

# Local Chapter of the Year Award Application Form

Regular Chapter

Student Chapter

Pre-College Chapter

Applications for the Local Chapter of the Year Award must be completed by an officer or member of the local chapter seeking the award. Keep in mind that no one knows your chapter's accomplishments as well as you, so it is up to you to make sure this application is as thorough and complete as possible. The award will be given for chapter activities conducted during a 12-month period from 1 May through 30 April of the year the application is submitted. Two awards will be given, one to a student chapter, and one to a regular chapter. The complete application package must be received by 1 May of the same year, to:

American Meteorological Society  
Local Chapter of the Year Selection Committee  
45 Beacon Street  
Boston, MA 02108-3693

If you have any questions, contact Kelly Savoie at 617-226-3983; e-mail: [ksavoie@ametsoc.org](mailto:ksavoie@ametsoc.org).

## **Basic Chapter Information**

The chapter must be in good standing and must meet the minimum requirements outlined in the Local Chapter Officers' Handbook to be considered for this award.

- 1) President/Chair must be a member of the national AMS.
- 2) The chapter must have reported election results during the period.
- 3) Applicants must have submitted their meeting minutes for publication in the *Bulletin* or on the Chapter section of the AMS Web site in a regular and timely fashion during the evaluation period.

Name of Chapter: \_\_\_\_\_

Person responsible for completion of this application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Chapter officers:

President or Chair: \_\_\_\_\_ Other Officers \_\_\_\_\_

Vice President or Vice Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Number of active (dues paying) members in the chapter during the evaluation period: \_\_\_\_\_

Number of chapter members who are all also AMS national members: \_\_\_\_\_

Number of meetings of the chapter during the evaluation period: \_\_\_\_\_

## Activities for Evaluation

A major consideration under this award is the extent to which your local chapter furthers the mission of the American Meteorological Society; especially activities that serve to educate and involve the local community regarding scientific issues. The human and material resources available to your chapter will be considered along with your accomplishments in the evaluation process. When filling out the award application, please be sure to include any new activities and improvements that your chapter has undertaken over the past year. For guidance on what your chapter should consider when completing the award application, please go to:

[www.ametsoc.org/amschaps/awardguidance.html](http://www.ametsoc.org/amschaps/awardguidance.html)  
[www.ametsoc.org/amschaps/LCAC%20COY\\_Sample.pdf](http://www.ametsoc.org/amschaps/LCAC%20COY_Sample.pdf)

Answer each of the following questions on a separate sheet of paper, limiting each response to 500 words or less. There is a 3 page MAXIMUM for the award application.

1. In the past year, what has your chapter done for your members? (500 words or less)
2. In the past year, what has your chapter done for your community? (500 words or less)  
(questions 1 and 2 are not limited to activities of a scientific nature)
3. In the past year, what has your chapter done for the national AMS? (500 words or less)

For question 3, activities that should be highlighted include, but are not limited to, regular submission of meeting minutes to AMS Headquarters, and displaying a chapter poster and abstract at the annual meeting that falls within the evaluation period.

### **Selection Process**

Applications will be reviewed by the Local Chapter Affairs Committee and their recommendations will be forwarded to the AMS Council through the Awards Oversight Committee. The Council will make the final award selections at its fall meeting, as it does with all other Society awards. Award winning chapters will be notified by late October and will be presented the award at the following annual meeting at the Local Chapter Breakfast. The award will consist of a banner indicating the year of the award, along with certificates for each officer serving during the year for which the award is presented. The chapter(s) who receive the award will also be listed in the annual meeting award's brochure.

Those chapters who do not receive an award for a particular year may, at the discretion of the Local Chapters Affairs Committee, be added to a "Local Chapter Honor Roll" for meritorious service. The Honor Roll will be maintained on the AMS Web site. Special notation of chapter of the year and chapter honor roll status will also be made on the AMS Website near the chapter's local news submissions during the 12 month period following the award.

A chapter may not win the Local Chapter of the Year Award more than 2 years in a row. After receiving the award 2 years in a row, there will be a one year hiatus before that chapter will be eligible to apply for the award again. Chapters, however, will be eligible for Honor Roll Status during this hiatus.

The awards approval process takes quite awhile. You will receive notification of the final outcome in October following your submission in May. Please provide additional contact information if necessary for awards communications next fall.

\_\_\_\_\_  
\_\_\_\_\_

*Authorized signature(s):*

\_\_\_\_\_  
President or Chair

Date: \_\_\_\_\_

\_\_\_\_\_  
Faculty Advisor/Adult Advisor (for student and pre-college chapters)

Date: \_\_\_\_\_