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## CODE OF ETHICS

As a member of the International Association of Workforce Professionals, I will:

- UPHOLD the standards of my profession,
- SEARCH continually for new truths, methods and techniques,
- KEEP myself fully informed of all developments in workforce systems,
- COOPERATE with all others in this field in the use of common knowledge,
- ACCEPT membership in this association as a personal responsibility,
- DEDICATE myself actively to discharge these obligations, and
- DECLARE myself to that end.

## IAWP Mission Statement

The mission of the International Association of Workforce Professionals is to develop, serve, and support those interested in workforce development programs.

## OATH OF OFFICE

I, \_\_\_\_\_ hereby promise that I will faithfully perform, to the best of my ability, the duties of the office to which I have been elected or appointed.

I will carry out the objectives of IAWP, observe the Code of Ethics, and promote the professional status of personnel in my profession.

I will promote the standards of my profession and keep myself fully informed of all developments in workforce systems.

For Local Chapter officials, the oath normally is administered by the Immediate Past President, the District Director, or a current or past State Officer. The person administering the oath is encouraged to make opening remarks charging the new officers with their duties and responsibilities.

## CALIFORNIA CHAPTER IAWP Goals

- ❖ To provide an arena for the exploration of new ideas and the examination of existing methods and techniques, so that we may continually strive for the overall improvement of workforce development programs in ever-changing times.
- ❖ To objectively evaluate policies, programs, procedures, and personnel practices of the workforce preparation system and:
  - Lend the full support of the Association to pursuing those which are consistent with the professional status of workforce development staff and client needs.
  - Lend the full impact of the Association to resisting those which are inconsistent with the professional status of workforce development staff and client needs.
- ❖ To promote within the broader community a better understanding of workforce development agencies and their goals.
- ❖ To build individual capabilities through Association activities.
- ❖ To stimulate the interest of employees in workforce development programs in pursuing their professional development.
- ❖ To advance educational programs at local, district, and state levels for improving competency, knowledge, and motivation of workforce development employees.
- ❖ To recognize outstanding contributions of Association members and others in the workforce development field.
- ❖ To promote and safeguard the concept that each member has the same rights, responsibilities, and opportunities within the Association, regardless of his or her job classification.
- ❖ To encourage the formation and chartering of Local Chapters.
- ❖ To provide a social outlet for members through which they can share experiences.

## CALIFORNIA CHAPTER ORGANIZATION

The California Chapter of IAWP has four districts and sixteen chapters. Between annual conventions, the affairs of the California Chapter are administered by the California Chapter Board of Directors. The Board is comprised of:

The California Chapter Officers:

- President
- First Vice President (Chapter Activities and Finance Committee Chair)
- Second Vice President (Awards Chair)
- The Immediate Past President
- Treasurer
- Membership Coordinator
- Secretary
- District Directors of each of the four districts
- International District XV Director
- International Officers from California
- Local Chapter Presidents (16)
- Karl E. Bybee Foundation Board Chair
- Past Presidents Association

Standing Committees appointed by the President

- Annual Convention
- Bylaws, Operating Procedures and Resolutions
- Education
- Legislative
- Membership
- Retirees
- Service to Veterans
- Specialized Customer Service

All of the above are members of the California Chapter Board of Directors and vote in meetings. Those below are invited to meetings for reporting and input but do not vote.

An EDD Liaison, chosen by the EDD Director, with input from and agreement of the California Chapter President.

A California Employers Council (CEC) Liaison, chosen by the CEC Board, with input from and agreement of the California Chapter President

## LOCAL CHAPTERS

### 1. Need and Purpose

The geography of California and size of membership therein creates a need for Local Chapters to provide a vehicle for direct member participation in I.A.W.P. activities on a continuing basis. Such activities include educational, award, social and other programs which members of a chapter can plan and participate in at the local level to advance their professional status and improve the administration of employment security programs.

### 2. Definition

As stated in Article VI of the California Chapter By-Laws, a Local Chapter is an organization of members of the California Chapter covering a prescribed geographic area. Local Chapters are chartered by the California Chapter.

### 3. Formation and Chartering of Local Chapters Refer to OP 6.00

### 4. Requirements:

#### a. Conformity

Local Chapters are required to accept and comply with applicable provisions of the International Association and California Chapter By-Laws and Operating Procedures.

#### b. Name and Jurisdiction

1. Local Chapters must operate under, and be known by, the name approved the by the California Chapter Board of Directors.
2. Local Chapters must function within the jurisdictional boundaries established by the California Chapter Board of Directors. Only the California Chapter Board of Directors can change such boundaries.
3. Local Chapters have full and complete charge of all business matters, programs and activities of local interest which are not in conflict with the objective and goals of the California Chapter.

#### c. Public Positions

1. Local Chapters may not take a public position on matters of statewide, national or International concern. All matters of statewide, national or International concern must be presented to, and acted on, by the California Chapter. This includes matters related to the operation of I.A.W.P., its relations with EDD and other agencies and organizations, and its position on manpower issues.
2. Positions on matters of local concern may be taken when they relate to the objectives and goals of the California Chapter.

## **LOCAL CHAPTERS CONT'D.**

### d. Elections and Terms of Officers

1. Each Local Chapter must hold an annual election of officers not less than 30 nor more than 90 days prior to the annual state conference.
2. All elected officers take office on July 1 and serve through the following June 30. In the interim period between their election and July 1, they are known as officer designees.

### e. Membership

All members of Local Chapters are members of the California Chapter. Local Chapters cannot exclude from their membership any person eligible for membership in the California Chapter. California Chapter Board of Directors approval is required for California Life, International Paid-up Life, and International honorary memberships.

### f. Proxies

Local Chapters must adhere to the proxy rules in the California Chapter By-Laws and Operating Procedures.

**CHAPTER GEOGRAPHY BY COUNTIES WITHIN THE DISTRICTS**

DISTRICT I

Sacramento Chapter

Alpine, Amador, Butte, Colusa, El Dorado, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Solano, Sutter, Tehama, Yolo, and Yuba

Joaquin Chapter

Calaveras, Mariposa, Merced, San Joaquin, Stanislaus, and Tuolumne

Fresno Chapter

Fresno, Inyo, Kings, Madera, Mono, and Tulare

DISTRICT II

San Francisco Chapter

Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, Sonoma, San Mateo and Trinity

East Bay Chapter

Alameda and Contra Costa

Silicon Valley Chapter

Santa Clara, Santa Cruz, San Benito, and Monterey

DISTRICT III

Cabrillo Del Rio Chapter

Carson, Long Beach, San Pedro, Southeast and Southwest of Los Angeles city limits

Los Angeles Chapter

Los Angeles City limits, Glendale, and West Los Angeles County

Los Compadres Chapter

North Los Angeles County (San Fernando Valley) and Palmdale/Lancaster area

Los Tres Condados Chapter

San Luis Obispo, Santa Barbara, and Ventura

San Gabriel Valley Chapter

Pasadena, East and Northeast Los Angeles

Valle De Oro Chapter

Kern County (Bakersfield)

DISTRICT IV

Imperial Valley Chapter

Imperial Valley

Inland Empire Chapter

Riverside and San Bernardino

Orange Empire Chapter

Orange County

Puerto Del Sol Chapter

San Diego County

## IAWP Planning Calendar 2011-2012

July 2011	August 2011	September 2011
4 Holiday 15 Cal-Liope Articles due  Local Board Meeting  Treasurer's Report due	Local Board Meeting  6 Presidents Training  6/7 State BOD Meeting Quarterly Report Due	5 Holiday  15 Cal-Liope Articles Due  Local Board Meeting Local Chapter General Meeting
October 2011	November 2011	December 2011
Local Board Meeting Quarterly Report & Treasurer's Report due District XV Conference State BOD Meeting	Local Board Meeting Local Chapter Quarterly General Meeting 11 Holiday 15 Cal-Liope Articles Due 24/25 Holidays	Local Board Meeting   26 Holiday
January 2012	February 2012	March 2012
15 Cal-Liope Articles Due Local Board Meeting 16 Holiday 12 Awards, Quarterly Report & Treasurer's report due to State Chapter	State BOD Meeting 20 Holiday  Local Board Meeting Local Chapter Quarterly General Meeting	15 Cal-Liope Articles Due  Local Board Meeting  30 Holiday
April 2012	May 2012	June 2012
Local Board Meeting  Treasurer's Report due 8 Easter Local Chapter Quarterly General Meeting	15 Cal-Liope Articles Due 28 Memorial Day  Local Board Meeting State Board of Directors Meeting Quarterly Report State Convention	Local Board Meeting  10-13 International Convention Spokane, Washington

### **Duties and Responsibilities of the Local Chapter President**

Appropriate duties and responsibilities may be delegated to other Local Chapter officers or committee chairpersons. When delegated, the president is responsible for insuring their performance.

1. Immediately following the annual election of Local Chapter officers, submits written credentials to the California Chapter Secretary for the president designee and any other elected delegates to the California Chapter Board of Directors.

NOTE: Such credentials are for the new administrative year. The outgoing president (or his/her designatee) represents the Local Chapter at the California Chapter Board of Directors meeting preceding the Annual State Convention. (See California Chapter Operating Procedures 5.03.)

2. Prior to the first meeting of the California Chapter Board of Directors in the administrative year:
  - a. Plans educational, social award and other programs for the administrative year.

NOTE: Grants may be requested from the Karl E. Bybee Education Foundation Board for sponsorship of a seminar, training or similar activity which clearly relates or contributes to the professional advancement of participants.

- b. Establishes a budget for the administrative year based on income from dues and other sources and planned expenditures. See OP 2.06 for distribution of dues.
  - c. Prepares a calendar of events planned for the administrative year.
  - d. Appoints representatives in each EDD office in the Local Chapter's jurisdiction to promote membership and participation in I.A.W.P.

NOTE: See page 13 for a sample duty statement.

- e. Appoints committee persons.
    - f. Contacts the division chiefs and managers of field offices in the chapter's jurisdiction to apprise them of plans for the year and enlist their support.
    - g. Provides orientation to Local Chapter officers, committee persons and office representatives.
3. Organizes and conducts the programs planned for the administrative year.
4. Maintains regular communications with members, publicizing chapter activities and programs.
5. Conducts an active membership recruitment campaign.
6. Financial Reports
  - a. Ensures that the Local Chapter Treasurer submits reports in accordance with Local Chapter Treasurer duties on page 12.

7. Promotes member participation in local, district, state and International programs. This includes, but is not limited to:
  - a. Logan S. Chambers Educational Grants Award Program (International) individual
  - b. W. Scott Boyd Group Grants (International) for groups
  - c. Karl E. Bybee Education Foundation Fund grants (California).
  - d. Award Program (California and International).
  - e. Educational Conferences (District) and conventions (California and International).

8. Promotes nomination of, and/or nominates, candidates for California Chapter officers, member of the Karl E. Bybee Education Foundation Board and International District XV District-Elect.

NOTE: Active members or Local Chapters can nominate candidates. Nominations should be submitted to the California Chapter Nominations Committee by the established deadline, but can be made on the floor of the Annual State Conference.

9. Submits to the California Chapter President any nominations for membership on California or International committees and for participation in workshops at the International Conference.

NOTE: The International Association each year requests nominations for committee and conference workshops.

10. Selects and ranks candidates for nomination at the District caucus called to elect delegates and alternates to the International Conference.

11. Participates in the District Executive Committee

NOTE: The District Executive Committee plans and promotes district conferences and other district activities, e.g. training programs, membership drives, fund raising.

12. Participates as a member of the California Chapter Board of Directors.

- a. Prior to each meeting, obtains membership views on known business to be transacted and determines whether the membership wants any other business introduced.
- b. Prepares written **report** of chapter activities **quarterly** for submission to the California Chapter Board of Directors. (See pages 14 – 17)

**NOTE:** When the President is unable to attend a California Chapter Board of Directors meeting, the Local Chapter designates an alternate. The alternate must be a member of the Local Chapter. The President furnishes the alternate with a proxy for presentation to the California Chapter Secretary immediately before the start of the meeting.

13. Participates in the meetings of Local Chapter presidents held in conjunction with the California Chapter Board of Director meetings.

NOTE: These meetings are held to exchange ideas, discuss matters of mutual concern and develop recommendations for action.

