

TEN STEPS TO BEST PRACTICES

LEVEL ONE BEST PRACTICES (FORMERLY KNOWN AS STAR AWARD)

OVERVIEW: IN ORDER TO BE CONSIDERED A LEVEL ONE BEST PRACTICES GROUP, YOUR ABWA GROUP MUST BE ABLE TO DEMONSTRATE THAT THEY HAVE FULFILLED THE FOLLOWING CRITERIA DURING THE CURRENT 2008-2009 AWARD YEAR:

CRITERIA - LEVEL ONE BEST PRACTICES

1. BE A LOCAL LEAGUE IN GOOD STANDING.

TO BE A LOCAL LEAGUE IN GOOD STANDING THE GROUP MUST HAVE:

- ELECTED NEW OFFICERS IN MAY 2009
- SUBMITTED THE NEW SLATE OF OFFICERS TO ABWA NATIONAL ON OR BEFORE JUNE 30, 2009
- OFFICERS ELECTED MUST BE IN GOOD STANDING WITH BOTH NATIONAL AND LOCAL DUES.
- GROUP MUST HAVE SUBMITTED AN ADMINISTRATIVE FEE PAYMENT TO COVER EXPENSES RELATED TO INSURANCE.

2. SURVEYED GROUP MEMBERS TO IDENTIFY THE KNOWLEDGE, SKILLS AND EXPERIENCE THEY NEED TO PERFORM THEIR JOB MORE EFFECTIVELY AND/OR ACHIEVE THEIR CAREER GOALS USING THE MEMBER INTEREST SURVEY. THEN COMPILE THE SURVEY RESULTS.

3. CREATE A BUSINESS PLAN AND BUDGET.

4. HAVE SCHEDULED AND DELIVERED A MINIMUM OF (9) PROFESSIONAL DEVELOPMENT PROGRAMS THAT ARE (45) MINUTES IN LENGTH AND HAVE DOCUMENTED THE FOLLOWING INFORMATION FOR EACH PROGRAM AT THE TIME THE PROGRAM WAS DELIVERED. INCLUDING:

- THE PROGRAM TITLE
- NAME OF THE PRESENTER
- BRIEF DESCRIPTION OF THE PROGRAM
- DATE DELIVERED
- NUMBER OF MEMBERS IN ATTENDANCE
- AREA OF BUSINESS FOCUS

5. HAVE ADOPTED ABWA'S PROUD CODE OF CONDUCT AND ADDED A CHAPTER/NETWORK STANDING RULE THAT THE PROUD CODE OF CONDUCT WILL BE PRINTED IN EACH ISSUE OF THE GROUP NEWSLETTER.

CRITERIA - LEVEL ONE BEST PRACTICES (CONTINUED)

6. HAVE PUBLISHED AND DISTRIBUTED A MINIMUM OF (6) NEWSLETTERS THAT APPROPRIATELY DISPLAY THE OFFICIAL ABWA TRADEMARKS AND PROUD CODE OF CONDUCT. A COPY OF EACH MUST BE SENT TO ABWA NATIONAL.
7. HAVE A MINIMUM OF (50) PRIMARY MEMBERS IN GOOD STANDING ON THE GROUP'S ROSTER JULY 31, 2009 (THE FINAL DAY OF THE CURRENT AWARD YEAR).
8. HAVE SPONSORED THE ATTENDANCE (MEANING PAID COMPLETE REGISTRATION OR THE DOLLAR EQUIVALENT) FOR AT LEAST (6) PRIMARY MEMBERS (IN GOOD STANDING) TO AN ABWA DISTRICT (OR IT CAN ALSO BE A NATIONAL) CONFERENCE IN THE CURRENT AWARD YEAR. *NOTE: ABWA STRONGLY RECOMMENDS THAT NEWLY ELECTED/INCOMING OFFICERS ATTEND THE ABWA TRACKS AT DISTRICT CONFERENCES.*
9. HAVE SELECTED/ELECTED A TOP TEN CANDIDATE FOR YOUR GROUP AND SHE HAS SUBMITTED HER TOP TEN APPLICATION TO NATIONAL HQ BY THE MAY 15TH DEADLINE.
10. HAVE COMPLIED WITH THE REQUIREMENTS AS STATED BY THE IRS.
11. HAVE MAILED THE GROUP'S COMPLETED SUBMISSION FORMS, MATERIALS AND TABS PROVIDED IN THE "WHAT WE ARE, WHAT WE DO AND WHAT WE CONTINUALLY STRIVE TO DO" BINDER TO ABWA NATIONAL ON OR BEFORE JULY 31, 2009.

RECOGNITION FOR LEVEL ONE BEST PRACTICES

- LINKED TO ABWA NATIONAL'S WEBSITE
- OFFICIAL ABWA SEAL OF APPROVAL FOR DISPLAY IN NEWSLETTER, ON MARKETING MATERIALS & ON GROUP WEBSITE FOR NEW AWARD YEAR
- BE RECOGNIZED AS A BEST PRACTICES GROUP AT THE NATIONAL WOMEN'S LEADERSHIP CONFERENCE AND IN "WOMEN IN BUSINESS" MAGAZINE

LEVEL TWO BEST PRACTICES (FORMERLY KNOWN AS BANNER AWARD)

SAME AS LEVEL ONE, EXCEPT WITH CHANGES IN #7 AND #8 - AS FOLLOWS:

7. HAVE A MINIMUM OF (40) PRIMARY MEMBERS IN GOOD STANDING ON THE GROUP'S ROSTER JULY 31, 2009 (THE FINAL DAY OF THE CURRENT AWARD YEAR).
8. HAVE SPONSORED THE ATTENDANCE (MEANING PAID COMPLETE REGISTRATION ONLY) FOR AT LEAST (4) PRIMARY MEMBERS (IN GOOD STANDING) TO AN ABWA DISTRICT (OR IT CAN ALSO BE A NATIONAL) CONFERENCE IN THE

CURRENT AWARD YEAR. *NOTE: ABWA STRONGLY RECOMMENDS THAT NEWLY ELECTED/INCOMING OFFICERS ATTEND THE ABWA TRACKS AT DISTRICT CONFERENCES.*

LEVEL THREE BEST PRACTICES (FORMERLY KNOWN AS STANDARD OF ACHIEVEMENT)

SAME AS LEVEL ONE AND TWO, EXCEPT WITH CHANGES IN #7 AND #8 - AS FOLLOWS:

9. HAVE A MINIMUM OF (30) PRIMARY MEMBERS IN GOOD STANDING ON THE GROUP'S ROSTER JULY 31, 2009 (THE FINAL DAY OF THE CURRENT AWARD YEAR).
10. HAVE SPONSORED THE ATTENDANCE (MEANING PAID COMPLETE REGISTRATION ONLY) FOR AT LEAST (3) PRIMARY MEMBERS (IN GOOD STANDING) TO AN ABWA DISTRICT (OR IT CAN ALSO BE A NATIONAL) CONFERENCE IN THE CURRENT AWARD YEAR. *NOTE: ABWA STRONGLY RECOMMENDS THAT NEWLY ELECTED/INCOMING OFFICERS ATTEND THE ABWA TRACKS AT DISTRICT CONFERENCES.*

YOUR FORMS, MATERIALS AND TABS FROM THE "WHAT WE ARE, WHAT WE DO AND WHAT WE CONTINUALLY STRIVE TO DO" BINDER SHOULD BE SUBMITTED EACH YEAR IN ORDER TO BEGIN PREPARING YOUR GROUP FOR EXCELLENCE.