

2021-2022 CWC ACTIVITIES SCORING SHEET

QUARTER _____

LOCAL CHAPTER _____

Category	Activity	Documentation (when requested)	# of Items	Value	How measured	Total
Chapter Report	Quarterly Report	Scoring sheet and summary		5	written report	0
		On-time Submission		5	bonus points	0
Chapter Function	Participation in Local, District, or State Board Meeting	Copy of Sign-In Sheet or Minutes		5	each meeting held	0
Communication	Yearly Calendar Distributed to Local Chapter Members	Copy of email to members		15	per quarter	0
	Local Chapter/District Newsletter (minimum 2 pages of written content)	Copy of Newsletter		10	each issue	0
	Flyer	Copy of Flyer (color)		5	each	0
	Article printed in the Cal-Liope highlighted article	Copy of Cal-Liope Article (print page,		25	each article	0
	E-mail Communications with Members	Copy of E-Mail		2	each	0
	Social Media Updates/Contributions	Print out of Updates		10	per quarter	0
Education	Hours of Education & Training	Flyer/Program & Sign-in sheet		10	each hour	0
	CWC-Created/Modified Educational Material	Copy of Edu. Material		20	each	0
	Other Educational Materials	Copy of Edu. Material		10	each	0
	Webinar Training	Flyer & Registration List		20	each training session	0
	Application for any State Grants	Copy of Application		50	each submission	0
	Approved request for State Grant	Copy of Approval Letter		25	each approval	0
	Chapter Mini-Seminar or Conference	Flyer/Program & Sign-In Sheet		100	each event (4 hour minimum)	0
Recognition	Nomination for State Award	Copy of Nomination Form		50	each nomination	0
	State Award Nomination in all 8 Categories	(above forms)		100	bonus points	0
	State Award Winner	Cal-Liope Article		25	each category	0
	Chapter, District, or State Award Event Attendance	Flyer/Program & Sign-In Sheet (or Registration List)		50	each event	0
	Chapter, District, or State Award Planning Meetings	Sign-In Sheet or Minutes		10	each meeting	0
Marketing	CWC Presentation at an event or meeting	Flyer, Program, Agenda, Minutes, or Article		25	each meeting or event	0
	Outreach to Partner Organizations	Copy of email		20	each organization	0
	Meeting with Workforce Agency Administrators	Agenda, Minutes, Article, or Sign-In sheet		20	each meeting	0
	Website posting/listing of events	Copy of website request		20	each submission/listing	0
	Sponsoring/Hosting Event or Reception	Flyer, Program, Agenda, or Sign-In sheet		20	each meeting or event	0
Conferences	Members who attended CWC Conference/Mini-Seminar	Copy of Attendance Roster		20	each member	0
Membership	New Members	Copy of Chapter Activity Report		20	each	0
Chapter Development	Attended Officer Training (Local, District, or State)	Copy of Sign-In Sheet		20	each event	0
	CWC acknowledged when participating in a community affair	Flyer, Program, or Pledge Form Mentioning CWC		20	each event	0
	Chapter Service Project (Walks, Drives, Collections, etc.)	Flyer, Program, or Copy of Cal-Liope Article		20	each event	0
Total Pts.						0

Sub-Chapter President Signature: _____

CWC First Vice-President Signature: _____