14. Participates in the Annual and any Special State Convention.

Prior to any Annual State Convention, obtains membership views on known business to be transacted and determines whether the membership wants any other business introduced.

NOTE: Any active member in attendance at a Convention is a delegate of the Local Chapter. The President (or alternate designated by the chapter) is chairperson of, and spokesperson for, the chapter's delegation. He/she presents written credentials to the California Chapter Secretary prior to the start of any business. The Local Chapter delegation to the convention may be instructed by the Local Chapter on how to vote or on what business to introduce.

15. Transmits membership information to the California Chapter Membership Coordinator and maintains the roster of Local Chapter members.

NOTE: The Membership Coordinator is notified of new members, payment of dues by cash-pay members and cancellations of membership. Changes of name and/or address and transfer in of members from other chapters are reported to the Membership Coordinator. The Membership Coordinator verifies receipt of membership information from the Local Chapter and reports changes received from other sources, e.g., the Controller's Office and State Treasurer.

At each meeting of the California Chapter Board of Directors during the administrative year, the Membership Coordinator furnishes each Local Chapter with a list of its members based on the official records of the California Chapter.

16. Submits articles and pictures on Local Chapter activities to the Executive Office for publication in the CAL-LIOPE.
17. Keeps division chiefs and managers of field offices in the chapter's jurisdiction informed of chapter activities during the administrative year.

### **Duties and Responsibilities of the Local Chapter Treasurer**

1. Has custody of and is responsible for all funds of the Local Chapter.
2. Deposits funds in the name of the Local Chapter in such banks and other depositories as selected by the treasurer and approved by the Local Chapter Board of Directors. All accounts must be opened and have the California Chapter federal identification number: **94-1567931**.
3. Receives dues reimbursement(s) from the California Chapter, monies from chapter meetings, fund-raisers, etc., and promptly deposits funds in bank or other depository.
4. Disburses funds of the Local Chapter based on the approved budget or the direction of the Local Chapter Board of Directors.
5. Keeps full, true and accurate account of the receipts and disbursements of the Local Chapter together with supporting vouchers and statements. This includes the check register.
6. Identifies all receipts by source and budget category and all disbursements by recipient and budget category.
7. Prepares reports on the financial condition of the Local Chapter to the following:

**Local Chapter Board of Directors:** Prepares and submits a written report as required by the Local Chapter. Minimum balances, expenditures by category.

Prepares and submits to the California Chapter Treasurer and Accountant copies of bank statements and check register quarterly. **LOCAL CHAPTER WILL NOT BE ISSUED THE BI-ANNUAL PAYMENT FOR DUES UNTIL THE PROPER REPORT IS SUBMITTED.**

July – September	Report due	November 1
October – December	Report due	February 1
January – March	Report due	May 1
April – June	Report due	August 1

8. Closes the books at the end of the fiscal year which is June 30.
9. At the expiration of his/her term of office, or in case of resignation or removal, delivers to his/her successor or the Local Chapter President, all original documents.
10. If you need any assistance, please call the California Chapter Treasurer. The treasurer's number is listed in the Cal-Liope and on the roster.

## **LOCAL OFFICE REPRESENTATIVE**

### **Duties and Responsibilities:**

1. Keep an up-to-date list or card file of members in the office(s) you represent.
2. Distribute or circulate to members (and non-members when appropriate) fliers, announcements, newsletters and other materials of the Local Chapter, District, California Chapter and International Association. As appropriate, post copy on bulletin board(s).
3. Keep members informed about local, district, state and International functions, programs and activities, e.g., meetings, institutes, conventions, contests.
4. Solicit and encourage member (and non-member when appropriate) participation in IAWP functions, programs and activities. Check with each member on dinner reservations and attendance at all Local Chapter meetings.
5. Introduce yourself to new employees; explain IAWP goals; describe the functions, programs and activities of the Local Chapter, district, state chapter and International Association and extend an invitation to join IAWP.
6. Ask present employees in your office(s) to join IAWP. Keep them informed about functions, programs and activities to encourage membership.
7. Ask employees transferring into your office(s) whether they are members and, as appropriate, invite them to join IAWP or transfer their membership affiliation to your Local Chapter. (When an IAWP member prefers to retain his present Local Chapter affiliation, add his name to your list or card file to receive announcements on your chapter's meetings and other appropriate materials.)
8. Maintain a supply of IAWP promotional literature and sign-up and transfer forms for use in recruiting, signing up and transferring members. (Obtain supplies from local chapter president.)
9. Send sign-up and transfer forms, immediately upon completion, to the designated person in your Local Chapter (Membership Chairperson or Treasurer).
10. When requested, collect the annual dues from cash pay members in your office(s) and transmit to your Local Chapter Membership Chairperson or Treasurer.
11. Solicit ideas and suggestions for speakers and panels, education and training programs, meeting and training sites, etc.
12. Advise, as appropriate, your Local Chapter president, membership chairperson, or treasurer of:
  - a. Changes in member home addresses for correction of local, state and International membership files to insure receipt of the IAWP News, CAL-LIOPE and other publications.
  - b. The resignation, retirement, death or transfer of Local Chapter members to keep files current.
  - c. Suggestions and complaints regarding IAWP.
  - d. Concerns expressed and recommendations made regarding programs, policies or practices of EDD and/or other organizations in the employment security field.

## CHAPTER ACTIVITY POINTS

### Background

Chapter activity is the area where we recognize all the work the Local Chapters accomplish. Scoring from Local Chapter reports is done on a calendar quarter basis. Points are given in numerous categories - and remember these key details:

- One event may be scored in more than one category.
- Points accumulated help each Local Chapter receive the maximum recognition for achievement.
- **If it is not documented in the report, it did not happen!**

### Responsibility

The California Chapter First Vice President is responsible for scoring Chapter Activities reports. The points are awarded on the basis of the report and documented activities of the Local Chapters. Questions about scoring and points received should be directed to the First Vice President.

### Scoring

Local Chapters are separated into three size categories: small, medium and large chapters. Fewer than 100 members is a small chapter, 100-199 is a medium chapter, and 200 up is a large chapter. The category of your chapter is based on your chapter membership at the beginning of the calendar year, and your chapter remains in that category throughout the Award Year. An increase in membership during the year will not cause a chapter to be elevated to the next category until the following year. Most categories will have a first and second place award presented.

### Categories of Chapter Activities

There are nine categories of chapter activities:

1. Local Chapter quarterly report
2. Chapter functions
3. Communications \*
4. Education \*
5. Legislation \*
6. Chapter Awards Program
7. Conferences
8. Membership
9. Community Affairs \*

**\* State awards in these categories plus overall chapter activity are based on documentation in quarterly reports.**

Prepare five (5) copies of your quarterly report for the:

1. California Chapter President
2. California Chapter First Vice President
3. California Chapter Second Vice President
4. California Chapter Executive Office
5. Your file

**DISCUSSION OF CATEGORIES/DOCUMENTATION OF 2011 CHAPTER ACTIVITIES**

<b>CATEGORY</b>	<b>ACTIVITY</b>	<b>DOCUMENTATION</b>	<b>POINTS VALUE</b>
<b>Chapter Report</b>	Quarterly Report	Written report-summary of all activity	5 each quarter
<b>Chapter Function</b>	Local Chapter Executive Board Meeting	Copy of sign in sheet	5 each meeting held with a quorum
	General Meeting	Copy of sign in sheet	5 for each event/each meeting held
	Participation in a District Meeting	Copy of sign in sheet	5 each meeting
<b>Communication</b>	Yearly calendar to all Members	Copy of calendar in report	25 per quarter
	Sub-Chapter Newsletter	Copy of newsletter in the report	10 each edition/issue
	Sub-Chapter Meeting Agenda	Copy of agenda in report	5 each
	Sub-Chapter Meeting Minutes	Copy of minutes in report	5 each
	Flyer	Copy of flyer	5 each
	Article printed in the Cal-Liope	Copy of the article-page from the Cal-Liope	10 each article
	Media publicity (Newspaper/TV)	Copy of media	15 each
	Letters to/from community organizations	Copy of letter in the report	2 each
<b>Education</b>	Hours of Education & Training	Flyer & agenda & sign-in sheet	15 each hour
	Educational Material distributed	Copy of educational material	10 each
	Approved request for Educational Grant	Copy/evidence of request & approval	5 each
	Contribution to IAWP library	Transmittal letter of contribution	2 each
	Mini-Seminar (6 hour) or conference	Flyer & program & sign-in sheet	100 each event
<b>Legislation</b>	Letters/faxes/calls/e-mails from chapter follow up on action memos from International	List number sent & to whom, copy of correspondence in report	5 each (maximum 300)
	Visit to legislator's office	Written report	25 each
	Local initiative letters to legislators	List number sent & to whom, copy of letter in report	3 ea (maximum 100)
	Legislator or aide at chapter event	Program & written report	25 each event
	Program with political group or speaker	Program & written report	25 each program
	IAWP sponsorship for State Legislator or Congressperson who District falls within the sub-chapter	Copy of membership list with names highlighted	10 each
<b>Awards</b>	Nomination for state award	Copy of nomination form or letter	25 each nomination
	State Award nomination in every category	Written summary list of all categories to match copy of nomination forms	50 bonus points
	State/ International Award winner	Copy of Cal-Liope article	15 each
	Chapter Award event	Flyer/program/sign-in sheet	25 each event
	Award Planning Meetings	Sign-in sheet	5 each meeting
<b>Conferences</b>	Members who attended an educational conference (State or International)	Copy of conference roster with names highlighted, or Certificate of Attendance	10 each member
	Members at Conference planning meeting	Copy of sign in sheet	3 each member
<b>Membership</b>	New members	Transmittal form or Cal-Liope article	10 each
	Just One A Month recruitment	Copy of form submitted	50 each (50 maximum)
<b>Community Affairs</b>	IAWP member acknowledged when participating in a community affair	Flyer/program/pledge form/letter/article	10 each event (70 maximum per quarter)
	Chapter Service Project	Flyer/program/copy of Cal-Liope article	10 each event (70 maximum per quarter)

Revised January 2011

An excel version of the above is available on the website.

Now that you have the point value of all of the activities, remember these two guidelines:

- Documentation is the **#1 KEY** element to receiving points due to your chapter.
- Communication is the **#2 KEY** element to gathering the information.

Develop a two-way method of communication with your members who are involved in all of these categories, and be sure to have them submit to you and your board members, those items you will need for documentation, so that when you are putting the report together, you can feel satisfied that your chapter had a successful quarter!

### **1. Quarterly Report**

You get 5 points for submitting your written report. The report is a short, to the point summary of all of the quarterly documentation you are attaching, which truly shows the work you and your chapter is doing. This should be the first page of your report. You can also use this as a guideline for your oral presentation at the Board of Directors meeting. At the end of this summary is an addendum with a formatted sample of the Quarterly Report.

### **2. Chapter Functions**

These points are for holding or attending various meetings of your chapter and district. You can receive points for your Local Chapter board meetings and general membership meetings. Include a copy of the sign-in sheet in your report (later on we will go over the flyer, agenda, and minutes for these functions). The sign-in sheet for your Local Chapter Executive Board Meetings should show that you have a quorum to conduct business. Be sure you get a copy of the sign-in sheet before you leave any District meetings you attend.

### **3. Communications**

Include a copy of your yearly planning calendar with each report. Indicate that it was sent to all members, as appropriate. Remember, calendars for the year should be developed at your first Executive Board meeting of the year, and can always be updated and amended as the year progresses, but they do need to be shared with the membership, at least once per quarter. At the end of this summary is an addendum with a formatted sample of the Yearly Calendar.

Attach **original color copies** of your own newsletter and flyers sent to all your members. They are used for judging purposes and development of the Communications Award package to International, so be sure they are clean, crisp, and media appropriate.

Always include the agenda, minutes, and flyer for all sub-chapter meetings. Each of those items generates points. Having those items completed regularly guarantees consistency to your chapter's communication process with the members.

Articles in the Cal-Liope and the Workforce Professional written by any of your chapter members can be included here.

Media releases should be the **original** clipping of the actual article from your local paper or magazine. Broadcast media items should be submitted on videotape. Contact the California Chapter First Vice President when you know of a broadcast scheduled, so copy arrangements can be made.

