



## Distinguished Chapter Award Entry Form

Entry period: Apr 1, \_\_\_\_\_ to Mar 31, \_\_\_\_\_

Chapter: \_\_\_\_\_ Number.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Do Not Write  
on Spaces in  
this column

### Please Read Explanation of page before filling out form. Documentation required.

1. Membership Growth: Total Membership last December 31: \_\_\_\_\_
2. Number of new members gained since last December 31: \_\_\_\_\_
2. Membership Retention: Number of members lost since last December 31: \_\_\_\_\_
3. Newsletters: How many newsletters were published Apr 1—Mar 31? \_\_\_\_\_
4. Timely submission of dues: Were dues paid after December 31? Months late? \_\_\_\_\_
5. Convention Attendance: Number attending Society Convention last year \_\_\_\_\_  
Number attending the last National Convention \_\_\_\_\_
6. Regular meetings: How many meetings held in time period? \_\_\_\_\_
7. Programs at Meetings: Number of meetings featuring a formal program \_\_\_\_\_
8. Memorial Services: How many memorial services did your chapter conduct? \_\_\_\_\_
9. Annual Report: Date annual report was submitted: \_\_\_\_\_
10. Society/National Project Participation: List Society or National Projects supported.  
Society: \_\_\_\_\_  
National: \_\_\_\_\_
11. Local Project Participation: List local projects/events sponsored by chapter  
Specify: \_\_\_\_\_
12. Speakers/Programs: How many speakers or programs provided to other chapters? \_\_\_\_\_
13. Sponsorship: List special units sponsored by chapter  
Specify: \_\_\_\_\_
14. Training: Did chapter conduct or attend formal training for new officers? \_\_\_\_\_
15. Website: Does camp maintain a website? \_\_\_\_Yes \_\_\_\_No  
URL: \_\_\_\_\_
16. Meeting Attendance: Average percentage of members attending regular meetings \_\_\_\_\_ %  
Tie Breakers are not included in your points total but will be used in the event of a tie:  
A) Does you chapter maintain a Facebook page? \_\_\_\_Yes \_\_\_\_No  
B) URL? \_\_\_\_\_

# Explanation of Terms

**How criteria were established:** Some factors are judged as positives, some as negatives, depending on whether or not the “average” chapter is expected to meet that criteria. For example, all chapters – not just the “best” chapters—should have 100% of their dues paid on time. Therefore, the highest point value for this category is zero points; points are deducted in judging if dues have not been paid on time. However, not all chapters would be expected to provide speakers to other chapters. Therefore, this value is always a positive number, starting from zero and going up. Eligibility period for all categories is Apr 1– Mar 31.

1. **Membership Growth.** The key element of a chapter’s survival. List your total membership as of last December 31 on line 1a. List the number of new members gained on line 1b. Do not include transfers from other MOS&B chapters.
2. **Membership Retention.** List the number of members lost through non-payment of dues. Do not include losses due to death or transfers to other chapters.
3. **Newsletters.** List the number of newsletters your chapter published last year. Contributions to and support of a combined chapters newsletter are considered the equivalent of a chapter newsletter.
4. **Timely Submission of Dues.** All dues are past due after December 31. This date determines the points in this category. Both Society and National dues must be paid on time to score in this category. Points are deducted for each partial or whole month the dues are late. Paying chapter dues is considered submitting payment for at least 75% of the current members of the chapter.
5. **Attendance at Conventions.** Indicate the number of members who attended your Society Convention last year. Enter the number of members who attended the last National Convention.
6. **Regular Monthly Meetings.** Indicate the number of regular monthly meetings conducted by your chapter.
7. **Programs at Meetings.** Indicate the number of meetings in which your chapter had a “featured” program. This could be a local author, speaker, historian, film on some WBTS subject, etc.
8. **Memorial Services.** These include graveside services at a local cemetery where Confederate soldiers are buried; services held as a special event at a local church or synagogue, or similar events. It does not include brief memorial events held during regular chapter meetings, or attendance at memorial services conducted by other chapters, UDC, etc.
9. **Annual Report.** The annual report is due at GHQ and Society not later than July 1. Check [www. main.mosbihq.org](http://www.main.mosbihq.org) for the proper format.
10. **Society or National Project Participation.** Participation in a Society or National special project. Participation could include fund-raising or significant amounts of members’ time. Some examples: Stand Watie Scholarship Fund (National), Heritage Defense Fund (National/Society), Flags Across Texas (Texas Society), Confederate Legion (National). List each project.
11. **Local Project Participation.** These are special projects or events established at the chapter level. Examples: school historical programs, recruiting at state fairs or gun shows, Confederate Ball or cotillion, etc. Projects must support MOS&B goals by advancing the cause of Confederate heritage; general community service projects are not acceptable.
12. **Speakers or Programs.** Did your chapter provide a speaker or special program to another chapter or organization? Examples: Chapter members who give programs on WBTS at Civil War Round Table forums, or similar. List the number of such speakers/presenters, up to 3 speakers.
13. **Sponsorship.** Does your chapter sponsor a special unit? Examples: Chapter color guard that marches in local parades, re- enactor units, living history units, etc. The chapter must actively sponsor these units.
14. **Training.** Did your chapter conduct or participate in formal training for new chapter officers? This is normally done at Brigade or Society level, but a chapter can conduct its own program. The program must be established in writing, with formal presentations, and at least several hours spent on the training of each officer.
15. **Website.** Does your chapter actively maintain a website? It must be regularly updated and provide basic, up-to-date membership to current members and potential applicants. If “yes”, show URL.
16. **Meeting attendance.** What percentage of your members regularly attend chapter meetings? You should maintain a sign-up roster for each chapter meeting.

