



ASHE Chapter Awards

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

Vision Statement

Partnerships have to be formed in a way that each organization gains from working together. ASHE and its executive leadership have 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 Award Level

Based on the results of your application for chapter award, participating chapters will be awarded a Platinum, Gold, Silver, or Bronze level award with ASHE. There will be a special Awards Luncheon on **August 2, 2020** in Chicago, IL, in conjunction with the Annual Conference and Technical Exhibition to acknowledge the accomplishments of our affiliate chapters. ASHE executive leadership, Board Members, Chapter Presidents, and representatives from various ASHE volunteer committees will be in attendance.

Status of Application for Chapter Award Level

Once all the applications have been processed, ASHE will send an electronic notification to all chapter presidents, **no later than May 25, 2020**, announcing the Chapter and its award status with ASHE. Therefore, it is 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 Level Chapters

Recognized as the highest award level, 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. **Chapter Education Programs:** Offer a minimum of 24 contact hours of annual chapter educational programming. Provide a written summary of the educational programs offered by your chapter in 2019 that includes date and time of each program, speaker/topic of each program, number of hours for each program, and total number of program hours. Brochures, flyers and agendas with date/time are required. **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).
2. **Chapter Leadership Forum:** At least three chapter members, two of whom are chapter officers, must attend the annual Chapter Leadership Forum.
3. **Regional Leader Award:** Submit one 2019 or 2020 ASHE Regional Leader Award application by April 1.
4. **Chapter Officers:** The Chapter President and President-elect must hold active ASHE membership. Provide documentation that list the name, chapter officer title, elected term, and ASHE member ID number. Individuals must have active ASHE membership at the time of award submission. Within 30 days of the chapter election, e-mail a list of current officers to ashe@aha.org. If there is a change in the chapter's officers, e-mail the change to ashe@aha.org within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
5. **Advocacy Liaison(s):** Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison(s). The liaison must attend all scheduled Advocacy Liaison Webinars in 2019.
6. **Chapter Website/URL:** Provide your chapter website/URL address. Your chapter must include a hyperlink to www.ashe.org.
7. **Chapter Communications:** Your chapter must provide at least 12 copies of the various chapter communications that were distributed to chapter members during the 2019 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format and must indicate title/date and complete details of communications (newsletters, information articles relevant to chapter, industry, advocacy alerts, chapter/industry/ASHE announcements, or any materials that support work in this category. Communications should include the following:
 - At least four newsletters per year
 - The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE chapter members.
 - One communication to all non-ASHE chapter members concerning the benefits and value of ASHE membership
 - Promotion of the ASHE Annual Conference and Planning, Design, & Construction Summit (PDC).
 - The display of ASHE promotional materials at chapter meetings.
8. **Operating Budget:** Documentation must include one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
9. **Annual Planning:** Documentation must include one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.
 - Calendar of Events
10. **Wildcard (Optional):** Host an ASHE program. If your chapter is unable to meet the requirements set forth in the award application, 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. Programs that currently qualify as a wildcard are the following: 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.

In consideration for achieving the Platinum award 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 award status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in ASHE publications.
4. The chapter's achievement will also be promoted throughout the ASHE Annual Conference, during the Chapter Leadership Forum, and on the ASHE website.
5. A maximum of four complimentary one-year waivers to take the CHFM exam; two CHFM waivers to take the CHFM exam and one CHC waiver to take the CHC exam; or two CHC waivers to take the CHC exam. (Distribution of waivers will be decided on an annual basis.)
6. Two 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. Emblem for banner

Gold Level 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. **Chapter Education Programs:** Offer a minimum of 20 contact hours of annual chapter educational programming. Provide a written summary of the educational programs offered by your chapter in 2019 that includes date and time of each program, speaker/topic of each program, number of hours for each program, and total number of program hours. Brochures, flyers and agendas with date/time are required. **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).
2. **Chapter Leadership Forum:** At least three chapter members, one of whom is a chapter officers must attend the annual Chapter Leadership Forum.
3. **Regional Leader Award:** Submit one 2019 or 2020 ASHE Regional Leader Award application by April 1.
4. **Chapter Officers:** The Chapter President and President-elect must hold active ASHE membership. Provide documentation that list the name, chapter officer title, elected term, and ASHE member ID number. Individuals must have active ASHE membership at the time of award submission. Within 30 days of the chapter election, e-mail a list of current officers to ashe@aha.org. If there is a change in the chapter's officers, e-mail the change to ashe@aha.org within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
5. **Advocacy Liaison(s):** Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison(s). The liaison must attend all scheduled Advocacy Liaison Webinars in 2019.
6. **Chapter Website/URL:** Provide your chapter website/URL address. Your chapter must include a hyperlink to www.ashe.org.
7. **Chapter Communications:** Your chapter must provide at least 8 copies of the various chapter communications that were distributed to chapter members during the 2019 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format and must indicate title/date and complete details of communications (newsletters, information articles relevant to chapter, industry, advocacy alerts, chapter/industry/ASHE announcements, or any materials that support work in this category. Communications should include the following:
 - At least four newsletters per year
 - The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE chapter members.
 - One communication to all non-ASHE chapter members concerning the benefits and value of ASHE membership
 - Promotion of the ASHE Annual Conference and Planning, Design, & Construction Summit (PDC).
 - The display of ASHE promotional materials at chapter meetings.
8. **Operating Budget:** Documentation must include one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
9. **Annual Planning:** Documentation must include one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.
 - Calendar of Events
10. **Wildcard (Optional):** Host an ASHE program. If your chapter is unable to meet the requirements set forth in the award application, 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. Programs that currently qualify as a wildcard are the following: 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.

