

**BILL HELMS AWARD SCORE SHEET
2022 - 2023**



**For the period between April 1, 2022 and March
31, 2023 in order to make The Chapter of the Year
Award at the Convention**

Pre-Qualification Requirements: *In order for a chapter to be considered eligible to submit a Bill Helms Award Entry, the following requirements must be met. (1) A minimum of 70% of the Chapter Requirements (Board Meeting Minutes, Chapter Meeting Minutes, Monthly Treasurer's Reports, Chapter Newsletters) must be submitted to PCEA National by April 1, 2023. (2) All Bill Helms Award entries must be submitted in a bound notebook and include backup documentation. Provide URL/link/access information for social media accounts.*

1. CHAPTER MEMBERSHIP

June 1st starting official membership count *(1 point for each member on the rolls as of June 1, 2021)* _____

a. Net gain since June 1, 2022 *(Three points for each 1% increase in membership).
(net gain is defined as new members over 100% of its members on the rolls as of June 1, 2021)* _____

b. Chapter Year End Size *(Three points if Chapter is same size or larger than June 1, 2021).* _____

c. Membership balance *(Ten points if your membership includes at least 25% members that are employed by general contracting firms)* _____

d. New Members *(One point for each new or re-joining member from April 1, 2022 to March 31, 2023)* _____

e. Retention
A. *(Five points if the Chapter has retained 95% of its members on the rolls as of June 1, 2022)* _____
OR
B. *(Two points if the Chapter has retained 80% of its members on the rolls as of June 1, 2022).* _____

2. CHAPTER PROCEDURES

a. Chapter Meetings *(Five Points if Chapter meets year around – minimum 11 Meetings)* _____

b. Newsletter *(One point for each monthly newsletter published - Maximum - 12 points)
(Must be forwarded to the National Office and National Newsletter Editor)* _____

c. Board of Directors Meetings
(One Point for each meeting with a quorum of Officers/Directors present, Maximum - 12 points) _____

d. Board Meeting Attendance *(Two points for each Board of Directors meeting where
80% of the Board Members (Count Officers and Directors only) were present)* _____

e. Attendance at Chapter Meetings
(Three points if your regular Monthly Meetings Attendance Averaged 65% or more) _____

f. Social Events *(Two points for each Social Event held for the membership other than a regular Meeting).* _____

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g. Chapter Membership Directory (Five points if your Chapter published a Directory, and ADD ten more Points if it includes Member Photos). _____

h. Public Relations Three points for each media clipping about your local Chapter submitted with this score Sheet. Only one clipping per event. (Exclude PCEA publications) _____

i. Professional Chapter Programs (Three points for each monthly program that is directly related to construction, education, Government regulation, job safety or business management). _____

j. Chapter Elections (Three points if a complete slate of new officers for 2022-2023 was presented at the January Membership Meeting and voted on at March Meeting). _____

k. Chapter Officers Orientation (Four Points for each Officer and Director that attended the 2022-2023 Officers Orientation Sponsored by your Chapter) _____

l. Inter Chapter Visits (One point per member, per visit for attending another Chapter's Events/meetings) _____

3. NATIONAL INVOLVEMENT

a. Chapter Reports (One point per month for each month your Board Meeting Minutes, Chapter Meeting minutes and your Treasurer's Report was sent to the National Office by March 31, 2023* - Maximum - 12 points) _____

b. National Convention Attendance (One point for each 1% of Chapter Membership that attended the 2022 Convention) _____

AND (one point for each 1% that has registered for the 2023 Convention) _____

AND (two points for each National President, National Past President or National President Elect active in your Chapter who is registered to attend the 2023 Convention) _____

AND (Three points for each National Officer or Director registered for the 2023 Convention) _____

c. Convention Host Five points if your Chapter is the Host or Co-Host for the 2023 National Convention. _____

d. National Board Attendance (Two points for each National Board Meeting your Chapter Director or an approved proxy delegate has attendec _____

AND (One point for each National Board Meeting your Chapter President (not acting in place of the National Director) has attended, Maximum - 4 points) _____

AND (One point per Meeting attended by Chapter Director (or approved proxy delegate) and/or Chapter President if your Chapter is from more than 100 miles the Meeting Location). _____

AND (Two more points per each meeting attended by Chapter Director (or approved proxy delegate) and/or Chapter President if your Chapter is more than 200 miles from the location) _____

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e. Chapter Reports (Two points for each written Chapter Reports provided at the National Board Meetings and at 2022 National Convention. Maximum – 10 points).

f. National Participation

(Two points for each National Officer Nominee from your Chapter).