#### 4. Education

Any dinner meeting that has a topic speaker is probably worth at least one hour of education points. Include the topic and the amount of time the presenter spoke in your report. The flyer, agenda, and sign-in sheet are needed, and they must have the **beginning and ending times for the speaker**. Speakers also include EDD executive staff or someone from CalPERS making presentations.

Approved grants from Karl E. Bybee and Logan S. Chambers or Scott C. Boyd ([www.iawponline.org](http://www.iawponline.org)) are worth points. Advise your members to provide you with a copy of their application and evidence that it was approved such as a letter or copy of the check.

Contributions to the California Chapter library are maintained by the California Executive Office. Evidence is attaching a copy of the letter to the Executive Office Manager.

When your chapter sponsors or co-sponsors any training or mini-seminar (6 hours), submit flyers and programs. A copy of the sign-in sheet with member names highlighted is required. Flyers **MUST** include start and end time.

Correspondence or letters to/from community organizations discussing, acknowledging or requesting/thanking you for your IAWP chapter support or involvement should be included in your report.

#### 5. Legislation

During the course of the year, the Legislative Chairperson will be informing Chapter presidents, via an Action Memo, of pending legislation or issues related to employment security. Submit evidence of chapter action by including a Response Action Form stating the number of letters, faxes, and emails sent. Include a copy of each communication with the name of the legislator to make sure you get full credit. If the legislator contacted sends back a response, get the response copy from each individual that received a follow-up. Each individual letter gets credit points.

Legislative activity is about your involvement in the political world. If you write a politician on a topic not related to employment or training, it is still a political action. It is just not from an IAWP perspective. Local initiative or California political issues count.

It needs to be emphasized that under no circumstances is a local chapter or member to support or communicate on issues unless it is at the direction of or approved by the California Chapter President and/or Legislative Chairperson. Your local chapter Legislative Chairperson should be in frequent contact with the California Chapter Legislative Chairperson for guidance and approval.

Document visits to legislators or their aide with a date, their name, and what was discussed.

If a legislator participates in a chapter-organized event, include the date and location of the event. It is also a good idea to inform the California Chapter Legislative Chair and your state officers before the event, as they may wish to make a special effort to attend. Remember to include the letter you sent the legislator to invite them.

Arrange a program with a politically oriented group, such as co-sponsoring a League of Women voters forum or debate; celebrate and promote events such as "Voting on Election Day" or Women's History month - "When Women Won the Right to Vote." Exceptional overall efforts in the legislative process include celebrating the important event as well as working on the legislative process.

Beginning this year (effective January 2011), there are changes in the number of points possible, along with more clarification activities. If your letter initiative is local, it will now be worth 3 points each letter, instead of 2; if your letter campaign has to do with an International action, then it is now worth 5 points instead of 3, and, you can have a max of 300 instead of the 200.

Changes for this year:

Activity	Documentation	Value of points per item 2010	Value of points per item 2011
Letters/faxes/calls/e-mails from chapter follow-up on action memos from International	List # sent and to whom, copy of correspondence	3 pts each (Maximum 200)	5 pts each (Maximum 300)
Visits to Legislators Office	Written report submitted	25 pts each	25 pts each
Local initiative letters to legislators	Sample letter & number sent	2 pts each (Maximum 100)	3 pts each (Maximum 100)
Legislator or aide participation at Chapter Event	Program & written report	25 pts each visit	25 points each visit
Program with Political Oriented Group or speaker (includes legislative awareness)	Program & written report	25 pts per program	25 pts per program
IAWP Sponsorship for State Legislator or Congressperson whose District falls within the sub-chapter	Copy of membership list with names highlighted	10 pts each event	10 pts each event

## 6. Chapter Awards Program

Submitting a nomination for a state award is worth points, but only one per category. If your chapter submits a nomination in every category, you earn bonus points. Include a copy of the transmittal sheet for each nomination. The complete award package only goes to the award chair.

Awards presented to your chapter by the State and International counts for points. Include a list. Include a copy of the Cal-Liope article.

Document your own chapter awards event for additional points. Be sure to submit a Cal-Liope article summarizing your event. If you had award committee planning meetings, include a copy of each sign-in sheet.

### **7. Educational Conferences and Convention**

When you and/or your chapter member(s) attend a State or International Educational conference points are counted. Submit a list of their names or a copy of the registration roster. Attending planning or wrap-up meetings for conferences also counts. Include a copy of the sign-in sheet.

### **8. Membership**

Each new member signed-up is worth 10 points. Use a transmittal form to document the number of membership forms sent to the Membership Coordinator. Sub-Chapter Membership Contests are encouraged, at in certain years, the “Just One a Month Recruitment” contest is used. The Membership Chair decides what contests will be used each year.

### **9. Community Affairs**

IAWP members are very active in their communities. If you or a member participates in or is involved in community service projects or fundraisers for a specific charitable organization or relief effort, and is recognized as an IAWP member, include supporting evidence in your report.

Chapter members use their initiative to develop chapter service projects for the benefit of members of the community and/or for the betterment of life for the members.  
*Examples: Food drives for the needy, community projects, recycling/environmental efforts, wellness programs, employee medical contribution drives, fundraisers for specific charitable causes, fundraisers for disaster mitigation, an/or projects/functions to promote IAWP to groups or offices, etc.*

Flyers, thank you letters, receipts for contributions, summary documented in Cal-Liope article, enrollment or pledge forms are some examples of acceptable evidence.

**WHAT DOESN'T COUNT** - Chapter or local exclusively social events; fundraisers whose only purpose is to increase chapter revenues.

### **HOW TO PUT YOUR REPORT TOGETHER**

You are going to **submit** four hard copies of the quarterly report to the following individuals:

1. California Chapter President
2. California Chapter First Vice-President
3. California Chapter Second Vice-President
4. California Chapter Executive Office

Be sure to keep one other copy for your chapter records; you never know when someone from a committee or one of the officers will call you and ask for another copy of an item for the award submissions!

The four copies will be distributed between other individuals, so you should understand what the reports are used for to understand the submission process. The Chapter President reviews the Quarterly Report summary sheet for overall activity. A chronological summary is the easiest and quickest type of review. The Chapter President also shares their report with the Education Chair and Legislative Chair, sending each type of documentation to the respective Chair, so it is important that those items be in sections.

The First Vice-President scores all items, verifying what was submitted via the Scoring Sheet. It is important that all documentation follow the scoring sheet list, and that the local chapter President verify each item is attached, completing the scoring sheet as they are checked off.

The Second Vice-President gathers items for the Professional Practices Award submission to International. They really need every piece of documentation to be complete, have beginning and ending dates, be clear and legible, and if in color, be a clean, crisp copy. So don't punch any holes in your report items, and be sure to have legible copies for each event (an agenda/program, minutes, flyer, and sign-in sheet for EACH event).

The Executive Office Manager gathers all of the items for the Communications Award submission to International. So everything that is in Communications section should be a good, clean, crisp copy, and if produced in color, should be in color (flyers, agendas, programs, newsletters, etc.).

Your quarterly report should be set up in this manner:

No holes, no heavy binders – if your report is bulky, you might consider using a large strong envelope with your chapter name written on the outside and the quarter of the report. If it fits in a light plastic cover, that will be okay to, but please, be careful, **no holes or other things that might damage the paper or ink.**

To be green and save trees, no other cover sheet or dividers are needed:

- Page one is the Quarterly Report Summary (has your chapter name, the quarter of the report, and the name of the local chapter President submitting the report;
- Page two is the Chapter Activities Scoring Sheet (excel spreadsheet, fill it out, list number of items on column D, and the formulas will add the points for you
- Chapter Functions are next (all sign-in sheets, in the order of the Scoring Sheet)
- Communication items are next, in the order of the Scoring Sheet
- Education items are next
- Legislation items next
- Awards Program items next
- Conferences items next
- Membership items next
- Community Affairs items next

Only those items that qualify as evidence/documentation should be in your quarterly report.

**Name of your CHAPTER**  
**QUARTERLY REPORT for Q1 - January, February, March 2011**

DATE	SUMMARY	FUNCTION
01/03/2011	Chapter Executive Board Meeting (Agenda, minutes, flyer, sign-in sheet)	Chapter Function Communications
01/10/2011	Realizing the Dream – Youth Seminar (Flyer, sign-in sheet, letter, Donation/Participation)	Community Affairs Communication
01/12/2011	Submitted 10 Award Nominations to State IAWP Nomination forms for Categories: Award of Merit, group/individual, Services to Veterans, group/individual, Retiree award, Services to Special Clients, group, UI group/individual, One Stop, Administrator.	Awards Program
01/15/2011	St. Vincent de Paul Pancake Breakfast (Flyer, sign-in sheet, letter, Cal-Liope article)	Community Affairs Communications
01/18/2011	Project Understanding Adopt a Family (Flyer, sign-in sheet, letter, Cal-Liope article)	Community Affairs Communications
01/29/2011	Chapter Participation in District meeting/caucus (Sign-in sheet, 3 members)	Chapter Function
02/07/2011	Chapter Executive Board Meeting (agenda, minutes, flyer, sign-in sheet)	Chapter Function Communications
02/08/2011	All member distribution (email & regular mail)– <b>NAME OF YOUR</b> Newsletter	Communications
02/08/2011	All member distribution (email & regular mail) – updated Calendar	Communications
02/17/2011	Chapter General Membership Meeting Topic: Handling Stress in Your Daily Life (Agenda, minutes, flyer, Cal-Liope article, training material)	Chapter Function Communications Education
03/07/2011	Chapter Executive Board Meeting (Agenda, minutes, flyer, sign-in sheet)	Chapter Function Communications
03/08/2011	March of Dimes Kickoff (Flyer)	Community Affairs Communications
03/17/2011	Chapter General Membership & Awards Dinner Meeting (Agenda/program, minutes, flyer, sign-in sheet)	Chapter Function Awards Program Communication
03/23/2011	Advanced Excel Training (Flyer, sign-in sheet)	Education Communication
	New members for this quarter: 4 (Transmittal sheet, <i>names of new members</i> )	Membership

Submitted by: **Your Name**, Chapter President

## BYBEE GRANT INFORMATION

**Purpose:** This program is designed to provide financial assistance to I.A.W.P. members who want to enhance their skills, knowledge, and abilities in the field of employment security.

**Eligibility:** An applicant must be a member of the California Chapter of I.A.W.P. for at least one year.

**Awards:** Bybee trustees can approve grant requests up to \$400 or two grants per member, per year, whichever is less. Any request over that amount must be approved by the executive council, California Chapter, I.A.W.P.

**Procedure:** Application forms, with required documentation, are completed and submitted by the applicant (member or chapter) to one of the three Bybee trustees. This is done once the training course has been completed. Two of the three trustees must approve the grant request. In special situations, a Bybee trustee may give tentative approval of the training course prior to completion. No payments will be made until after the course has been completed and the board has received proper documentation.

**Payment:** The California Chapter Treasurer, I.A.W.P., makes payment for an approved educational grant.

**Exceptions:** Grants may not be used for institutes, conventions, books, **or college matriculation purposes**. The number of grants available is based on the solvency of the Bybee Trust Fund.

See California Chapter Operating Procedures for additional information.

Mail completed application to one of the following Board of Trustees:

Mary Upp  
25938 Kay Ave., #233  
Hayward, CA 94545  
[Maryu66@me.com](mailto:Maryu66@me.com)

Sherrill Longworth  
2526 Mobley Street  
San Diego, CA 92123  
[Sher@photographer.net](mailto:Sher@photographer.net)

Irma E. Kong  
3867 N. Tollhouse Rd.  
Fresno, CA 93726  
[isantos@mail.fresnostate.edu](mailto:isantos@mail.fresnostate.edu)



## Logan S. Chambers Individual Scholarship - Eligibility and Requirements

**Purpose:** The Logan S. Chambers Scholarship is designed to provide financial assistance to IAWP full members who wish to increase their knowledge, skills and abilities in a course(s) of study that pertains to employment and training work, or toward a degree program that relates to job performance and/or promotional possibilities.

**Eligibility:** The grant applicant must be an IAWP full member to be eligible. The full member may apply for a grant on a yearly basis (January 1 - December 31). IAWP will determine the full member's yearly eligibility status by the fiscal year in which the actual grant payment is made.

