

Review of Chapter Levels of Affiliation Program

About the Chapter Levels of Affiliation Program

Chapters participating in this program are recognized for efforts from the previous year by submitting documentation that meets the criteria outlined in this document. These criteria are based on affiliation objectives ASHE would like to achieve to make its chapters stronger and more viable — which in turn helps the field of health care engineering and facilities management.

This awards program acknowledges chapter accomplishments and rewards chapters for being full-fledged partners with ASHE in achieving its mission and goals.

Affiliation Vision Statement

Partnerships have to be formed in a way that each organization gains from working together. ASHE and its executive leadership has a vision of how they would like to see chapters support ASHE and improve their own operations at the same time. The Vision for ASHE affiliate chapters are:

1. Provide an organized structure at the local and/or state level for members of the Society and others in the field of health care facilities management.
2. Enable members to work together on problems of common interest, such as advocacy issues.
3. Help facilities managers and engineers meet the challenges of health care today and tomorrow.
4. Enhance the channels of communication between ASHE and its members.
5. Enhance the body of knowledge of the fields related to the environment of care in health care facilities, including, but not limited to, facilities management, engineering, clinical and biomedical engineering, technology management, and safety and security management.
6. Promote the purposes of, and membership in, ASHE.

Acknowledgement of your Chapter Affiliation Status

Based on the results of your application for chapter affiliation, participating chapters will be awarded (Platinum, Gold, Silver, or Bronze) affiliation with ASHE. There will be a special Awards Luncheon on **Sunday, August 3, 2014** in Chicago, IL in conjunction with the Annual Conference and Technical Exhibition to acknowledge the accomplishments of our affiliate chapters. ASHE executive leadership, Regional Directors, Chapter Presidents, and representatives from various ASHE volunteer committees will be in attendance.

Status of Application for Chapter Affiliation Status

Once all the applications have been processed, ASHE will send an electronic notification to all chapter presidents, **no later than May 26, 2014** announcing the Chapter and its Level of Affiliation status with ASHE. Therefore, it's important we have your current e-mail address on file. To update your e-mail address, send your e-mail to www.ashe.org, and we will update our information with your new e-mail address.

CRITERIA AND AWARDS

Platinum Affiliate Chapters

Recognized as the highest level of affiliation, Platinum-level chapters are committed to their partnership with ASHE through their support of ASHE's long-range plans and objectives. Affiliated chapters seeking to attain the Platinum level must meet the following criteria:

Required Criteria for Platinum Level:

1. **Dual Membership:** Maintain 25 percent or achieve a five percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.) **VERIFICATION:** Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** All chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison, must maintain active membership (a member in good standing) in ASHE. **The Advocacy Liaison must attend three (3) of the tentatively scheduled Quarterly Webinars in 2013. In the Liaison's absence, a representative of the chapter's board of directors must be in attendance. Please Note: The Advocacy Liaison/Board Representative must be in attendance at all quarterly Webinars in 2014.**
3. **Chapter Leadership Forum:** At least three chapter members, two of whom are chapter officers, will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of 24 contact hours of annual chapter educational programming. **IMPORTANT:** Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of 12 communications to chapter members. Communications to include:
 - a. At least four newsletters per year.
 - b. The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members of the chapter.
 - c. At least one communication to all non-ASHE members of the chapter concerning the benefits and value of ASHE membership.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, & Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Regional Leader:** Submit one Emerging Regional Leader Award applications by March 3rd.
7. **Website:** Maintain an active and up-to-date website:
 - a. Provide ASHE with the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, posts dates of planned educational offerings for the upcoming year on the chapter website by November 15 each year.
 - c. The chapter website must reflect the current officers within 30 days of an election.
8. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
9. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for the reporting year.
 - b. A set of current bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws
 - c. An operating budget for the reporting year.
 - d. An annual election date.