In consideration for achieving the Gold award 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 award status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in ASHE publications.
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.
5. A maximum of three complimentary one-year CHFM waivers to take the CHFM exam, or one CHFM waiver to take the CHFM exam and one CHC waiver to take the CHC 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. Emblem for banner.

Silver Level 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. **Chapter Education Programs:** Offer a minimum of 12 contact hours of annual chapter educational programming. Provide a written summary of the educational programs offered by your chapter in 2019 that includes date and time of each program, speaker/topic of each program, number of hours for each program, and total number of program hours. Brochures, flyers and agendas with date/time are required. **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).
2. **Chapter Leadership Forum:** At least three chapter members, one of whom is a chapter officer must attend the annual Chapter Leadership Forum.
3. **Regional Leader Award:** Submit one 2019 or 2020 ASHE Regional Leader Award application by April 1.
4. **Chapter Officers:** The Chapter President and President-elect must hold active ASHE membership. Provide documentation that list the name, chapter officer title, elected term, and ASHE member ID number. Individuals must have active ASHE membership at the time of award submission. Within 30 days of the chapter election, e-mail a list of current officers to ashe@aha.org. If there is a change in the chapter's officers, e-mail the change to ashe@aha.org within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
5. **Advocacy Liaison(s):** Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison(s). The liaison must attend all scheduled Advocacy Liaison Webinars in 2019.
6. **Chapter Website/URL:** Provide your chapter website/URL address. Your chapter must include a hyperlink to www.ashe.org.
7. **Chapter Communications:** Your chapter must provide at least 6 copies of the various chapter communications that were distributed to chapter members during the 2019 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format and must indicate title/date and complete details of communications (newsletters, information articles relevant to chapter, industry, advocacy alerts, chapter/industry/ASHE announcements, or any materials that support work in this category. Communications should include the following:
 - At least four newsletters per year
 - The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE chapter members.
 - One communication to all non-ASHE chapter members concerning the benefits and value of ASHE membership
 - Promotion of the ASHE Annual Conference and Planning, Design, & Construction Summit (PDC).
 - The display of ASHE promotional materials at chapter meetings.
8. **Operating Budget:** Documentation must include one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
9. **Annual Planning:** Documentation must include one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.
 - Calendar of Events
10. **Wildcard (Optional):** Host an ASHE program. If your chapter is unable to meet the requirements set forth in the award application, 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. Programs that currently qualify as a wildcard are the following: 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.

In consideration for achieving the Silver award 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 award status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in ASHE publications.
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.
5. A maximum of two complimentary one-year CHFM waivers to take the CHFM exam, or one CHC waiver to take the CHC 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. Emblem for banner.