**Awards:** The maximum grant amounts are based on the number of the full member's consecutive years of IAWP full membership, which may include the current full membership year.

Maximum Grant Award:

Individual	First year	= \$150.00
Full membership	2 - 4 years	= \$300.00
Status	5 or more years	= \$500.00

The total grant award may not exceed the allowable maximum for total instructional purposes, but can be applied toward several courses UP TO the allowable maximum as long as all courses are completed within the eligible fiscal year. If the full member or received partial reimbursement by direct employer payment, the full member's grant may NOT exceed the total instructional cost LESS the employer reimbursement amount. The full member can receive grants at any time during the fiscal year OR until IAWP depletes the budgeted grant funds. Grant requests MAY NOT be covered in whole by direct employer payment; covered in whole by an IAWP chapter grant; financed in whole through other sources directly related to government type appropriations, such as PELL grants; or applied toward books, student parking or non-course related fees in an amount exceeding twenty percent (20%) of the grant awarded.

**Course Requirements:** Instruction must be provided by an accredited institution (college, university, business school or high school) OR by a recognized professional or consulting organization (such as the American Management Association). The course may not be a duplication of Employment and Training or Workforce out-service training programs. A description of the class, training or seminar along with who is sponsoring the class, training or seminar, must be submitted with the full member's grant application.

**Application Procedures:** An IAWP full member may obtain grant applications from IAWP chapter presidents or their official designees, or from the IAWP Administrative Office. The full member must submit a completed application with all appropriate documentation to the IAWP Administrative Office NO LATER THAN 90 DAYS from the course-ending date. The Administrative Office will promptly advise the full member or and his/her IAWP chapter president of the final grant status. If the Administrative Office has reason to believe that a grant application should be denied, the application and the written reason for denying it shall be forwarded to the International Education Development Committee chair for appropriate review and final decision.

## W. Scott Boyd Group Grant - Eligibility & Requirements

**Eligibility:** Any IAWP chapter or subchapter may apply. Grants may also be requested for educational and training programs where IAWP is an official cosponsor with the agency.

**Awards:** Grants will be made on a first-come, first-served basis. Multiple grants in various combinations can be awarded per fiscal year as long as the combined total does not exceed the \$1,000 per-chapter ceiling. Grants may be awarded at any time during the fiscal year or until budgeted grant funds are depleted. The grant award may not exceed the allowable maximum for total instructional purposes. The maximum grant amounts are based on the number of IAWP members who participate in the educational or training program. The required member participants may include those currently in their first membership year.

**Required Member Participants & Grant Maximum:** 5 to 9 is \$250.00; 10 to 14 is \$500.00; 15 or more is \$750.00.

**Award Ceiling:** No more than \$1,000 in total grant awards will be made to recipients in any US or eligible non-USA chapter during the same fiscal year. Note: To check W. Scott Boyd funding levels or the available funds that a chapter/subchapter still may be eligible to receive, contact the IAWP Administrative Office at 888.898.9960.

**Course Requirements:** The educational or training program must be conducted by a qualified instructor; an accredited institution (college, university, community college or business school); or a recognized professional or consulting organization. Grants cannot be used to fund IAWP institutes or conventions. Grants cannot be used to pay expenses for an agency trainer(s) who provides routine in-service instruction, but they can be used to secure an outside speaker(s) to deliver training as part of an agency's in-service training when IAWP is an officially published cosponsor.

**Application/Payment Procedures:** Grant applications may be obtained from IAWP chapter presidents or their official designees. A completed application with appropriate documentation must be submitted to the chapter (not subchapter) president for initial approval, membership verification and signature. Chapter presidents are responsible for forwarding applications to the IAWP Administrative Office, which must be received in Frankfort, KY, no later than 90 days after the program's completion. The Administrative Office promptly advises the chapter president and, if applicable, the subchapter representative, of the final grant status. (Prompt response depends on expeditious handling of the request by all concerned.) When grants are denied for any reason, the executive office also notifies the International Education Committee chair. Chapters or subchapters may appeal executive office grant denials to the chair. **Grant payments are made only in two ways:** A) Up to 50-percent advances can be made toward the projected expenses or the educational provider's invoice; or B) reimbursements (full or remaining amount) to the chapter, subchapter or provider after program completion.

1. Up to 50-Percent Advance-Payment Procedure: Submit completed application and required documentation to the chapter president within the appropriate time frame. Documentation must include a written request for the advance, an expense breakout of costs the advance will cover, a summary of the educational or training program's objective, a course description and a preliminary list of attendees with IAWP membership verified.
2. Reimbursement Procedure: Submit completed application and required documentation to the chapter president within the appropriate time frame. Documentation must include the educational provider's final invoice, a summary of the educational or training program's objective, a course description and a final list of attendees with IAWP membership verified.

**Note for both A and B:** *If the program is an IAWP-agency cosponsored initiative, a copy of the joint training proposal also must be submitted as part of the required documentation. When payments must be made to the provider, the chapter/subchapter must provide an invoice that includes the provider's complete mailing address. If grant monies are being provided as reimbursements to individual participants, the chapter or subchapter is responsible for distribution.*

## Freddy L. Jacobs Individual Scholarship - Eligibility & Requirements

**Purpose:** The Freddy L. Jacobs Student Individual Scholarship is designed to provide financial assistance to IAWP Student Members or Dependents of IAWP Full Members who wish to increase their knowledge, skills and abilities in the area of leadership or workforce development, who are pursuing an associate or undergraduate degree or other certification, or who are required to complete an extracurricular educational or training program to obtain a high school diploma.

**Eligibility:** The grant applicant must be an IAWP Student Member or a Dependent of IAWP Full Members to be eligible. The applicant seeking this scholarship in the status of "dependent" must meet all five dependency tests set forth in the Internal Revenue Code (26 U.S.C. §152, et seq.) and IRS Publication 929 - Tax Rules for Children and Dependents. Those tests are (1) Full member of Household or Relationship Test; (2) Citizen or Resident Test; (3) Joint Return Test; (4) Gross Income Test; and (5) Support Test.

The Student Member/Dependent may apply for a grant on a yearly basis (January 1-December 31). The Student Member or the Full Member of the Dependent must be in good standing with IAWP. The IAPES Foundation, Incorporated will administer the Scholarship and will determine the yearly eligibility status by the fiscal year in which the actual grant payment is made.

**Awards:** IAWP Student Members will be given priority in the awarding of grants and will be considered on a first come, first serve basis throughout the calendar year. Grants for Dependents will be reviewed in June and December for determination of available funds. Once all the money in the grant account is exhausted, grants will no longer be available.

The maximum grant amounts for IAWP Student Members are based on the number of consecutive years of IAWP membership, which may include the current membership year.

Individual	First year	= \$75.00
Full membership	2 - 4 years	= \$150.00
Status	5 or more years	= \$250.00

The maximum grant amount for Dependents is limited to an amount not more than \$75.00

The total grant award may not exceed the allowable maximum for total instructional purposes, but can be applied toward several courses or seminars **UP TO** the allowable maximum as long as all courses or seminars are completed within the eligible fiscal year. If the Student Member/Dependent received partial reimbursement from other sources, the Student Member's/Dependent's grant may **NOT** exceed the total instructional cost **LESS** reimbursement amounts from the other sources. The Student Member/Dependent can receive grants at any time during the fiscal year **OR** until IAPES Foundation depletes the budgeted grant funds. Grant requests **MAY NOT** be:

- A. Covered in whole by direct payment from other sources;
- B. Covered in whole by an IAWP chapter grant;
- C. Financed in whole through other sources directly related to government-type appropriations, such as PELL grants; **OR**
- D. Applied toward student parking or non-course-related fees in an amount exceeding thirty percent (30%) of the grant awarded.

**Course Requirements:** The course must result in completion of credit hours or continuing educational units (CEUs), or certificate of completion, proof of which must be submitted with the Student Member's/Dependent's grant application. Instruction must be provided by an accredited institution (college, university, business school, high school or other educational entity) **OR** by a recognized professional or consulting organization (such as the American Management Association).

**Application Procedures:** The IAWP Student Member/Dependent may obtain grant applications from IAWP chapter presidents or their official designees, the IAWP Administrative Office or the IAPES Foundation. The Student Member/Dependent member must submit a completed application with all appropriate documentation to the IAPES Foundation through the IAWP Administrative Office **NO LATER THAN 90 DAYS** from the course-ending date. The IAPES Foundation will promptly advise the Student Member's/Dependent's chapter president of the final grant status. Any decision denying an application by the IAPES Foundation shall be final.

**Payment Procedures:** Grant payments are made in two ways: Advance payments to the educational provider, **OR** reimbursement to the Student Member/Dependent **AFTER** proof of course or seminar completion is submitted. The Student Member/Dependent may **NOT** receive advance payment for courses or seminars not yet completed and verified. The Student Member/Dependent must submit proof of course completion (a grade report or copy of a CEU certificate, or other certificate) **WITHIN 90 (ninety) DAYS** of the course-ending date (hereinafter "submission period"). The Student Member/Dependent may obtain an extension for a period not exceeding thirty (30) days upon a showing of good cause as determined by the IAPES Foundation.

A. Advance Payment Procedure: Submit completed application and required documentation to the IAPES Foundation. Documentation must include the provider's course or seminar description, a breakout of instructional costs, and the provider's complete mailing address to which payment is to be remitted. Once the course has ended, submit proof of course completion.

B. Course Reimbursement Procedure: Submit completed application and required documentation to the IAPES Foundation within the submission period. Documentation must include the educational provider's course description and the **ORIGINAL** receipt from the provider. If another source has partially reimbursed the Student Member/Dependent and required the original receipt for its records, the Student Member/Dependent must provide to the IAPES Foundation a **certified copy of the receipt** from the provider's office **AND** the other source's documentation of the costs the source reimbursed to the Student Member/Dependent. In addition, the Student Member/Dependent must submit proof of course or seminar completion as a part of the documentation necessary for reimbursement.

C. Consequences of Failure to Submit Required Documentation: If the Student Member/Dependent fails to complete the course or seminar or submit the appropriate proof of course completion within the submission period, the Student Member/Dependent shall be required to reimburse the IAPES Foundation for the full grant amount that was awarded no later than thirty (30) days after the submission period has expired. Failure to reimburse the IAPES Foundation for the full grant amount will result in automatic ineligibility of the Student Member/Dependent for future grants of all types administered and/or awarded by the IAPES Foundation. Failure of the Student Member/Dependent to submit all required documentation as a part of the Student Member's/Dependent's request for documentation shall result in the denial of the reimbursement request.

**IAWP**  
**EDUCATION REIMBURSEMENT CHECKLIST**

**Date:**

**Chapter:** \_\_\_\_\_

**President Signature:** \_\_\_\_\_

**Amount requested: \$** \_\_\_\_\_

**Education Expense Voucher**

**Receipt**

**Flyer**

**Sign-in Sheet**

**Type of Training Material**

**Books**

**Publications**

**Other**

**Approved by Education Chair**

**Yes**

**No**

**Comments:**

For Treasurer Use Only:		
Date received: _____	Check # _____	Amount \$ _____



## WPDP - Workforce Professional Development Program

**WPDP is a series of study guides and examinations designed to measure and recognize an individual's knowledge of workforce development programs. Created in 1988, WPDP gives workforce professionals an opportunity to enhance knowledge and career growth. Several State Workforce Development Agency training programs have incorporated WPDP and recognize it as a useful tool. Resource guides and exams currently available are The History of Workforce Development, Business and Job Seeker Specialist, Unemployment Insurance Specialist, and Labor Market Information Specialist. See [www.iawponline.org](http://www.iawponline.org).**

Your written intent-to-test and corresponding fees must be received in the IAWP Administrative Office by the 15th of the month prior to testing.

You may test in the months of January, April, July, or October or annually at the International Educational Conference, typically held in June. *Chapters must schedule testing sites by the 1st of the month prior to testing.*

You may take up to two tests during each testing session.

You may participate in more than one testing session per testing month.

You may test in any subchapter, chapter or district offering testing that month.

You may take the tests in any order. However, you will not receive the "Specialist" or "Master" designation until you have successfully completed the History of Workforce Development exam.