In consideration for achieving the Platinum affiliation level, ASHE will provide the following:

1. A commemorative plaque in recognition of the chapter's achievement.
2. A specially designed logo that promotes the chapter's Platinum affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Recognition in *Inside ASHE*.
4. The chapter's achievement will also be promoted throughout the ASHE Annual Conference, during the Chapter Leadership Forum, and on the ASHE website and in the *ASHE Insider*.
5. A maximum of four complimentary one-year waivers to take the CHFM exam. (Distribution of waivers will be decided on an annual basis.)
6. Three complimentary waivers to attend the ASHE Annual Conference.
7. Four complimentary one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area.
8. Two complimentary ASHE publications from a select list of titles.
9. Patch for banner

Gold Affiliate Chapters

Gold Affiliate Chapters

Gold-level chapters are working in full partnership with ASHE and are encouraged to set goals to achieve Platinum-level status. Affiliated chapters seeking to attain the Gold level must meet the following criteria:

Required Criteria for Gold Level:

1. **Dual Membership:** Maintain 25 percent or achieve a 4 percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.) VERIFICATION: Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** All chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison, must maintain active membership (a member in good standing) in ASHE. The Advocacy Liaison must attend three (3) of the tentatively scheduled Quarterly Webinars in 2013. In the Liaison's absence, a representative of the chapter's board of directors must be in attendance. Please Note: The Advocacy Liaison/Board Representative must be in attendance at all quarterly Webinars in 2014.
3. **Chapter Leadership Forum:** At least three chapter members, one whom is a chapter officer, will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of 20 contact hours of annual chapter education programming. IMPORTANT: Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of eight communications to chapter members. Communications to include:
 - a. At least four newsletters per year.
 - b. The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members of the chapter.
 - c. At least one communication to all non-ASHE members of the chapter in concerning the benefits and value of ASHE membership.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, and Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Regional Leader:** Submit an Emerging Regional Leader Award application by March 3rd.
7. **Website:** Maintain an active and up-to-date website, including the following:
 - a. Provide ASHE the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, post dates of planned educational offerings for the upcoming year on the chapter website by November 15 each year.
 - c. The chapter website must reflect the current officers within 30 days of an election.
8. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquires and referrals.
9. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for the reporting year
 - b. A set of bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws.
 - c. An operating budget for the reporting year
 - d. An annual election date

In consideration for achieving the Gold affiliation level, ASHE will provide the following:

1. A commemorative plaque in recognition of the chapter's achievement.
2. A specially designed logo that promotes the chapter's Gold affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in *Inside ASHE*.
4. The chapter's achievement will also be promoted throughout the ASHE Annual Conference, during the Chapter Leadership Forum, as well as on the ASHE website and in the *ASHE Insider*.
5. A maximum of three complimentary one-year waivers to take the CHFM exam. (Distribution of waivers will be decided on an annual basis.)
6. Two complimentary waivers to attend the ASHE Annual Conference.
7. Three complimentary one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area
8. One complimentary ASHE publication from a select list of titles
9. Patch for banner.

Silver Affiliate Chapters

Silver Affiliate Chapters

Silver-level chapters are well on their way to becoming full partners with ASHE, and are encouraged to set goals to meet Gold-level status. Affiliated chapters seeking to attain the Silver level must meet the following criteria:

Required Criteria for Silver Level:

1. **Dual Membership:** Maintain 25 percent or achieve a 3 percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.)
VERIFICATION: Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** The chapter president and vice president/president-elect and an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison, must maintain active membership (a member in good standing) in ASHE. **The Advocacy Liaison must attend three (3) of the tentatively scheduled Quarterly Webinars in 2013. In the Liaison's absence, a representative of the chapter's board of directors must be in attendance. Please Note: The Advocacy Liaison/Board Representative must be in attendance at all quarterly Webinars in 2014.**
3. **Chapter Leadership Forum:** At least two chapter members, one whom is an officer of the chapter, will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of 12 contact hours of annual chapter education programming. IMPORTANT: Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of six communications to chapter members. Communications to include:
 - a. At least four newsletters per year.
 - b. The redistribution of ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members.
 - c. At least one communication to all non-ASHE members of the chapter concerning the benefits and value of ASHE membership.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, and Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Regional Leader:** Submit an Emerging Regional Leader Award application by March 3rd.
7. **Website:** Have an active website. The following are recommended:
 - a. Provide ASHE the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, posts dates of planned educational offerings for the upcoming year on the chapter website by November 15 each year.
 - c. The chapter website should reflect the current officers within 30 days of an election.
8. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquires and referrals.
9. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for the reporting year.
 - b. A set of bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws.
 - c. An operating budget for the reporting year.
 - d. An annual election date.

