to the review team if selecting "No" as your response. For those chapters that have Districts, a completed activity for the District is a completed activity for the Chapter overall.

Please provide additional details in the comment section of each question where necessary. The goal is to keep comments and information concise but informative for an efficient review process.

Please provide a breakdown of your chapters revenue: x% Membership Dues, x% Sponsorship, x% Special Events, and x% Core Courses/Education.

Chapter Name *

Chapter Contact *

Contact Email *

Shipping Address

*Please include the shipping address you would like the award shipped to if won. **

Street Address

Address Line 2

City

State / Province

Postal / Zip Code

Country

If completed, check the appropriate box

1. Performed recruitment/retention activities

Yes

No

2. Provide additional feedback

3. Describe all activities and identify new (first time) or recurring events with the primary goal of recruitment/retention. Please limit to 2.

4. Include a copy of materials

Browse...

5. Created or Maintained a chapter mentor program

Yes

No

6. Provide additional feedback

7. Describe all activities and identify new (first time) events with the primary goal of mentoring. Please include Title/Name, attendance and a detailed summary.

8. Include a copy of materials

Browse...

9. Coordinated activities to support recruiting young members. This could include activities such as working with a local university and/or the University Alliance Program, Young and Professionals Group, etc.

Yes

No

10. Provide additional feedback

11. Describe all activities and identify new (first time) events with the primary goal of recruiting young members. Please limit to 2
Please include Title/Name, attendance and a detailed summary.

12. Include a Copy of Materials

Browse...

13. **Maintains an active chapter newsletter. Print and/or email**

Yes

No

14. Include a copy of materials

Browse...

15. Developed or updated chapter membership brochure and/or application.

Yes

No

16. Provide additional feedback

17. Include a copy of materials

Browse...

Designation Promotion

18. Promoted New Designees

Yes

No

19. Provide additional feedback

20. Describe all activities and identify new (first time) events/activities with the primary goal of promoting new designees.

Please include Title/Name, attendance and a detailed summary.

21. Include a copy of materials

Browse...

22. **Chapter or its officers appeared in print as a result of media efforts.**

Yes

No

23. Provide additional feedback

24. List Publications

25. Include a copy of materials

Browse...

26. **Participated in local events/ trade shows**

Yes

No

27. Provide additional feedback

28. Please include Title/ Name, attendance and a detailed summary.

29. Include a copy of materials

Browse...

30. **Participated as a sponsor in a local event.**

Yes

No

31. Provide additional feedback

32. Please include Title/Name, attendance and a detailed summary.

33. Include a copy of materials

Browse...

34. Applied & approved for a CCIM Designation Promotion Grant Program from the Institute.

Yes

No

35. Provide additional feedback

36. Please include Title/Name, attendance, where applicable, and a detailed summary.

37. Include a copy of materials

[Browse...](#)

38. Maintained an active chapter website and posted chapter events and sponsors.

Yes

No

39. Provide additional feedback

40. Provide link to chapter website

41. **Promoted the CCIM Designation and Chapter through social media**

- Twitter
- Instagram
- LinkedIn
- Facebook

42. Please provide a detailed summary of who maintains, followers, frequency, etc.

43. Communicated with candidates to assist them with the designation process

Yes

No

44. Provide additional feedback

45. Held a portfolio workshop

Yes

No

46. Provide additional feedback

47. Appointed a chapter representative to assist with the candidate recommendation process

Yes

No

48. Provide additional feedback

49. Describe all activities and identify new (first time) events with the primary goal of candidate guidance. Please include Title/Name, attendance and a detailed summary.

50. Include a copy of materials

Browse...

51. Maintains a scholarship program

Yes

No

52. Provide additional feedback

53. Include a copy of materials

54. Created or maintained a Named Endowment Scholarship.

Yes

No

55. Provide additional feedback

56. Provide examples

57. Did you promote the Chapter at Educational Offerings

Yes

No

58. Provide additional feedback

59. Include a copy of materials

Browse...

60. **Did you promote Educational Offerings across your region?**

Yes

No

61. Provide additional feedback

62. Provide a detailed summary

EVENTS/PROGRAMS

63. Chapter coordinated & executed a best or improved event/ program with the emphasis of promoting the chapter, designation and/or networking. **LIMIT to 2**

Yes

No

64. Provide additional feedback

65. Please include Title/Name, attendance and a detailed summary. **LIMIT to 2.**

66. Include a copy of materials

Browse...

67. Participated in a community service project/program/event.

Yes

No

68. Provide additional feedback

69. Include a copy of materials

Browse...

70. Collaborated with other Industry associations on joint events/programs.

Yes

No

71. Provide additional feedback

72. Please include Title/Name, organizations, attendance and a detailed summary.

73. Include a copy of materials

Browse...

CHAPTER PLANNING

74. Chapter has a strategic plan.

Yes

No

75. Provide additional feedback

76. Please provide

Browse...

77. Chapter met established goals for the year.

Yes

No

78. Provide additional feedback

79. Please provide

Browse...

80. Chapter leadership held an annual strategic planning session.

Yes

No

81. Provide additional feedback

82. Include a copy of the agenda

Browse...

83. Incoming Board and Officers held a Retreat/meeting.

- Yes
- No

84. Provide additional feedback

85. Please provide

Browse...

Miscellaneous

86. Any one item that you would like to share, not previously covered above, that is a shining moment for your chapter? Provide details and documentation.

- Yes
- No

87. Provide additional feedback

88. Insert details

Thank You!

Thank you, we have received your chapter's 2020 President's Cup Submission Form. A copy of the completed form has been sent to your email. (Please check Spam if you do not receive the email in 5 minutes).

If you have any questions, please contact the Chapter Services Department at chaptercoordinator@cciminstitute.com.