IAWP will mail your test scores to you by the end of the month following testing. No test scores will be given over the phone.

A score of 75 is required to pass the 100-multiple-choice-question test.

You may retest as many times as you desire during your 24-month period for the published retest fee. You need to pay the retest fee *only* if you fail, not if you were unexpectedly absent.

You have 24 months from your initial testing enrollment to successfully complete *the entire PDP program*. Regardless of whether you enroll for individual tests or the complete set, you have 24 months to successfully complete all four tests, should the Workforce Development Master designation be your goal. If you wish to test in less than four areas (i.e. if you do not wish to become a Master), you are not required to purchase all four tests.

If you do not successfully complete the program in 24 months and later wish to continue, you will be required to pay a one-time re-enrollment fee, in addition to the cost of any yet-to-be-purchased exams or retest fees. The re-enrollment fee is the purchase of an additional 24 months - you are buying time. You must still pay exam or retest fees. The re-enrollment fee applies even if you are in a retest status when your 24 months expire.

IAWP requests that participants use their *home address* for all correspondence, including exam and resource guide purchases. This ensures the confidentiality of test scores.

## California Chapter IAWP Awards Program

### **Citation**

(member or non-member – individual and group) See pages 33 and 34

The Citation Award recognizes outstanding contributions to the association or to workforce development programs. The recipient(s) must be from a private sector or non-governmental, non-profit organization, from a nation affiliated with IAWP.

### **Service to Special Clients**

(member or non-member – individual and group) See pages 35 and 36

The Specialized Customer Services Award recognizes an outstanding, innovative program of awareness and further a specific segment of the workforce, including but not limited to vocational rehabilitation, welfare-to-work, people with disabilities and youth. *Priority will be given to members by providing additional judging points.*

### **Services to Veterans**

(member or non-member – individual and group) See pages 37 and 38

The Services to Veterans Award recognizes an outstanding, innovative program of awareness and furthering of veterans' interests and rights in the workforce. *Priority will be given to members by providing additional judging points.*

### **Unemployment Insurance (UI)**

(member or non-member – individual and group) See pages 39 and 40

To recognize an outstanding, innovative program that features creativity, improved operational efficiency and improved customer service. The program can be in any area of UI including, but not limited to; claims, tax, benefits, audit, quality control, etc. *Priority will be given to members by providing additional judging points.*

### **Merit**

(member or non-member – individual and group) See pages 41 and 42

The Award of Merit recognizes outstanding service or achievement beyond normal expectations or job requirements in the workforce development field. *Priority will be given to members by providing additional judging points.*

### **International Development**

(member-individual/group) See pages 43 and 44

The International Development Award recognizes an individual/group and chapter's outstanding commitments to and achievements in IAWP's international development.

### **Retiree**

(individual member) See pages 45 and 46

The Retiree Award recognizes continued outstanding commitment to the association's objectives following retirement.

### **Employee Performance** See page 47

(individual award for members only)

Given to a person who has demonstrated outstanding conscientious service rendered through excellence in, and the diligent dependable and trustworthy performance of assigned duties. Consider factors which demonstrate outstanding achievements that contribute significantly to the smooth performance of operations. Winners are listed in the Professional Practices Package that is forwarded to International.

## **NOMINATION SUBMISSION COMPONENTS**

### **A. Nomination Presentation**

The nomination must be typed, double-spaced, in no less than an 11 size font, on 8½ x-11 inch paper, and enclosed in a lightweight binder with tabbed dividers designating each section of the nomination.

### **B. Standard Nomination Form**

This form must be the first page of every written nomination and must be completed and signed by all required individuals.

### **C. Statement of Accomplishment**

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the dates the accomplishment occurred within the judging period, the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

### **D. Narrative**

This concise, precise and descriptive narrative may begin on the same page as the Statement of Accomplishment. It shall be not more than 10 pages of print. It must focus on the details of the actual accomplishment and include any necessary background information that explains why the accomplishment was exceptional to the association or agency.

### **E. Documentation**

The narrative must be supported *only* by documentation that relates directly to the accomplishment activities on which the nomination is based. The documentation may be articles, newspaper or other periodical clippings, endorsements, recommendations, testimonials, or original and/or digital photographs with a brief description of what each photograph is intended to show. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be mounted on 8½ x 11-inch paper. List, by type and date, any published articles, books, research, as well as work products, audio-visual or other materials representative of the contribution.

### **F. Photograph**

The nominee should be prepared to submit a publishable photo upon request. Quality digital or scanned photos that can be used for publication are acceptable.

### **G. Disqualification**

A nomination may be disqualified if it does not contain a statement of accomplishment, narrative and documentation in the manner required.

NOTE: Please include a copy of your nomination on a disk.

## **Citation Award**

*member or non-member – individual and group*

The IAWP Citation Award is one of the highest honors IAWP presents to individuals or groups who contribute to workforce development. It recognizes those who made outstanding contributions to the Association or to the workforce development programs.

### CRITERIA

One or more of the following achievements is required for the Citation Award:

A. Promoting Legislation

Performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.

B. Specialized Customer Services

Displayed a great interest and performed outstanding services in specialized customer fields, including, but not limited to, vocational training, welfare-to-work, people with disabilities, unemployment insurance/compensation and youth.

C. Health and Working Conditions

Demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.

D. Professional Advancement

Performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.

E. Community Awareness

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.

Send nominations by January 12 to the California Chapter Awards Chairperson (Second Vice President)

Local Chapter Handbook  
 California Chapter of the International Association of Workforce Professionals  
 Citation Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_  Individual  Group

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

**CRITERIA** 0 — 25

- |  |
|--|
| <p><b>A. Promotion of Legislation</b> <span style="float: right;">0-5</span> _____</p> <p>Nominee performed outstanding work in promoting legislation to improve and strengthen workforce development programs, or for the welfare of workforce development personnel.</p>   |
| <p><b>B. Specialized Customer Services</b> <span style="float: right;">0-5</span> _____</p> <p>Nominee displayed a great interest and performed outstanding services in specialized client fields, including, but not limited to, vocational training, welfare-to-work, people with disabilities, unemployment insurance/compensation and youth.</p> |
| <p><b>C. Health and Working Conditions</b> <span style="float: right;">0-5</span> _____</p> <p>Nominee demonstrated outstanding leadership in the improvement of health and working conditions for workers in general, or for those in workforce development programs.</p>   |
| <p><b>D. Professional Advancement</b> <span style="float: right;">0-5</span> _____</p> <p>Nominee performed outstanding service in connection with an educational or related program directed toward professional advancement or improved professional competency of staff in workforce development programs.</p>                                    |
| <p><b>E. Community Awareness</b> <span style="float: right;">0-5</span> _____</p> <p>Nominee performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development services providers and the community.</p>                    |

**INDIVIDUAL INITIATIVE** 0 — 5

- |  |        |       |
|--|--------|-------|
| 1. Beyond normal job responsibilities and hours of work, or                | 0 or 5 | _____ |
| 2. Within job responsibilities, but required considerable outside work, or | 0 or 3 | _____ |
| 3. Within job responsibilities and required no extra effort                | 0 or 1 | _____ |

**NOMINATION SUBMISSION COMPONENTS** 0 — 4

- |                          |     |       |
|--------------------------|-----|-------|
| Double Spaced /Font      | 0-1 | _____ |
| Binder                   | 0-1 | _____ |
| Tabs                     | 0-1 | _____ |
| Standard Nomination Form | 0-1 | _____ |

**TOTAL POSSIBLE POINTS (for judging purposes only)** 34 \_\_\_\_\_

### **Service to Special Clients**

*member or non-member– individual and group*

To recognize an outstanding innovative program of awareness, and further a specialized segment of the workforce, including, but not limited to, vocational rehabilitation, welfare-to-work, people with disabilities and youth.

#### **CRITERIA**

One or more of the following achievements is required for the Specialized Customer Services Award.

**A. Services Awareness**

Successfully engaged audiences in a productive examination of the workforce development issues relevant to the customer needs.

**B. Resource Promotion**

Performed outstanding work in encouraging either employers or potential customer groups to use workforce development services, thus enhancing the relationship between workforce development providers and the community.

**C. Employment Opportunity**

Demonstrated outstanding leadership on issues or programs that had substantial impact on the improvement of working opportunities or working conditions for customer groups.

**D. Partnering**

Collaborated with an organization or appropriate audience to take action on critical issues concerning workforce development for customer groups.

**E. Customer Services**

Demonstrated exceptional devotion and performed outstanding services for the betterment of customer groups (including lifestyle services).

#### **ELIGIBILITY**

*Nominations that fail to meet each of the eligibility requirements will be disqualified.*

- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.

**Send nominations by January 12 to:**

**California Chapter Awards Chairperson**

Local Chapter Handbook  
 California Chapter of the International Association of Workforce Professionals  
**Service to Special clients Judging Sheet**

The selection team uses this judging sheet to determine the winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_  Individual  Group

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

**CRITERIA**

		<b>0 — 28</b>
<b>A. Specialized Customer Services Awareness</b>	0-5	_____
The individual/group has displayed successful activities to make the public aware of services offered to special customer groups; special customer groups are successfully using the programs offered in workforce development programs, etc.		
<b>B. Resource Promotion</b>	0-5	_____
The individual/group shows efforts to involve the community in its promotion of the specialized customer; through promotion activities employers in a given community are increased by showing of their involvement in using the services provided to specialized customers through hiring rates, training, etc.		
<b>C. Employment Opportunity</b>	0-5	_____
Employment of individuals in this group have increased in the year prior to the year the award is given; programs to increase employment of these individuals are new innovative ideas; working conditions for specialized customers have improved for the specialized customer due to employers use of the program, etc.		
<b>D. Partnering</b>	0-5	_____
All concerned partners are aware of the activities and programs used in serving the specialized customer; organizations involved in Workforce Development are involved jointly, and not separately to insure the best in quality service to the specialized customer, etc.)		
<b>E. Customer Services</b>	0-5	_____
Demonstrated exceptional devotion and performed outstanding services for the betterment of customer groups (including lifestyle services).		
<b>F. Membership</b>	0 or 3	_____
Is the individual nominee an IAWP member? Or Is 2/3 (66%) of the group IAWP members?		

**NOMINATION SUBMISSION COMPONENTS**

		<b>0 — 4</b>
Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
<b>TOTAL POSSIBLE POINTS (for judging purposes only)</b>	<b>32</b>	_____

## **Services to Veterans**

*member or non-member– individual and group*

To recognize those who have done the most to assist veterans and promote interest in their rights in the workplace. To recognize an outstanding, innovative program of awareness and promotion of veterans' interests and rights in the workforce.

### **CRITERIA**

One or more of the following achievements should apply to the Veterans Services Award nominees:

#### **A. Specialized Needs Awareness**

Successfully engaged audiences in a productive examination of the workforce development issues relevant to veterans to include TAP training and veterans employability skills workshops.

#### **B. Resource Promotion**

Performed outstanding work in encouraging either employers or potential client groups to use workforce development services, thus enhancing the relationship between workforce development providers and the community.

#### **C. Employment Opportunity**

Demonstrated leadership on issues or programs that had substantial impact on the improvement of working opportunities or working conditions for veterans.

#### **D. Customer Services/Outreach**

Demonstrated exceptional and outstanding services for the betterment of veterans groups including homeless veterans and special disabled veterans.

#### **E. Partnering**

Collaborated with veterans' service and/or other organizations to take action on critical issues concerning workforce development and veterans.

### **ELIGIBILITY**

*Nominations that fail to meet each of the eligibility requirements will be disqualified.*

- Any nominee for the individual award must be a veteran.
- Nominees need not be an IAWP member if nominated by one.
- Only activities that occurred during the calendar year preceding the year in which the award is presented will be considered for recognition.
- Each chapter may submit only one individual and one group nomination.

**Send nominations by January 12 to the California Chapter Awards Chairperson**

Local Chapter Handbook  
 California Chapter of the International Association of Workforce Professionals  
**Services to Veterans Judging Sheet**

The selection team uses this judging sheet to determine the winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_  Individual  Group

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

**CRITERIA** **0 — 28**

**A. Specialized Needs Awareness** 0-1 each, 5 max. \_\_\_\_\_  
 Workshops and/or presentations

**B. Resource Promotion** 0-5 \_\_\_\_\_  
 Did the nominee(s) promote the veterans program activities to increase job placement results?