In consideration for achieving the Silver affiliation level, ASHE will provide the following:

1. A commemorative plaque in recognition of the chapter's achievement.
2. A specially designed logo that promotes the chapter's Silver affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in *Inside ASHE*.
4. The chapter's achievement will also be promoted throughout the ASHE Annual Conference, during the Chapter Leadership Forum, as well as on the ASHE website and in the *ASHE Insider*.
5. A maximum of two complimentary one-year waivers to take the CHFM exam. (Distribution of waivers will be decided on an annual basis.)
6. One complimentary waiver to attend the ASHE Annual Conference.
7. Two complimentary one-year ASHE memberships, which must be awarded to non-ASHE members within the local chapter area.
8. Patch for banner.

Bronze Affiliation Chapters

Bronze Affiliation Chapters

Bronze-level chapters are striving to strengthen their partnership with ASHE and are encouraged to begin setting goals to achieve Silver-level status. Affiliated chapters seeking to attain the Bronze level must meet the following criteria:

Required Criteria for Bronze Level:

1. **Dual Membership:** Maintain 25 percent or achieve a 2 percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.)
VERIFICATION: Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** The chapter president or vice president/president-elect must maintain active membership (a member in good standing) in ASHE and an individual from your chapter must be identified to serve as liaison for local advocacy and the ASHE advocacy liaison. The Advocacy Liaison must attend three (3) of the tentatively scheduled Quarterly Webinars in 2013. In the Liaison's absence, a representative of the chapter's board of directors must be in attendance. Please Note: The Advocacy Liaison/Board Representative must be in attendance at all quarterly Webinars in 2014.
3. **Chapter Leadership Forum:** At least one chapter member will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of eight contact hours of annual chapter education programming. IMPORTANT: Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of four communications to chapter members. Communications to include:
 - a. At least two newsletters per year.
 - b. The redistribution of ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members.
 - c. At least one communication to all non-ASHE members of the chapter concerning the benefits and value of ASHE.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, and Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Regional Leader:** N/A.
7. **Website:** Have an active website. The following are recommended:
 - a. Provide ASHE with the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, posts dates of planned educational offerings for the upcoming year on the chapter website by November 15 each year.
 - c. The chapter website should reflect the current officers within 30 days of an election.
8. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
9. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for the reporting year.
 - b. A set of bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws.
 - c. An operating budget for the reporting year.
 - d. An annual election date.

In consideration for achieving the Bronze affiliation level, ASHE will provide the following:

1. A certificate in recognition of the chapter's achievement.
2. A specially designed logo that promotes the chapter's Bronze affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in *Inside ASHE*.
4. The chapter's achievement will also be promoted throughout the ASHE Annual Conference, during the Chapter Leadership Forum, as well as on the ASHE website and in the *ASHE Insider*.
5. One complimentary one-year waiver to take the CHFM exam. (Distribution of waivers will be decided on an annual basis.)
6. One complimentary one-year ASHE membership, which must be awarded to a non-ASHE member within the local chapter area.
7. Patch for banner.

Affiliate Chapters

Affiliate Chapters

Affiliate-level chapters are striving to strengthen their affiliation with ASHE and are encouraged to begin setting goals to attain Bronze status. Affiliated chapters must meet the following criteria:

Required Criteria for Affiliation:

1. **Dual Membership:** Maintain 25 percent or achieve a 1 percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.)
VERIFICATION: Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** A chapter officer must maintain active membership (a member in good standing) in ASHE.
3. **Chapter Leadership Forum:** At least one chapter member will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of four contact hours of annual chapter education programming. IMPORTANT: Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of two communications to the chapter members. Communications to include:
 - a. At least two newsletters per year.
 - b. The redistribution of ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members.
 - c. At least one communication to all non-ASHE members of the chapter concerning the benefits and value of ASHE.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, and Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Regional Leader:** N/A.
7. **Website:** Have an active website. The following are recommended:
 - a. Provide ASHE with the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, posts dates of planned educational offerings for the upcoming year on the chapter website by November 15 each year.
 - c. The chapter website should reflect the current officers within 30 days of an election.
8. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
9. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for reporting year.
 - b. A set of bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws.
 - c. An operating budget for the reporting year.
 - d. An annual election date.