(and Three points per National Officer from your Chapter).

(and Two points for each National Committee Chairman from your Chapter that is registered to attend the 2023 National Convention).

g. Order of Isosceles Fellows (Five points for each new Fellow in The Order of Isosceles from your Chapter).

h. Timely Dues Payment (Three points for National Dues paid on time in June 2022 and Three more points for Dues in on time in December 2022).

i. Chapter Roster (Five points for returning a corrected/complete roster to National Office by the date Requested).

j. Advertising Income (Two points for each \$150.00 worth of advertising generated by your Chapter for the National Roster).

(and One point for each National Newsletter advertisement sold by one of your chapter members)

k. Newsletter (Three points for each Chapter report to the National Newsletter Editor on time)

(and Two points for each news item, other than the Chapter report, generated by your Chapter and published in the National Newsletter).

l. Chapter History (Three points if your 2021-2022 Chapter President has completed and Returned to the National Office your Annual Historical Chapter Review form).

4. EDUCATION/SCHOLARSHIPS

a. Ted G. Wilson Memorial Scholarships (One point for each application generated from Your Chapter).

b. Ted G. Wilson Memorial Scholarship Administration (One point for each Ted G. Wilson Memorial Scholarship Foundation State Committee Member or Foundation Board of Trustees Member from your Chapter)

c. Scholarship Awards (Six points for each \$750 awarded for Education through scholarships or other Donations for Chapters with less than 90 members as of 3/31/23)

OR – (Six points for each \$1,250 awarded for Education through scholarships or other donations for Chapters with between 91 and 150 members as of 3/31/23)

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OR – (Six points for each \$2,000 awarded for Education through scholarships or other donations for Chapters with 151 members and up as of 3/31/23) _____

5. COMPUTER TECHNOLOGY

a. Website (Five points if your Chapter has a functioning website that is updated monthly). _____

b. Chapter Newsletter (Three points if your Chapter distributes a monthly newsletter via email) _____

c. Newsletter on Web (Three points if your Chapter posts a Monthly Newsletter on your website). _____

d. Roster On Line (Two points if your Chapter website posts a roster in a password protected area) _____

e. Website Photo Gallery (Three points if your Chapter website has a photo gallery with at least 12 photos posted for the current fiscal year) _____

f. Online Application (Four points if your Chapter website has a membership application posted for Non-member access) _____

6. SOCIAL MEDIA

a. Does your Chapter have a Facebook page? (If yes, Two points) _____

b. Does your Chapter have a LinkedIn page? (If yes, Two points) _____

c. Does your Chapter have a Twitter account? (If yes, Two points) _____

d. Does your Chapter have other social media accounts? (If yes, Two points each) _____

7. STUDENT CHAPTER/STUDENT CHAPTER MEMBERS

a. How many times has a member of your local Chapter been the speaker for a Student Chapter meeting? (One point each) _____

b. How many times has a member of your local Chapter been the sponsor of or provided the meal(s) for a Student Chapter meeting? (Two points each) _____

c. How many Student Chapter or Chapter Student member events, such as Mock Bid Day, has your local Chapter hosted? (Two points each) _____

d. How many Student members are in your Chapter? (One point each) _____

8. COMMUNITY SERVICE

a. How many community service events does your Chapter participate in? (One point each) _____

b. Does your Chapter post community service events on your website? (One point each) _____

c. Does your Chapter donate to community organizations or charities? (Two points each) _____

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9. CERTIFICATION CLASSES

- a. Have any of your Chapter members taken courses via the PCEA Online University? _____
(One point each class)

- b. Does your local chapter offer any type of certification classes? (If yes, Two Points per class) _____

- c. How many non-construction related certification classes did your Chapter host? _____
(i.e.: first aid, CPR, etc.)? (One point per class)

- d. Have any of your Chapter members completed our CPCE Certification? _____
(One point for 5% of Chapter membership, 2 points for 10%, 3 points for 15%)

Submit no later than April 1, 2023 to:

Trevor Hamilton
6557 Hazeltine National Drive, Suite One
Orlando, FL 32822
(407) 856-2400
thamilton@henselphelps.com

Chapter: _____ Date: _____

Completed By: _____

Signature: _____

FOR USE BY THE VERN W. (BILL) HELMS AWARD COMMITTEE

Total Score: _____ **0** Overall Rank: _____

Comments: _____