**C. Employment Opportunity** 0-5 \_\_\_\_\_  
 Did the nominee(s) bring issues and programs to veterans service organizations? (Examples: Job Fairs, Stand-downs, Service Providers, etc.)

**D. Client Services/Outreach** 0-5 \_\_\_\_\_  
 Were services provided at the VA Hospital, Vets Center, halfway houses, homeless assistance centers, etc?

**E. Partnering** 0-5 \_\_\_\_\_  
 Did the nominee(s) interact with veterans' service organizations such as VFW (Veterans of Foreign Wars), American Legion, DAV (Disabled American Veterans), etc?

**F. Membership** 0 or 3 \_\_\_\_\_  
 Is the individual nominee an IAWP member?  
 Is 2/3 (67%) of the group IAWP members?

**NOMINATION SUBMISSION COMPONENTS** **0 — 4**

Double Spaced /Font 0-1 \_\_\_\_\_

Binder 0-1 \_\_\_\_\_

Tabs 0-1 \_\_\_\_\_

Standard Nomination Form 0-1 \_\_\_\_\_

**TOTAL POSSIBLE POINTS** *(for judging purposes only)* **32** \_\_\_\_\_

## Unemployment Insurance

*(member – individual and group)*

To recognize an outstanding, innovative program that features creativity, improved operational efficiency and improved customer service. The program can be in any area of UI including, but not limited to; claims, tax, benefits, audit, quality control, etc. *Priority will be given to members by providing additional judging points.*

### CRITERIA

One or more of the following achievements is required for the Unemployment Insurance Award.

#### A. Creativity/Innovation

The individual or group initiated a UI program idea or innovation that creatively solved a problem or challenge, or improved the state's UI system

#### B. Improved Operational Efficiency

Performed outstanding work in improving the operational efficiency of the state's UI program. This could be in terms of improving Government Performance Results Act (GPRA) goals, reducing costs, improved use of technology, staff development, outstanding leadership/management, etc.

#### C. Improved Customer Service

The individual or group improved service delivery to UI customers through collaboration (with other units, agencies, employer/labor groups, private entities, etc.) and/or innovative use of technology or automation.

### ELIGIBILITY

*Nominations that fail to meet each of the eligibility requirements will be disqualified.*

- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- The major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- Each chapter may submit only one individual and one group nomination.

Send nominations by January 12 to:

**California Chapter Awards Chairperson**

## Unemployment Insurance Award Judging Sheet

The selection team uses this judging sheet to determine the winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_  Individual  Group

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

### CRITERIA

		<b>0 — 18</b>
<b>A. Creativity/Innovation</b>	0-5	_____
The individual or group initiated a UI program idea or innovation that creatively solved a problem or challenge, or improved the state's UI system.		
<b>B. Improved Operational Efficiency</b>	0-5	_____
Performed outstanding work in improving the operational efficiency of the state's UI program. This could be in terms of improving Government Performance Results Act (GPRA) goals, reducing costs, improved use of technology, staff development, outstanding leadership/management, etc.		
<b>C. Improved Customer Service</b>	0-5	_____
The individual or group improved service delivery to UI customers through collaboration (with other units, agencies, employer/labor groups, private entities, etc.) and/or innovative use of technology or automation.		
<b>D. Membership</b>	0 or 3	_____
Is the individual nominee an IAWP member? Is 2/3 (67%) of the group IAWP members?		

### NOMINATION SUBMISSION COMPONENTS

		<b>0 — 4</b>
Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
<b>TOTAL POSSIBLE POINTS</b> <i>(for judging purposes only)</i>	<b>22</b>	_____

## **Award of Merit**

*(member – individual and group)*

The Award of Merit recognizes outstanding service or achievement, beyond normal expectations or job requirements, that benefits IAWP and the workforce development field. The Award of Merit also recognizes chapter activities in this area.

### **CRITERIA**

An individual or group nominee should have significant achievements in one or more of the following areas:

#### **A. Advancing IAWP' Objectives**

The nominee must have demonstrated accomplishments that resulted in advancing the objectives of IAWP. Accomplishments may be demonstrated by the results the individual or group achieved in the leadership role and/or positions (not restricted to chapters) such as board members, committees, forums, teams, special projects and initiatives. The accomplishments should be above and beyond the normal expected duties and accomplishments of the IAWP leadership position held.

#### **B. Promoting Workforce Development Programs or Initiatives**

1. The results of the nominee's efforts to enhance the awareness, knowledge, skills, and/or performance of workforce development professionals (e.g., increased productivity; impact on performance; impact on research, development; advancement of workforce development theories; cost savings; etc.).
2. Leadership displayed in furthering the understanding and/or practice of workforce development programs or initiatives.

### **ELIGIBILITY**

*Nominations that fail to meet each of the eligibility requirements will be disqualified.*

- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- In the case of group nominations (two or more individuals working on the same project as a team), two-thirds (66%) of those in the group must meet the membership requirements.
- The major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted.
- Each chapter may submit only one individual and one group nomination.

Send nominations by January 12 to:

**California Chapter Awards Chair/Second Vice President**

**Award of Merit Judging Sheet**

Contest Year: \_\_\_\_\_ Chapter \_\_\_\_\_ Date \_\_\_\_\_ ( ) Individual ( ) Group

Nominee: \_\_\_\_\_

JUDGING ELEMENT	Point Range	Allowable Weight	Score
1. Benefits Derived from the Achievement A. Results in increased public use of the agency program <b>OR</b> was an outstanding achievement for IAWP activities.	11-20	0-20	
B. Improves internal operations of an Workforce Development Agency <b>OR</b> improves internal objectives in IAWP activities.	0-10		
2. Promotion of IAWP and Workforce Development agency programs. A. Promotes two or more programs of the agency <b>OR</b> increases IAWP participation on the international level.	11 – 20	0-20	
B. Promotes one program of the agency <b>OR</b> increases IAWP participation on the chapter level.	0-10		
3. Individual Initiative Displayed A. Was the individual initiative taken by the nominee beyond the job responsibilities and hours of work.	15-21	0-21	
B. Probably within normal job responsibilities but requiring considerable outside work.	7-14		
C. Definitely in line with the normal job responsibilities and entirely on agency time.	0-6		
4. Originality/Creativity A. The idea was completely original in both concept and application.	17-21	0-21	
<b>B. The idea originated outside IAWP and agency programs.</b>	11-16		
C. The idea previously was previously used in IAWP of agency program, but was adapted to another IAWP or agency operation for the first time.	5-10		
D. Nominated achievement is mandated or expected by most agencies or IAWP Chapters.	0-4		
5. Potential Use by Others A. Could be used by most similar Workforce Development agencies or by all IAWP Chapters.	12-14	0-14	
B. Could be used only by agency programs with similar industrial and geographic situations or by some IAWP Chapters.	9-11		
C. Could be used by a very few IAWP Chapters or other similar Workforce Development agencies.	4-8		
D. Nominated achievement is mandated or expected by most agencies or IAWP Chapters <b>OR</b> is mandated as a required activity of an agency of IAWP Chapter.	0-3		
<b>6. NOMINATION SUBMISSION COMPONENTS</b> Double Spaced /Font Binder Tabs Standard Nomination Form	0-1 0-1 0-1 0-1	0-4	
<b>TOTAL POSSIBLE POINTS</b>		<b>100</b>	

**International Development  
Individual/Group and Chapter  
*Individual/group (member)***

The International Development Award recognizes an individual/group and chapter's outstanding commitments to and achievements in IAWP's international development. The International Development Award also recognizes chapter activities in this area.

**CRITERIA**

An individual/group or chapter nominee should have significant achievements in one or more of the following areas:

**A. Advancing IAWP's Objectives**

The activities and accomplishments furthered IAWP and IAWP International Development objectives.

**B. Education**

Educational opportunities increased for non-US chapter members or perspective members. Or, US members or potential members were educated on IAWP International Development or international Workforce Development issues.

**C. Non-US Chapter Membership**

The activities or accomplishments caused a growth in a non-US chapter's membership.

**D. International IAWP Awareness**

International awareness of IAWP was increased through a formal presentation, using the IAWP ambassador program, to a non-US government or workforce development official(s).

**E. Continuity of Relationship/Activity**

Activities were part of a long-term relationship.

Send nominations by January 12 to:

**California Chapter Awards Chairperson**

Local Chapter Handbook  
 California Chapter of the International Association of Workforce Professionals  
**Individual/Group International Development Award Judging Sheet**

The selection team uses this scoring summary to determine the *individual/group* winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

CRITERIA		0 — 22
<b>A. Advancing IAWP’ Objectives</b>	0 – 5	_____
Activities and accomplishments must further IAWP/International Development aims and objectives.		
<b>B. Education</b>	0 – 5	_____
Educational opportunities increased for non-US chapter members or perspective members. Or, US members or potential members were educated on IAWP International Development or international Workforce Development issues.		
<b>C. Non-US Chapter Membership</b>	0 – 5	_____
Activities caused growth of a non-US chapter’s membership (must show non-US chapter’s membership is a result of the US member/group’s international efforts).		
<b>A. International IAWP Awareness</b>	0 – 4	_____
IAWP was formally presented to a non-US government or workforce development official(s). Must utilize IAWP’ ambassador program. Exceptions permitted for spontaneous opportunities. 2 points per presentation		
<b>B. Continuity of Relationship/Activity</b>	0 – 3	_____
Continuous activity for 36 months or more	0 or 3	
Continuous activity for 12-24 months	0 or 2	
Continuous activity for 12 or fewer months	0 or 1	
<b>NOMINATION SUBMISSION COMPONENTS</b>		0 — 4
Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
<b>TOTAL POSSIBLE POINTS (for judging purposes only)</b>	26	_____

## **Retiree**

*(member – individual)*

The Retiree Award recognizes continued outstanding commitment to IAWP objectives following retirement.

### **CRITERIA**

The nominee should have significant achievements in one or more of the following areas:

#### **A. Advancing IAWP Objectives**

Accomplishments that advanced the objectives of IAWP: Accomplishments may be demonstrated by results the individual achieved in a leadership role on a board, committee, forum, team, special project or initiative group, etc. (not restricted to IAWP chapters). The accomplishments should be above and beyond the normal expected duties and accomplishments of the leadership position held.

#### **B. Education**

Activities and accomplishments that contribute to furthering IAWP educational opportunities.

#### **C. Membership**

Activities and accomplishments that further IAWP membership recruitment or retention goals.

#### **A. Legislative**

Grassroots legislative activities that support and further the legislative efforts for workforce development programs.

#### **B. Communication**

Activities and accomplishments that further IAWP communicative efforts (newsletters, Website, printed materials, phone calling, e-mails, letter writing, etc.)

#### **C. Non-dues Income**

Activities and accomplishments that increase IAWP non-dues income.

#### **D. Mentoring**

Activities that established and maintained positive mentoring relationship with another IAWP chapter leader.

#### **E. Community**

Activities and accomplishments that further the member's local community.

### **ELIGIBILITY**

*Nominations that fail to meet each of the eligibility requirements will be disqualified.*

- The nominee must have, at some point in time, retired from their employment position. Nominees who have since gone back to work remain eligible.
- The nominee's membership status may be retired, full or life.
- IAWP membership is required in both the year during which the activity occurred and the year in which the nomination was submitted.
- The major part of the activity/performance to be considered must have occurred during the calendar year preceding the year in which the award is granted

Send nominations by January 12 to:

California Chapter Awards Chairperson

## Retiree Award Judging Sheet

The selection team uses this scoring summary to determine the winner.