In consideration for achieving affiliation, ASHE will provide the following:

1. A certificate in recognition of the chapter's achievement.
2. Promotion in *Inside ASHE*
3. A specially designed logo that promotes your affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.

Student Chapters

Student Chapters

Student-level chapters are striving to strengthen their members and help prepare them to serve within the health care industry. Student chapters must meet the following criteria:

Required Criteria for Student Affiliation:

1. **Dual Membership:** Maintain 25 percent or achieve a 1 percent increase from previous year dual membership (individuals holding both active chapter and ASHE national membership. Percentage to include all members of the chapter.) VERIFICATION: Provide a membership an electronic roster (Excel format) on a disk or CD with addresses, indicating total chapter members and identifying all ASHE members.
2. **Chapter Leadership ASHE Membership:** A chapter officer must maintain active membership (a member in good standing) in ASHE.
3. **Chapter Leadership Forum:** At least one chapter member will attend the annual Chapter Leadership Forum.
4. **Education Programming:** Offer a minimum of four contact hours of annual chapter education programming. IMPORTANT: Calculate education hours only. Exhibits, social events, board meetings, lunch, and so on do not count toward total hours (i.e., a two-hour meeting that includes an hour of chapter business and an hour of education by a presenter will count as only one hour).
5. **Chapter Communication:** Distribute a minimum of two communications to chapter members. Communications to include:
 - a. At least two newsletters per year.
 - b. The redistribution of ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE members.
 - c. At least one communication to all non-ASHE members of the chapter concerning the benefits and value of ASHE.
 - d. Promotion of the ASHE Annual Conference and the Planning, Design, and Construction Summit (PDC).
 - e. The display of ASHE promotional materials at chapter meetings.
6. **Website:** Have an active website/social network. The following are recommended:
 - a. Provide ASHE with the chapter's URL and link ASHE's URL to the chapter's website.
 - b. To avoid scheduling conflicts among ASHE and other chapters, posts dates of planned educational offerings for the upcoming year.
 - c. The chapter website should reflect the current officers within 30 days of an election.
7. **Chapter Officer Information**
 - a. Within 30 days of the chapter election, submit a list of current officers to the ASHE chapter staff member.
 - b. If there is a change in the chapter's officers, contact the ASHE chapter staff member within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
8. **Annual Report:** Provide an annual chapter report that includes the following:
 - a. Annual planning goals and objectives for the reporting year.
 - b. A set of bylaws for the chapter. Note: Bylaws must be in compliance with ASHE bylaws.
 - c. An operating budget for the reporting year.
 - d. An annual election date.

In consideration for achieving Student affiliation, ASHE will provide the following:

1. A certificate in recognition of the chapter's achievement.
2. Promotion in *Inside ASHE*
3. A specially designed logo that promotes the chapter's affiliation status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.

APPLICATION PROCESS

1. **Please complete and submit the entire Application for Chapter Levels of Affiliation Status** and include all required documentation and supporting materials to show how your chapter achieved the required criteria for your affiliation level.
2. **Please Note: A Wildcard may be used to satisfy any of the criteria not met “except” membership.**
3. Make sure that your application/submission is properly organized. Each section/category should be clear, concise, organized and easy to follow with supporting documentation included as backup. Lettering or numbering your attachments makes your application more organized and easier for review.
4. Submit only the REQUIRED information. Your entire submission should fit into a 1”- 2” binder.
5. All documents and supporting materials submitted must be within the calendar year January to December 2013. No plastic inserts should be included.
6. Please double check your submission for accuracy and prior to mailing to ensure that you have included all the required documents. Incomplete submissions will be deemed ineligible.
7. Application and all other materials/documentation must be submitted together. Because of the documentation required, applications may not be submitted by fax or e-mail.
8. Send your submission via Federal Express or any delivery method that will allow you to track your package.
9. Maintain a copy of your application/submission for your files.
10. Please send your request for confirmations in writing via e-mail to agordon@aha.org. Please allow 24-48 hours response time.

* Wildcard: If your chapter is unable to meet the requirements set-forth in the Levels of Affiliation agreement, your chapter has the option of substituting one wildcard activity for the missing requirement. A Wildcard is an ASHE Sanctioned Education program held by the Chapter during the reporting year. The dual membership requirement cannot be met with a wildcard.