**Tie Breakers.** In the event of a tie, the answers to the following two questions will be used to determine the winning chapter. If a tie still exists, the chapter with the highest percentage of positive growth will be the winner.

A) Does the chapter maintain a Facebook Page? Provide the name of the page.

# Distinguished Chapter Award Scoring Sheet

Category	Description	Criteria	Points Range
1. Membership Growth 2. Membership retention	Annual percentage. Annual percentage.	Add 1 point per 1% increase. Deduct 1 point for each 1% decrease	0 to 15 -15 to 0
3. Newsletters	Chapter publishes a monthly newsletter	Deduct 1 point for each month a newsletter is not published	-12 to 0
4. Timely submission of dues	Dues become past due after December 31.	Deduct 3 points for each month dues are past due in each category (National and Society).	-30 to 0
5. Attendance at Conventions	At least one member must attend the Society Convention; at least one member must attend the National Convention.	Add 1 points for each member attending Society Convention, up to 6 members/6 points. Two points for each attendee at National Convention, up to 3 members/6 points.	0 to 18
6. Regular Monthly Meetings	Number of regular monthly meetings conducted during the year	Deduct 1 point for each month no meeting is held.	-12 to 0
7. Programs at Meetings	How many meetings featured a key speaker, film, video, etc.	Add 1 point for each. Max: 12	0 to 12
8. Memorial Services	Chapter conducted Confederate Memorial Day, marker dedication or memorial services at a cemetery, battlefield, etc.	Add 5 points for each such service, up to 3 services.	0 to 15
9. Annual Report	Annual reports are due to MOS&B GHQ by July 1.	Deduct 5 points if not submitted on time.	-5 to 0
10. National or Society Projects	Contributions in time or money made to established projects. H. L. Hunley JROTC Award is considered a national project	Add 3 points for each Society project: Max: 3 projects/9 pts. Add 5 points for each National project: Max: 3 projects/15 pts	0 to 24
11. Local Project Participation	Programs established at chapter level. e.g., school historical programs, recruiting at state fairs or gun shows, Confederate ball, etc. Project must support MOS&B goals; general community service projects are not acceptable.	Add 3 points for each project, max: 3 projects/9 points	0 to 9
12. Speakers or Programs	Did the chapter provide speakers or programs to other chapters or organizations?	Add 1 point for each; up to 3	0 to 3
13. Sponsorship	Chapter sponsors a major support unit. e.g., Re-enactor unit, color guard, living history group, museum support group, etc.	Add 5 points for each. Max: 3 sponsorships/15 points	0 to 15
14. Training	Did chapter conduct or participate in formal training for chapter officers?	Add 10 points	0 to 10
15. Website	Does chapter maintain a website?	Add 5 points	0 to 5
16. Meeting Attendance	How many members attend regular chapter meetings, on average?	Base is 25%. Add 1 point for each 1% over 25%. Max 15	0 to 15
Tie Breakers A) Does the Chapter maintain a Facebook Page?			