Contest Year: \_\_\_\_\_ Chapter: \_\_\_\_\_

Nominee: \_\_\_\_\_ Judge: \_\_\_\_\_

<b>CRITERIA</b>		<b>0 — 45</b>
<b>A. Advancing IAWP' Objectives</b>	<b>0-10</b>	_____
Accomplishments that advanced the objectives of IAWP.		
<b>B. Education</b>	<b>0-5</b>	_____
Activities and accomplishments that contribute to furthering IAWP educational opportunities.		
<b>C. Membership</b>	<b>0-5</b>	_____
Activities and accomplishments that further IAWP membership recruitment or retention goals.		
<b>D. Legislative</b>	<b>0-5</b>	_____
Grassroots legislative activities that support and further the legislative efforts for workforce development programs.		
<b>E. Communication</b>	<b>0-5</b>	_____
Activities and accomplishments that further IAWP communicative efforts (newsletters, Website, printed materials, phone calling, e-mails, letter writing, etc.)		
<b>F. Non-dues Income</b>	<b>0-5</b>	_____
Activities and accomplishments that increase IAWP non-dues income.		
<b>G. Mentoring</b>	<b>0-5</b>	_____
Established and maintaining positive mentoring relationship with another IAWP chapter leader.		
<b>H. Community</b>	<b>0-5</b>	_____
Activities and accomplishments that further the member's local community.		
<b>VOLUNTEERISM</b>		<b>0 — 5</b>
Extensive	0 or 5	_____
Moderate	0 or 3	_____
Minimal	0 or 1	_____
<b>NOMINATION SUBMISSION COMPONENTS</b>		<b>0 — 4</b>
Double Spaced /Font	0-1	_____
Binder	0-1	_____
Tabs	0-1	_____
Standard Nomination Form	0-1	_____
<b>TOTAL POSSIBLE POINTS</b> <i>(for judging purposes only)</i>	<b>54</b>	_____

## **EMPLOYEE PERFORMANCE AWARD**

Eligibility Criteria: The nominee also must be a member of IAWP when the nomination is submitted for this award.

Given to a person who has demonstrated outstanding conscientious service rendered through excellence in, and the diligent dependable and trustworthy performance of assigned duties. Consider factors which demonstrate outstanding achievement that contribute significantly to the smooth performance of operations

**Good Attitude**  
**Accurate**  
**Relates well with Co-Workers**  
**Represents Agency well with Public**  
**Handles Workload under Unusual**  
**Conditions**

**Cooperative**  
**Dependable**  
**Takes Initiative**  
**Trustworthy**  
**Adaptable**

- 1) The position held by the person considered for this award must be one that is subject to accepted methods of quantitative and qualitative evaluation.
- 2) The performance to be judged must be in evidence for no less than one year and immediately preceding the award deadline.

### **SUGGESTED CATEGORIES:**

- A. Workforce Service
  - a) Customer Service
  - b) Case Managers
  - c) Workshop Leaders (includes staff training)
  - d) Employer Services
  - e) Labor Market Information
- B. Unemployment Insurance
  - a) PCC
  - b) PAC
- C. Disability Insurance
  - a) Determinations
  - b) Customer Service
  - c) Specialty
- D. Employment Tax
  - a) Field Audit & Compliance (includes Customer Service Program)
  - b) Collection Division (CD)
  - c) Tax Support Division (TSD)
  - d) Tax Processing & Accounting Division (TPAD)
  - e) Insurance Accounting Division
- E. Administrative Support\*
  - a) Secretaries
  - b) Clerical
- F. PC Support\*
- G. Janitorial Support\*
- H. Management\*
- J. Partner Employee

\*Nominations from all agencies/branches are combined under this category

Send nominations by January 12 to: **California Chapter Awards Chair/Second Vice President**

## Standard Nomination Form

### ENTRIES MUST BE RECEIVED BY JANUARY 12

**1. Check the specific award for which this nomination is submitted**

- Citation Award
  - Individual
  - Group
- Award of Merit
  - Individual
  - Group
- International Development
  - Individual
  - Group
- Retiree
- Specialized Customer Services
  - Individual
  - Group
- Services to Veterans
  - Individual
  - Group
- Unemployment Insurance
  - Individual
  - Group
- Employee Performance Division/Category \_\_\_\_\_

**2. This nomination is submitted by the \_\_\_\_\_ Chapter**

**3. Name of Nominee \_\_\_\_\_**

(if group, attach additional pages answering all parts of "Name of Nominee" for each group member)

Professional Title \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**4. Name of Nominator \_\_\_\_\_**

Professional Title \_\_\_\_\_

Employer/Organization \_\_\_\_\_

Complete Address \_\_\_\_\_

\_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Chapter President's Signature \_\_\_\_\_**

**Date Submitted \_\_\_\_\_**

## **TOLL TRUST AWARD**

The Toll Trust was established to present an annual award to a California member whose activities or accomplishments contribute most to the advancement of IAWP activities and are exclusive of job performance. Nominees must be members during the 2011 year and at the time the award is presented. Accomplishments may span a period before the calendar year but must be continuous into the previous calendar year. Some of the accomplishments considered include:

- Level of commitment
- Investment of time
- Years of service
- Association Pride
- Fundraising
- Legislative Action
- Sustained effort
- Promotion of membership
- Professionalism
- Volunteerism
- Local Chapter Mentoring
- Program planning and assistance

Write your nomination in the form of a narrative and mail, fax or email no later than January 12 to the California Chapter Past Presidents Association Chair.

## **MEMBERSHIP AWARDS**

### **Individual Membership Recruitment (Dates: January 1 – December 31)**

Awards will be given at the State Conference and Convention in 2012 to the IAWP members who recruit the most new members. Applications must be postmarked by **12/31/11** to be counted towards this membership drive.

President's Diamond Award	Member that recruits the most new members (must have minimum 25 new members to qualify for Diamond Award) Prize: \$150
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First Prize	Member that recruits the most new members (must have minimum 10 new members to qualify) Prize: \$75
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### **Sub-Chapter Membership Contest**

Chapters with the most new members receive an award at the Annual State Convention. Applications must be postmarked by deadline announced by Membership Chair to be counted towards the membership drive.

## COMMUNICATIONS

### **International Communications Award**

This award includes judging our state newsletter, the Cal-Liope, use of the Internet, printed material produced by the state and local chapters, use of our website, [www.iapes-ca.org](http://www.iapes-ca.org) and use of the public media to promote IAWP. You contribute to this award nomination by your:

News Articles: Any article referencing the International Association of Workforce Professionals which has been published in a newspaper or another associations' newsletter may be submitted for this contest. (NOTE: articles in the Cal-Liope or local IAWP newsletter DO NOT count.). You must submit a copy of the published article that includes the name of the newspaper and the date that the article was printed. Your local "throw away" papers or the local news section of your city papers are most likely to print articles you submit. Send all to:

Pat Thornton, I.A.W.P. Executive Office  
11410 Gold Hill Court  
Gold River, California 95670

Radio/Television Interviews or Reports: The interview or report must mention the International Association of Workforce Professionals to qualify for entry in this category. A copy of the audio (radio) or video (television) must be sent to Pat Thornton at the address listed above.

NOTE: Reports that feature the Department, but do not mention I.A.W.P. do not meet the Communication Award criteria. Example of a qualifying entry: "We are meeting this morning with the managers of the E.D.D. Offices in this area. Allow me to introduce them to you – John Brown, Manager of the downtown center E.D.D. Office. Mr. Brown is also the president of the Local Chapter of the International Association of Workforce Professionals."

### **Printed Material**

Include copies of other printed materials the chapter produces and distributes to promote international and/or chapter-level IAWP benefits.

### **Cal-Liope Articles**

The Cal-Liope is published six times a year. Each publication contains news about local chapter activities as well as articles on a variety of state and international activities. This is your opportunity to tell your members and the rest of the state about your local chapter achievements. Submit your articles to Pat Thornton as an attachment to your e-mail to [thornton956@msn.com](mailto:thornton956@msn.com).

### **E-mail or Intranet**

Include evidence of the chapter using e-mail as a means of communicating with members. (One or two examples in each quarterly report-don't overdo it.) Remember that EDD e-mail use is limited to educational announcements only.

### **State Flyer-of-the-Month and Flyer of the Year Awards**

Period covered for contest – January through December

A winner is selected by the judges for each month in the contest year and a certificate is awarded to each of the winning chapters for the Flyer of the Month at the State Convention Awards Luncheon. The Chapter that wins the Flyer of the year is awarded a plaque.

#### Flyer-of-the-Month Criteria and Points for Scoring

<u>Points</u>	<u>Type</u>
1 point	Each flyer
3 points	Announcement of Training
3 points	Flyers w/speakers on legislation
1-3 points	EDD Speakers
1-5 points	Outside Speakers
0-5 points	Completeness of information (when, where date and time, chapter, and name, directions should be given, etc.)
0-5 points	Originality

### **Local Chapter Newsletters**

Period covered by contest: January through December

Newsletters are judged by three (3) judges from outside IAWP or EDD. The judging is done in April prior to the State Convention in May. A first, second, and third place award may be presented at the State Convention Awards Luncheon.

#### Criteria and Points for Scoring

<u>Points</u>	<u>Type</u>
1 point – per issue	Number of issues in the year
0-15 points	Articles on Legislation or Education
0-10 points	Format, (Name of newsletter, Chapter editor, period covered clearly noted, volume, layout, type used, etc.)

Chapters must include an **original color copy of newsletters and flyers** in their quarterly report.

## **California Web Site – [www.iapes-ca.org](http://www.iapes-ca.org)**

### **Purpose**

The California Web site is an information sharing system, a means of communicating information to all of our members. This Web site has been effectively designed to meet the needs of IAWP members.

Please share the Web site address with all of our members via your newsletters, at chapter meetings, and at any single point of contact. Include the Web site address on any business cards you develop as IAWP officers.

If you have a sub-Chapter web site, please send that URL address to me, and I will include it as a link on our website to yours on the Members page. You are encouraged to do the same with the California Web site. The contact e-mail is:  
[webmaster@iapes-ca.org](mailto:webmaster@iapes-ca.org)

### **Description**

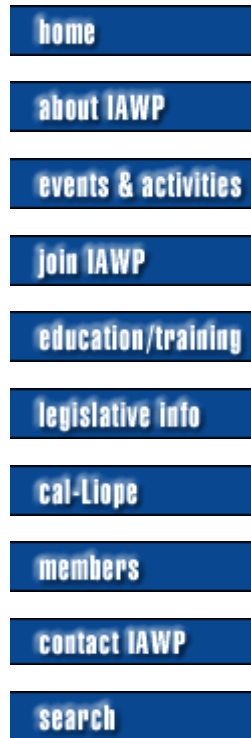
“The official website for the California Chapter of IAWP formerly IAPES. The International Association of Workforce Professionals California Chapter is committed to education for workforce professionals. This non-profit association provides educational and training opportunities, which encourage lifelong learning. IAWP helps empower workforce professionals with knowledge and experience.”

This is the description for our Web site. If you were to search on the Internet by typing in a few keywords, you would find our web site (in case you forgot the URL or Uniform Resource Locator). Take a look at the attached sample search page.

Each page has information all members can refer to, including links to documents that they can print and use, including the Bybee grant application form, and the IAWP membership application (see attached sample pages). The [Contact IAWP](#) page has phone numbers and e-mail addresses for individuals that members might need to contact. In addition, members can obtain information on upcoming activities on the [Events & Activities](#) page, which has a calendar with additional links on the dates that activities are occurring.

### **Use and Navigation**

Every page on our Web site uses the cued navigational structure which offers links to every other page on the Web site. Although our site does have a home page, it is not necessary to return to the home page – each page contains the same set of links, so that you, the visitor, can enter the site through any page and immediately access any other page you wish within the site. The following are the links currently displayed:



**Schedule for Updating Web site**

The Web site is updated weekly. The following information is needed to be able to update the Web site:

From Chapter Presidents:	July	List of Chapter officers, contact information for President
	August	A copy of your activity calendar
	On-going	Notice of each new activity not previously on your activity calendar
	On-going	Pictures of activities with individual release to be posted on website
From District Directors:	July	Contact information
	On-going	Notice of each activity (District meetings, training sessions, etc.)
From All Directors:	On-going	Picture of self with release and a bio

Think of the types of information your chapter members would want to see when he or she reaches our Web site. Keep it simple- we want to continue to meet the objectives of our Web site to be an information sharing system, a means of communicating information to all of our members.

## **Chapter Business Meetings**

The following suggestions, not listed in any special order, are offered to presiding officers for improving and enlivening chapter meetings. These suggestions also apply to Board of Directors meetings.

In addition to the careful advance planning, prepare a detailed agenda before each meeting outlining exactly what is to take place and in what order.