Programs that currently qualify as a wildcard are: Compliance with Joint Commission, Healthcare Construction Certificate Program (HCC), Health Care Construction Project Management Program (HCPM), ASHE Boot Camp for Healthcare Facility Managers, the Certified Healthcare Facilities Manager (CHFM) Exam Review Preparation, the Certified Healthcare Constructor (CHC) Exam Review and Preparation, and Managing Infection Control.

IMPORTANT***

PLEASE READ THE FOLLOWING BEFORE SENDING YOUR SUBMISSION

*ASHE will award affiliation status based the accuracy of the documentation submitted.
Lack of documentation or any documentation that does not fully support the criteria/requirements could affect your affiliation status.
Incomplete submissions will be deemed ineligible.*

Questions may be directed to:
Avis Gordon, Senior Specialist Chapter Relations
312-422-3806 or via e-mail at agordon@aha.org

Applications must be submitted by March 3, 2014



APPLICATION FOR CHAPTER LEVELS OF AFFILIATION STATUS

(For work done between January - December 2013)

(Awards to be presented at the ASHE Annual Conference in 2014)

Applications must be submitted by March 3, 2014

ASHE will award affiliation status based the accuracy of the documentation submitted.
Lack of documentation or any documentation that does not fully support the criteria/requirements could affect your affiliation status.

Carefully read and follow the instructions indicated on this application.

1. Please complete and submit the entire Application for Chapter Affiliation Status (including this page) and include all required documentation and supporting materials to show how your chapter achieved the required criteria for your affiliation level.
2. Make sure that your application/submission is properly organized. Each section/category should be clear, concise, organized and easy to follow with supporting documentation included as backup. Lettering or numbering your attachments makes your application more organized and easier for review.
3. Submit only the **REQUIRED** information. Your entire submission should fit into a 1"-2" binder.
4. All documents and supporting materials submitted must be within the calendar year Jan-Dec 2013.
5. Please double check your submission for accuracy and prior to mailing to ensure that you have included all the required documents. Incomplete submissions will be deemed ineligible.
6. **Please Note: A Wildcard may be used to satisfy any of the criteria not met "except" membership.**
7. Application and all other materials/documentation must be submitted together. Because of the documentation required, applications may not be submitted by fax or e-mail.
8. Send your submission via Federal Express or any delivery method that will allow you to track your package.
9. Maintain a copy of your application/submission for your files.
10. Please send your confirmations of receipt in writing to Avis Gordon: agordon@aha.org. Please allow 24-48 hours response time.

Chapter Affiliation Level: (check one) ☐ Platinum ☐ Gold ☐ Silver ☐ Bronze

Official Chapter Name _____

Chapter President: _____

Completed by: _____

Contact Information:

Name _____

Company _____

Phone: _____ E-mail: _____

Send application and supporting materials to

ASHE

Chapter Levels of Affiliation Program

Attn Jo Ann Ofenloch

155 N Wacker Fl 4

Chicago, IL 60606

2014 Chapter Annual Report Form

Please update the following information for our file and return this form by January 1, 2014:

Reporting Year: 2013

Election Date _____

Chapter Name *(Official Name)*

Mailing address of Headquarters *(if applicable)*

City/State/Zip

Telephone

Fax

Website

Chapter Officer *(please list):*

President

Employer Name

Work Title

Mailing Address

City

State

Zip

Telephone

Fax

E-Mail Address

President-Elect

Employer Name

Work Title

Mailing Address

City

State

Zip

Telephone

Fax

E-Mail Address

Advocacy Liaison

Employer Name

Work Title

Mailing Address

City

State

Zip

Telephone

Fax

E-Mail Address

ASHE Liaison

Employer Name

Work Title

Mailing Address

City

State

Zip

Telephone

Fax

E-Mail Address

State/Federal Tax Status

At the filing of this report, is the Chapter:

- A. Incorporated ☐ Yes ☐ No If so, please provide Articles of Incorporation if a copy is not currently on file in the ASHE Office.
- B. Chapter has Tax Exempt Status with the IRS ☐ Yes ☐ No. If yes, please provide a **current** copy of your tax-exempt letter.
- C. Does the Chapter currently hold a bank account in good standing? ☐ Yes ☐ No
- D. Does the Chapter currently have an Employer Identification Number (EIN)? If so, please provide a **current** copy if one is not currently on file in the ASHE Office.