Bronze Level 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. **Chapter Education Programs:** Offer a minimum of 8 contact hours of annual chapter educational programming. Provide a written summary of the educational programs offered by your chapter in 2019 that includes date and time of each program, speaker/topic of each program, number of hours for each program, and total number of program hours. Brochures, flyers and agendas with date/time are required. **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).
2. **Chapter Leadership Forum:** At least one chapter member must attend the annual Chapter Leadership Forum.
3. **Regional Leader Award:** Not required for this level.
4. **Chapter Officers:** The Chapter President and President-elect must hold active ASHE membership. Provide documentation that list the name, chapter officer title, elected term, and ASHE member ID number. Individuals must have active ASHE membership at the time of award submission. Within 30 days of the chapter election, e-mail a list of current officers to ashe@aha.org. If there is a change in the chapter's officers, e-mail the change to ashe@aha.org within 30 days of the change. ASHE maintains the officer and chapter contact information as a resource for inquiries and referrals.
5. **Advocacy Liaison(s):** Include the name and contact information (address, phone, fax and e-mail) of your Advocacy Liaison(s). The liaison must attend all scheduled Advocacy Liaison Webinars in 2019.
6. **Chapter Website/URL:** Provide your chapter website/URL address. Your chapter must include a hyperlink to www.ashe.org.
7. **Chapter Communications:** Your chapter must provide at least 4 copies of the various chapter communications that were distributed to chapter members during the 2019 calendar year. All communications must be newsworthy and specific to the local chapter, ASHE and/or industry/profession. Communications can be in print and/or electronic format and must indicate title/date and complete details of communications (newsletters, information articles relevant to chapter, industry, advocacy alerts, chapter/industry/ASHE announcements, or any materials that support work in this category. Communications should include the following:
 - At least two newsletters per year
 - The redistribution of all ASHE advocacy alerts, regulatory advisories, and data requests to all non-ASHE chapter members.
 - One communication to all non-ASHE chapter members concerning the benefits and value of ASHE membership
 - Promotion of the ASHE Annual Conference and Planning, Design, & Construction Summit (PDC).
 - The display of ASHE promotional materials at chapter meetings.
8. **Operating Budget:** Documentation must include one of the following:
 - Copy of Annual Operating Budget
 - Copy of committee minutes showing the budget was approved by your Board/Executive Committee.
9. **Annual Planning:** Documentation must include one of the following:
 - Copy of annual strategic plan
 - Copy of annual marketing/promotional plan
 - Copy of chapter goals/objectives, etc.
 - Calendar of Events
10. **Wildcard (Optional):** Host an ASHE program. If your chapter is unable to meet the requirements set forth in the award application, 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. Programs that currently qualify as a wildcard are the following: 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.

In consideration for achieving the Bronze award 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 award status for official use on the chapter letterhead, the chapter website, or any chapter promotional materials.
3. Promotion in ASHE publications
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.
5. One complimentary one-year CHFM 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.

APPLICATION PROCESS

Submissions – Due by April 1, 2020

1. **Please complete and submit the entire Application for Chapter Awards Program** and include all required documentation and supporting materials to show how your chapter achieved the required criteria for your award level.
2. A Wildcard may be used to satisfy any of the criteria not met.
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. Entering your attachments into the appropriate folders on box.com makes your application more organized and easier for review.
4. Submit only the REQUIRED information. Your entire submission should be uploaded onto box.com. Contact Avis Gordon at agordon@aha.org for upload information.
5. All documents and supporting materials submitted must be within the calendar year January to December 2019.
6. Please double check your submission for accuracy and prior to uploading 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 received by fax, e-mail, or hard-copy submissions.
8. Alert Avis Gordon at agordon@aha.org when your online documentation is complete.
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 award 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.

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 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 award 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 RECEIVED BY APRIL 1, 2020

Elite Chapter Award Program (optional)

“Elite” chapter status is a bonus chapter award based on special added criteria, which includes participation in the ASHE Energy to Care Chapter Challenge. It is important to note that the original chapter awards program remains unchanged. Chapters seeking to achieve platinum, gold, silver, and bronze level awards must still meet criteria set for each of those levels. The Elite Award is added to the chapter awards (Chapters can be Platinum Elite, Gold Elite, Silver Elite, or Bronze Elite). **Each chapter will be awarded for their participation according to the level they meet in the regular ASHE Awards Program.**

Please Note: The Elite award program criteria has changed for the award year 2020 Award Cycle (worked completed in 2019). Applications for the 2020 awards are to be submitted with chapter affiliation award application.

To earn an Elite Award, each chapter must meet the following criteria (in addition to the criteria for chapter awards):

1. Your chapter must participate in the ASHE Energy to Care Chapter Challenge program. Requirements and deadlines for the Challenge can be found at energytocare.com. Some of the challenge details are as follows:
 - b. The Challenge will compare EUI between two 12-month periods (based on calendar year Jan. 1, 2019 to Dec. 31, 2019). The group that demonstrates the greatest percent-based reduction in weather normalized EUI across the two 12-month periods will be the winner.
 - c. A chapter must participate in the challenge.
 - d. Challenge categories include small hospitals (<250,000 square feet) and large hospitals (≥250,000 square feet).
 - e. You must sign up your chapter by completing the online application at www.energytocare.com/challenges by **June 1, 2019**.
2. Select a Chapter Sustainability Liaison. Provide the name and contact information of your Chapter Sustainability Liaison.
3. Sustainability Liaisons will provide chapter updates from quarterly liaison webinars. (Please provide documentation for updates which may include presentation slides, emails, or meeting notes.)
3. All Chapter Sustainability Liaisons must participate in the myASHE Sustainability Liaison Community which includes resources and quarterly webinar information.