Start AND stop on time. Generally, hold business meetings to 1 – 2 hours. If combined with planning sessions or retreats, break the group often enough to maintain productivity.

Announce at the onset what the meeting is all about, and unless very unusual circumstances dictate otherwise, stick to the agenda.

Keep the group compact and be sure all can see and hear. Devise some means of overcoming the normal reluctance an audience has about occupying seats in the front.

Don't, as a general practice, dispense with the reading of minutes. While they may not always contain something important, they generally refresh members' minds about what was done previously, advises absent members of what happened, and facilitate follow-ups, etc. Ask the secretary to summarize minutes from long meetings rather than to read them completely. Save time and retain interest by covering only the salient points.

Don't call on anyone for a report unless first checking that one exists. This usually saves time and avoids pointless efforts to explain the report's absence. If no report is available, simply announce that the committee or officer does not have a report at this time.

Keep committee reports short and concise.

If a committee recommends a chapter action, the chair (if a voting board member) should put it in motion form so it can be acted on promptly in a businesslike manner.

Use chapter newsletters and other publications to inform members what has transpired since the last meeting. Here again, summarize the material and report only pertinent, timely information.

Refer most matters that surface under "new business" to a committee promptly. This is why committees exist. Too often, a new proposal that no one is prepared properly to discuss, results in a prolonged discussion that delays the meeting's progress and defeats its primary objectives.

Introduce all guests and guest speakers. Not only is it good internal public relations that shows Local Chapter dignity with visitors, but it also acquaints visitors with the chapter's personnel. Make introductions short, but include name, title and a brief statement of the visitor's background. This is especially necessary when introducing a guest speaker.

Ensure that a host or hostess is on hand to greet those attending the meeting, particularly those who are new to the chapter. When people are ignored they usually are reluctant to attend again.

Appoint a knowledgeable parliamentarian to advise on rulings if you feel insecure or uncomfortable with accepted parliamentary procedure.

In your attempt to hold successful, well-attended meetings, don't be impatient for immediate results. Plan good meetings and the results eventually will show by the reputation created.

Don't be afraid to try new ideas or unprecedented types of programs. Analyze your "competition" and determine what the members would be doing if they did not come to the meeting. Give them something worthwhile, educational and entertaining.

### **Suggested Order of Business**

- |                                      |                                |
|--------------------------------------|--------------------------------|
| 1. Call to order                     | 6. Committee reports           |
| 2. Roll call of officers             | 7. Old and unfinished business |
| 3. Introduction of guests'           | 8. New business                |
| 4. Reading and correction of minutes | 9. Program                     |
| 5. Reading of communications         | 10. Adjournment                |

### Chapter Business Meeting Checklist

#### Pre-meeting:

- Prepare a detailed agenda
- Assign a receptionist to greet attendees
- Appoint a parliamentarian if knowledge of rules is weak
- Introduce guests
- Invite state officers
- Limit the meeting to two hours, including social time
- Remind individuals who have reports to give that you will call on them

#### During the meeting:

- State on time and announce the agenda
- Make certain all can see and hear and that front seats are occupied
- Read a summary of the minutes from the last meeting
- Keep the committee reports short
- Put committee recommendations to a vote
- Summarize the latest chapter newsletter
- Immediately assign new business items a committee, if needed
- Keep the fast pace and adjourn early, if possible.



## Other Motions

**Rescind or repeal:** Used to eliminate a motion passed previously. Cannot be made if actions stipulated in previous motion already have been initiated.

**Reconsider:** Used to open u for more discussion a motion already passed or lost. Rules must be made at same meeting and must be made by a member who voted on the prevailing side.

**Division of the house:** Used when a member is not satisfied with the president’s ruling on a vote. The president must ask members to vote by a raising or showing of hands.

**Appeal from the decision of the chair:** Used when a member believes the president made the wrong ruling on a parliamentary point. The president asks for a vote to sustain the ruling.

**Withdrawal motion:** Used when it is evident that a motion does not express the organization’s will. A motion made and seconded may be withdrawn with consent of the maker, if there is no object, or by a motion to withdraw.

**Previous question or motion to stop debate:** Used when for some reason it is necessary to pass.

**Motion to adjourn:** If the motion is lost, it may be renewed again after there has been some progress in the debate. But, if made and lost again too frequently, the president may declare it out of order on the grounds that it is being offered to hamper business. This motion also is used to close a meeting.

## Summary of the Rules

Motion	Mover must be recognized by chair	Must be seconded	May be amended	May be debated	May be made when another has floor	Vote required to carry
Main Motion	Yes	Yes	Yes	Yes	No	Majority
Amendment	Yes	Yes	Yes**	Yes	No	Majority
Refer to Committee	Yes	Yes	Yes	Yes	No	Majority
Postpone	Yes	Yes	Yes***	Yes	No	Majority
Table	Yes	Yes	No	No	No	Majority
Adjourn	Yes	Yes	No	No	No	Majority

\*All main motions may be referred to a committee, postponed to a certain time, or laid on the table.

\*\*But not an Amendment to an amendment.

\*\*\*As to time only.

## Why Join?

There are many objections given by prospective members as to why they should not become members. The reasoning behind these objections is as varied as the objections themselves and offered by many prospects in sincerity. As a member of the IAWP, YOU ARE a dues paying member in good standing. You need not apologize for asking a non-member to join. In order to assist in answering the honest objections of many prospective members, the following information is offered.

### Answers to Objections

1. I am not interested in belonging to IAWP as long as the executives run the organization and the rest of the employees don't have a chance.

ANSWERS: IAWP cuts across all lines of employment and embraces every employee within its membership. EVERY member has equal vote in the Association and, therefore, has just as much say as an executive or any other employee. It is the responsibility of each employee to get into IAWP and to make their voice heard in its operation. There is a great deal of work to be done and plenty to go around for each and every member.

2. I don't like the men and women who are running the show in IAWP

ANSWERS: Then get in and get active and support someone you do approve and like. If you are right in your feelings, you will probably find others within the Association who feel exactly as you. IAWP is a democratic organization. The administration is the Board of Directors. If these people were in charge of any business corporation, you would probably be willing to invest in it on the strength of their standing.

Have you ever spoken to a single board member regarding the manner in which IAWP is being operation? Have you given them any suggestions? The only way you can really help is to get in and put your ideas to work. Members who have been doing IAWP work welcome your ideas and your personal assistance.

If you knew your colleagues better, if you worked more closely with them, you would like and understand them better. Remember what Andrew Carnegie said, "We never really hate those we know well."

3. I don't have time to attend meetings anymore.

ANSWERS: That is all the more reason you should be a dues paying member. Some of the business employees are not only paying their dues but they are giving a lot of their time as well. You and your money are needed to successfully carry out the program for Department employees. If you can't give your time, at least you can help financially.

4. I can't afford to join IAWP

ANSWERS: You can't afford not to join. Professional groups, that are strong and well manned today, pay homage constantly to those earlier members who laid such a foundation for others to build on. Professionalism for Workforce employees is a product of the 20<sup>th</sup> Century. We are the "infant" professional group. Where will it be a few years from now if someone doesn't do the job?

5. You have enough members without me.

ANSWERS: No excuse could be more selfish. Just because other employees are willing to pull a load uphill is no reason why you should catch on behind and ride. Isn't it fair that you should be expected to carry your share of the load? Help us, help you.

6. I'm asked to join everything now.

ANSWERS: IAWP is not a club and it is no charity organization. IAWP is YOUR professional association, interested only in the well being of the Workforce employee. Can you name any other group which is devoting its entire effort to you personally?

IAWP is a live organization. If it were a dead outfit, you would never have been asked to join. You have a big stake in the game because you are a Workforce employee.

7. I'm not interest in the International Association of Workforce Professionals.

ANSWERS: Essentially, this just cannot be true. You are an employee. IAWP is your professional association. To have absolutely no interest in your professional association is to say you have no interest in your own work as an employee. You have to be interested.

8. I am with you in spirit but I will join later. Come back to see me.

ANSWER: The real way to convince us is to join now. We all lose by your putting it off and you lose the most. The less of your time and our time you waste in not joining, the more time all of us will have to devote to programs for the employees.

## Membership Application Process

### Membership Dues

- Dues are \$90.00 per year for all active members and \$32.00 per year for retired members
- EDD pays \$50.00 of the membership dues for all Bargaining Unit 1 and 4 employees, and 100% of the dues for employees in supervisory/managerial classifications.
- EDD employees (BU 1 and 4) may elect to pay their share of the yearly dues (\$40.00) through payroll deduction (3.33 per month).
- Employees of other EDD bargaining units or other State agencies may have their dues (\$90.00) automatically deducted from their paycheck (\$7.50 per month)
- EDD and other state employees can also pay their share of the dues with a personal check or money order.
- Non-state members **must** pay their dues in full (\$90.00) with a personal check or money order.

### New Members (Payroll Deduct)

- Complete membership application
- EDD employees must sign authorization for State Controller to deduct dues from payroll check
- Make sure that the application is accurate and legible
- Must have complete SSN in order to authorize state controller to begin payroll deduction and invoice EDD for its portion of the dues
- Applications with incomplete SSN numbers will be returned to the recruiter
- Mail completed application to membership coordinator
- Retain a copy for your records

### Cash Paid Members

- Personal check or money order must accompany application
- Membership applications will not be processed if the dues check is not mailed along with the application. The application will be returned to the recruiter.
- Mail dues check and completed application to membership coordinator

### Cancellations

Members can cancel their IAWP membership by making a written request to cancel their payroll deduction to the State Controller's Office at:

State Controller's Office  
Miscellaneous Deduction Unit  
Personnel/Payroll Services Division  
PO Box 942850  
Sacramento, CA 94250-5878

The request should include their full name, SSN, Amount of payroll deduction, and IAWP Code 088-030. Some branches may use Miscellaneous Deduction Change Report (form STD 650) to make changes to their payroll deductions.

### Promotion to Managerial Classifications

Notify the membership coordinator right away when one of your members is promoted to a managerial classification. EDD pays 100% of the membership dues for all managers and the membership coordinator will cancel the payroll deduction right away. Too often the coordinator is not notified for months even years after the promotion and the member requests a refund of their portion of the dues. IAWP does not have a process to refund dues for prior years.

### Transfers

Requests to transfer membership from one chapter to another must be made by the member personally via email [iawp.membership@gmail.com](mailto:iawp.membership@gmail.com). The email should include: Name, SSN, the old chapter, and the new chapter. Transfer requests will not be accepted from chapter officers on behalf of the member. However, a forwarded message from member to chapter officer to coordinator is acceptable.

Payroll deduct additions, deletions or changes take effect in the current month if the request is received by the Controller's Office by the 14<sup>th</sup> of the month.

### Membership Coordinator Duties

- Processes membership applications.
- Sends payroll deduction requests to Controller's office
- Maintains membership database
- Mails welcome letters and IAWP lapel pins to new members
- Responds to questions from members and International IAWP Executive Office

Membership coordinator: Joseph Allen  
2320 Catalina Circle, Apt #325  
Oceanside, CA 92056  
[iawp.membership@gmail.com](mailto:iawp.membership@gmail.com)

(760) 951-775-9360 Cell  
(760) 639-3765 Work

## Reports

**IAWP Chapter Membership List** is a complete list of all active and retired members. Review list for accuracy and send all corrections to the membership coordinator. Update all addresses that are incorrect or missing.

**Chapter Dues Payment** – shows the total number of active and retired members. The sub-chapter dues payments are included on the reports issued at the February and August Executive Council Meetings.

**Chapter Membership Activity Report** – is a detailed report of all membership activity in a given month. It also shows the total new members for each quarter *and* cumulative year-to-date.

**Bronze Key List** – Shows all new members processed to date in the current year by chapter and recruiter name.

### Chapter Membership Report - Data Element Key

CATEG = Membership category

Active - state employees and non-state employees (formerly associate members)

Retired – Retired IAWP members

Agency = Employer

280 – EDD

GOVT – Local government agency

ER – Employer or Employer Group e.g. EAC members

CBO – Partner agency

OTH or a number other than 280 – Other State Agencies

PRI – Private citizen e.g. retirees

BU = Bargaining Unit

00 –Managers and exempt employees

01 – EPR/DIPR

04 – Clerical

15 – Janitorial