REQUIREMENTS FOR CHAPTER AFFILIATION STATUS

Carefully read the information throughout the following pages. This is your guide to help you complete your application for Chapter Levels of Affiliation. Be sure to include all the information that is required and document information where indicated. **SUBMIT THE ENTIRE APPLICATION**

EDUCATION - Affiliate chapters must demonstrate their continual effort to provide local educational and training opportunities on current topics and trends that address the healthcare built environment industry/facility management profession.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>CHAPTER EDUCATION PROGRAMS</p> <p>Provide a <u>written summary</u> of the educational programs offered by your chapter in 2013 that includes:</p> <ul style="list-style-type: none"> • Date and time of each program • Speaker/topic of each program • Number of hours for each program • Total number of program hours. <p>Required Document(s)</p> <ul style="list-style-type: none"> • Brochures • Flyers • Agendas (with date/time) <p>NOTE: Calculate <u>education</u> hours only. Exhibits, social events, board mtgs., lunch, etc., does not count toward total hours</p>	<p>To qualify your chapter must conduct 24 hrs or more of educational programming in 2013.</p> <p>Indicate total education hours below:</p> <p>_____</p>	<p>To qualify your chapter must conduct 20 hrs of educational programming in 2013.</p> <p>Indicate total education hours below</p> <p>_____</p>	<p>To qualify your chapter must conduct 12 hrs of educational programming in 2013.</p> <p>Indicate total education hours below</p> <p>_____</p>	<p>To qualify your chapter must conduct 8 hrs of educational programming in 2013.</p> <p>Indicate total education hours below</p> <p>_____</p>

LEADERSHIP DEVELOPMENT - Affiliate chapters must show that it has prepared its leaders for their chapter roles. Attendance at the annual Chapter Leadership Forum gives chapter officers an opportunity to network with other chapter officers.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>CHAPTER LEADERSHIP FORUM</p> <p>Atlanta, GA</p> <p>Attendance at the 2013 Chapter Leadership Forum by officers of your chapter.</p> <p>Required Document(s)</p> <ul style="list-style-type: none"> • Copy of Attendance List • Copy of Certificate of Attendance <p>NOTE: Chapter officers are current/elected President, President-elect, Vice-President, Secretary, or, Immediate Past President.</p>	<p>To qualify you must provide the required documentation and list the name(s) of the officers who attended this program.</p>	<p>To qualify you must provide the required documentation and list the name(s) of the officers who attended this program</p>	<p>To qualify you must provide the required documentation and list the name(s) of the officers who attended this program</p>	<p>NOT REQUIRED FOR THIS AFFILIATION LEVEL</p>

RECOGNITION – Affiliate chapters must demonstrate that it supports and promotes professional excellence, as well as provides opportunities for peer recognition in the field.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>EMERGING REGIONAL LEADER AWARD</p> <p>Required Document(s)</p> <ul style="list-style-type: none"> • A completed 2013 application 	<p>Document name of candidate nominated in 2013</p>	<p>Document name of candidate nominated in 2013</p>	<p>Document name of candidate nominated in 2013</p>	<p>NOT REQUIRED FOR THIS AFFILIATION LEVEL</p>

MEMBERSHIP - Affiliate chapters should demonstrate that they promote and support “professional” membership in both the local chapter and national ASHE.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>CHAPTER PRESIDENT/PRESIDENT-ELECT The Chapter President AND President-elect must both hold active ASHE membership.</p> <p>Required Document(s) Provide documentation that list the following for both the President and :President-elect:</p> <ul style="list-style-type: none"> • Name • Chapter Officer Title • Elected Term • ASHE member ID# <p>NOTE: Individuals must have active ASHE membership at the time of affiliation submission.</p>	All Chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy must maintain active membership (a member in good standing).	All Chapter officers with voting privileges, including an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain active membership (a member in good standing).	The Chapter President and vice president/president elect and an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain active membership (a member in good standing).	The Chapter President and vice president/president elect and an individual from your chapter identified to serve as liaison for local advocacy and the ASHE advocacy liaison must maintain active membership (a member in good standing).

