

CHAPTER EFFECTIVENESS POINTS SCORE SHEET

The worksheet is used to tally the chapter effectiveness score based upon the information provided in the Chapter Effectiveness Manual. In addition, please submit a short description of any significant accomplishments made by the chapter (maximum of five). Documentation of these accomplishments in conjunction with the spreadsheet will be used to determine chapter rankings and subsequent awards.

Instructions: Please read and answer the questions that pertain to each section of chapter effectiveness. Full explanation of the various questions is provided in the chapter effectiveness manual. If the answer is yes, enter "Y" in the green square to the right of the question (column C). If the answer is no, enter "N". If the answer is not applicable to the chapter, please leave the respective box blank. All other responses will void the points for the item. The worksheet may be filled out electronically or manually.

General Chapter Information			
G1. Chapter Name: San Diego			
G2. Chapter Representative: Graham Fraser			
G3. Street Address: 2310 Carriage Circle			
G4. City, State, Zip Code: Oceanside, CA 2056			
G5. Phone Number of Chapter Representative: (760) 586-6860			
Chapter Organization		YES	NO
1. Has an organizational chart showing the chapter's current executive board and committee chairpersons been developed?	Y	10	
2. Does the chapter president receive executive committee agendas in advance of the scheduled meetings?	Y	10	
3. Were minutes of executive committee meetings taken at each meeting in the given year?	Y	10	
4. Did the chapter complete a meeting plan for the given year (minimum of 5 meetings in advance)?	N		0
5. Does the chapter have a chapter effectiveness chairperson and did this person present a plan of action to the chapter for completing the chapter effectiveness submission?	Y	10	
6. Were all chapter records effectively transferred to the new officers and was a chapter record transfer checklist completed?	Y	15	
7. Did the chapter president or vice-president attend the executive meetings at the annual conference?	N		0
Chapter Organization Subtotal		55	

Education		YES	NO
1. Was the primary topic of three or more regular chapter meetings directed toward value engineering training?	N		0
2. Did the chapter conduct a value engineering related educational program of eight hours or more during the given year?	N		0
3. How many members of the chapter qualified for AVS certification in the given year?			
a. 1	Y	5	
b. 2			
c. 3			
d. 4			
e. 5 or more			
4. How many members of the chapter qualified for CVS certification in the given year?			
a. 1	N		0

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b. 2			
c. 3			
d. 4			
e. 5 or more			
5. How many members of the chapter qualified for VMP certification in the given year?			
a. 1	N		0
b. 2			
c. 3			
d. 4			
e. 5 or more			
6. Was a certification program review presentation given to the members of the chapter?	Y	10	
Education Subtotal		15	

Membership		YES	NO
1. Has the chapter increased it's membership a minimum of 5% from the previous year's total?			
a. 5% increase			
b. 10% increase			
c. 15% increase			
d. 20% increase or more	Y	25	
2. Has the chapter retained at least 5% of it's membership from the previous year's total?	N		0
3. Did the chapter conduct a new member orientation class in the given year?	Y	5	
4. Did the chapter or individual chapter members attempt to contact companies not having SAVE International members to explain the benefits of membership in the society?	Y	10	
5. Did contacting the companies result in them obtaining a corporate membership in SAVE International?	N		0
6. Was a visit to companies with SAVE International membership conducted in the given year?	Y	10	
7. Does the chapter have a membership recruiting program and was the program active in the given year?	Y	10	
Membership Subtotal		60	

Public Relations		YES	NO
1. Did the chapter create and distribute a chapter newsletter at least 6 times in the given year?	N		0
2. Did members of the chapter publish full-length articles in either Value World or Interactions in the given year?			
a. 1 article			
b. 2 articles			
c. 3 articles			
d. 4 or more articles	Y	45	
3. Did members of the chapter publish value methodology related articles in other publications in the given year?			
a. 1 article	N		0
b. 2 articles			
c. 3 articles			
d. 4 or more articles			

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4. Did any members of the chapter, in association with their affiliation with SAVE International, receive professional recognition in the given year?	N		0
5. Did any chapter members attend another chapter's meeting in the given year?	N		0
6. Did a member of the chapter give a presentation to the SAVE International chapter visited?	N		0
7. Were chapter members speakers for any regional, national, or international conference where their SAVE International affiliation was noted?	Y	10	
8. Does the chapter have a website and is the website frequently updated with current information?	Y	20	
9. Did the chapter use media sources (newspaper, TV, Radio, etc.) to promote value engineering in the given year?	Y	10	
Public Relations Subtotal		75	

Chapter Program		YES	NO
1. Were advanced chapter meeting announcements created and distributed for every chapter meeting in the given year?	Y	10	
2. Did the chapter visit a company to observe Value Methodology principles in action in the given year?	N		0
3. Did the chapter submit two semi-annual status reports to it's respective regional director and/or VP of Membership?	Y	20	
4. Did a member of the chapter give a presentation to his/her own chapter?	Y	5	
5. Did a member of the chapter give a value engineering related presentation to another organization?	Y	10	
6. Do chapter meeting programs allow for member interaction before or after the official meetings?	Y	5	
7. Does 50% or more of the paid chapter membership attend regularly scheduled meetings?	N		0
Chapter Program Subtotal		50	

Chapter Finances		YES	NO
1. Did the chapter keep accurate monthly or quarterly records of all chapter income and expenses?	Y	15	
2. Did the chapter create a financial budget at the beginning of the given year?	Y	10	
Chapter Finances Subtotal		25	

Service		YES	NO
1. Do any chapter members hold appointed regional or international positions within SAVE International?			
a. 1 member	Y	5	
b. 2 members			
2. Do any chapter members hold elected regional or international positions within SAVE International?			
a. 1 member	Y	15	
b. 2 or more members			
3. Has any chapter member been nominated for a SAVE International award in the given year?	N		0
4. Did the respective member win the award for which he/she was nominated?	N		0
5. Did the members of the chapter work with other SAVE International members to found a new chapter in the given year?	N		0

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6. Did the chapter provide, at no cost, any value methodology consulting to a charitable or non-profit organization in the given year?	N		0
7. Was a value methodology related course taught by a member outside regularly scheduled meeting times on his/her own time?	N		0
8. Were students at the high school level invited to attend a chapter meeting in the given year?	N		0
9. Did chapter members participate in any career-planning oriented functions in the given year?	N		0
10. Did the chapter work with MVF to further the value methodology at a local college or university in the given year?	N		0
Service Subtotal		20	

Conferences		YES	NO
1. Did members of the chapter attend the SAVE International annual conference in the given year?			
a. 1 member			
b. 2 members			
c. 3 members			
d. 4 members	Y	40	
e. 5 or more members			
2. Did the chapter co-sponsor an event or seminar with another professional society or organization in the given year?	N		0
3. Did the chapter host an international, national, or regional conference/seminar in the given year?	N		0
4. Did members of the chapter act as workshop leaders at a conference or seminar in the given year?			
a. 1 member			
b. 2 members			
c. 3 members	Y	20	
d. 4 members			
e. 5 or more members			
Conference Subtotal		60	

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SAVE International Chapter Effectiveness Score Summary

Worksheet Subtotals	
Chapter Organization	55
Education	15
Membership	60
Public Relations	75
Chapter Program	50
Chapter Finances	25
Service	20
Conferences	60
TOTAL CHAPTER EFFECTIVENESS SCORE	360