



Five Star Chapter Program

Objective

To set a standard of effort for a well-rounded professional chapter performance; to provide recognition for chapter programming.

Program Requirements

Chapter Administration

- Hold a Chapter Executive Committee (CEC) meeting with a quorum present. (*One meeting each quarter*)
- Return corrected membership roster. Attachment is the cover letter from the previous quarter's roster. (*Once each quarter; due within forty-five days of National Headquarters mail date.*)
- Submit chapter update listing with mailing address and chapter officer's names, positions, and commercial telephone numbers. (*Twice a year; July 10 and January 10.*)
- Submit a written Meetings and Activities plan for the year. (*Once a year; October 10.*)
- Submit an annual audit of Chapter finances (*Once a year; due ninety days from installation of new officers. In the event an installation does not occur during the program year, a letter of explanation must be submitted by April 10.*)

Chapter Meetings

- Hold a Chapter Meeting.
- Hold a meeting that features a government speaker and technical subject.
- Hold a special events meeting (such as an awards presentation, a meeting for recognition of past officers, joint spouse-member meeting, etc.) (*2 of the above actions must be performed each quarter. Events may be held in conjunction with each other, but will only count for one meeting.*)

Newsletter

Distribute a newsletter (*once each quarter*) which contains:

- Summary of Chapter Executive Committee minutes
- Summary of chapter meetings, to include a synopsis of the program content and the main points of the presentation.
- Announcement of upcoming monthly meetings (*date, time, place, speaker*)
- Chapter President's message (*100+ words*)
- Announcements of National programs and initiatives.
- Recognition of member achievements (i.e. awards, promotions, new assignments, etc.)

Program Year

Activity Period	Report Due Date to National Headquarters
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10
January 1 – March 31	April 10

Award Categories

There will be two categories of Five Star Chapters: Distinguished and Meritorious. All Chapters that submit required materials by the due date will be a Distinguished chapter. Any chapter submitting required materials late will be a Meritorious chapter. Only Distinguished Five Star chapters will be awarded points in the Chapter Competition Program.

Recognition

All Distinguished and Meritorious Five Star Chapters will be acknowledged at the annual Professional Development Institute in recognition of performance. Each quarter, current Distinguished Five Star chapters may be recognized in the *National News* Newsletter.

Submission Requirements

Reports will be accepted only on the enclosed forms to the ASMC National Headquarters, signed by the Chapter President. Reports **must be received** at National Headquarters by the due date for chapter to maintain Distinguished Five Star status, no exceptions. If the deadline falls on a weekend or federal holiday, the deadline will be the next business day. Chapters may transmit reports by mail, facsimile or electronically; however, all elements of the report must be received by the due date.

ASMC National Headquarters
Attn: Five Star Chapter Program
225 Reinekers Lane, Suite 250
Alexandria, VA 22314-2875
Fax 703-549-3181
ASMCHQ@aol.com



Five Star Reporting Form

(All reports must be received at National Headquarters by the due date to maintain Distinguished Five Star Status)

Chapter Name: _____

Point of Contact: _____ **Commercial Phone:** _____

Quarter: (Circle one) 1st 2nd 3rd 4th

Chapter Administration:

*Chapter Executive Committee meeting: *Must have one each quarter.*

Date(s): _____ Was a quorum present? Yes/No

* Corrected Membership Roster: Attach copy of cover letter submitted to National Headquarters.

Due 45 days from National Headquarters mail date. Date returned to National Headquarters: _____

*Current Chapter Officer List. *Due July 10 and January 10.* Date sent: _____

*Meeting and Activities Plan. *Due October 10.* Date sent: _____

*Annual Audit. *Due 90 days from Installation of Officers.*

Date new officers installed: _____ Date sent: _____

Chapter Meetings: Provide a date and brief description of each chapter meeting held this quarter in the space below. Please do not reference or provide an attachment. *Must have two per quarter.*

Newsletter: Attach one copy of each newsletter published this quarter. *Must have one per quarter.*

Chapter President Signature: _____ **Date:** _____