<p>JOINT ASHE/CHAPTER MEMBERSHIP Provide a complete list of your chapter members and identify the annual percentage of chapter members that are also active ASHE members.</p> <p>Required Document(s) Submit 1 disk or CD in Excel format of your entire membership roster. The list must identify ALL of the following:</p> <ul style="list-style-type: none"> • Member Name • Title • Address • Phone, Fax, Email • Whether Professional or Associate of ASHE • Total number of members • % of joint members • 	<p>*To qualify your chapter must have 25% or more of joint membership ending 2013 or the increase in percentage under each level as required.</p> <p>Indicate the % of joint ASHE/chapter membership</p> <p>_____ %</p>			
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CHAPTER ADVOCACY - Affiliate chapters should demonstrate that they support and partner with ASHE on important national and/or local issues that affect the healthcare facility/engineering industry.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>ADVOCACY LIAISON Identify an individual from your chapter to serve as liaison for local advocacy issues.</p> <p>Required Document(s) Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison.</p>	<p>To qualify indicate the name and contact information for your Advocacy Liaison.</p> <p>The liaison must attend three (3) Quarterly Webinars in 2013</p>	<p>To qualify indicate the name and contact information for your Advocacy Liaison.</p> <p>The liaison must attend three (3) Quarterly Webinars in 2013</p>	<p>To qualify indicate the name and contact information for your Advocacy Liaison.</p> <p>The liaison must attend three (3) Quarterly Webinars in 2013</p>	<p>To qualify indicate the name and contact information for your Advocacy Liaison.</p> <p>The liaison must attend three (3) Quarterly Webinars in 2013</p>

COMMUNICATIONS - Affiliate chapters must maintaining regular communications with its membership, customers and service providers on issues, trends, and developments that affect your chapter, local community, and/or national ASHE.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>CHAPTER WEBSITE/URL Provide your chapter URL/website address</p> <p>www: _____</p> <p>Required Document(s) Chapter must provide the following information:</p> <ul style="list-style-type: none"> Your chapter website must include a hyperlink to www.ashe.org Your chapter listing on www.ashe.org must have an active hyperlink that connects to your chapter website/homepage. 	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	NOT REQUIRED FOR THIS AFFILIATION LEVEL
<p>CHAPTER COMMUNICATIONS Your chapter must provide a copy of the various chapter communications that were distributed to chapter members during the 2012 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession.</p> <p>Required Document(s) Communications can be in print and/or electronic format and must indicate title/date and complete details of communications</p> <ul style="list-style-type: none"> Newsletters Information articles relevant to chapter, industry/ Advocacy alerts Chapter/Industry/ASHE announcements Any materials that support work in this category 	<p>To qualify your chapter must distribute 12 or more member communications in 2012.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a minimum of eight (8) member communications in 2012.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a minimum of six (6) member communications in 2012.</p> <p>Indicate total number of communications below:</p> <p>_____</p>	<p>To qualify your chapter must distribute a minimum of four (4) member communications in 2012.</p> <p>Indicate total number of communications below:</p> <p>_____</p>

ANNUAL REPORTING - Affiliate chapters should demonstrate that they support and partner with ASHE on important national and/or local issues that affect the healthcare facility/engineering industry.

Criteria/Category	Platinum	Gold	Silver	Bronze
<p>CHAPTER BYLAWS <i>Demonstrate that your chapter operates by a set of Bylaws and that are reviewed and updated annually (or as required).</i></p> <p>Documents required to support criteria Documentation must include a copy of the chapter's most recent Bylaws (dated within the past three years).</p>	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.
<p>CHAPTER OFFICERS/COMMITTEE CHAIRS <i>Demonstrate that your chapter maintains written position and descriptions that detailed responsibilities for all officers and committee chairs.</i></p> <p>Documents required to support criteria Documentation must include name and contact information (address, phone, fax and e-mail) of your current/incoming Chapter Officers AND Committee Chairs. Include any of the following:</p> <ul style="list-style-type: none"> Official ASHE Chapter Officers Update Form List of current Chapter Officers 	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.

<ul style="list-style-type: none"> List of current Committee Chairman Any materials that support work in this category 				
<p><u>OPERATING BUDGET</u></p> <p><i>Effectively managed chapters are run with the assistance of an operating budget.</i></p> <p><u>Documents required to support criteria</u></p> <p>Documentation <u>must</u> include <u>one</u> of the following:</p> <ul style="list-style-type: none"> Copy of the Annual Operating Budget Copy of committee minutes showing the budget was approved by your Board/Executive committee 	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.
<p><u>ANNUAL PLANNING</u></p> <p><i>Affiliate chapters should demonstrate that they hold a yearly session to plan activities for the chapter.</i></p> <p><u>Documents required to support criteria</u></p> <p>Documentations <u>must</u> include <u>one</u> of the following:</p> <ul style="list-style-type: none"> Copy of annual strategic plan Copy of annual marketing/promotional plan Copy of Society goals/objectives, etc. Calendar of Events 	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.	Documentation must support that your chapter has met the requirement in this category.

IMPORTANT -- PLEASE READ BEFORE SENDING YOUR SUBMISSION

- ASHE will award affiliation status based the accuracy of the documentation submitted.
- Please double check your submission for accuracy prior to mailing.
- Be sure all documentation is accurate and that you have included all the required documents.
- Lack of documentation or any documentation that does not fully support the criteria/requirements could affect your affiliation status.
- Incomplete submissions will be deemed ineligible.
- Applications must be submitted by March 3, 2014**

Questions, contact Avis Gordon at 312-422-3806 or via e-mail at agordon@aha.org.

Revised: 3/11/13

Criteria	Platinum	Gold	Silver	Bronze	Affiliated	Student
Dual Membership Ratio or Dual Membership Percentage Increase	25% Required 5%	25% Required 4%	25% Required 3%	25% Required 2%	25% Required 1%	25% Required 1%
Chapter Officer ASHE Membership	All officers including liaisons	All officers	President and Vice President	President or Vice President	Anyone	Anyone
Attend Chapter Leadership Forum	Three with two officers	Three with one officer	Two with one officer	One member	Anyone	Anyone
Educational Program	Minimum of 24 hrs	Minimum of 20	Minimum of 12	Minimum of eight	Minimum of four	Minimum of four
Communication	12	Eight	Six	Four	Two	Two
Regional Leader Submissions	One	One	One	N/A	N/A	N/A
Website	Required changes in current officers within 30 days	Required changes in current officers within 30 days	Required	Required	Required	Website/social media required
Annual Report	Required	Required	Required	Required	Required	Required

Criteria for Levels of Affiliation Checklist

Bylaws Annual Review	Required	Required	Required	Required	Required	Required
Annual Renewal	Required	Required	Required	Required	Required	Required
Advocacy Liaison	Required Must attend 3 Quarterly Meeting in 1013	Required Must attend 3 Quarterly Meeting in 1013	Required Must attend 3 Quarterly Meeting in 1013	Required Must attend 3 Quarterly Meeting in 1013	N/A	N/A
Annual Budget	Required	Required	Required	Required	Required	Required
ASHE Programs	Wildcard*	Wildcard*	Wildcard*	Wildcard*	Wildcard*	Wildcard*

Applications must be submitted by March 3, 2014

IMPORTANT -- PLEASE READ BEFORE SENDING YOUR SUBMISSION

- ASHE will award affiliation status based the accuracy of the documentation submitted.
- Please double check your submission for accuracy prior to mailing.
- Be sure all documentation is accurate and that you have included all the required documents.
- Lack of documentation or any documentation that does not fully support the criteria/requirements could affect your affiliation status.
- Incomplete submissions will be deemed ineligible.
- **Applications must be submitted by March 3rd, 2014**

Questions, con

Revised: 3/11/

* Wildcard: If your chapter is unable to meet the requirements set-forth in the Levels of Affiliation agreement, your chapter has the option of substituting one wildcard activity for the missing requirement. A Wildcard is an ASHE Sanctioned Education program held by the Chapter during the reporting year. The dual membership requirement cannot be met with a wildcard.

Programs that currently qualify as a wildcard are: Compliance with Joint Commission, Healthcare Construction Certificate Program (HCC), Health Care Construction Project Management Program (HCPM), ASHE Boot Camp for Healthcare Facility Managers, the Certified Healthcare Facilities Manager (CHFM) Exam Review Preparation, the Certified Healthcare Constructor (CHC) Exam Review and Preparation, and Managing Infection Control.