

## 2023 Chapter Compliance Awards Matrix

Key: Blue = Required

Red = Change for 2023

ALL REPORTING MUST BE SUBMITTED BY FEB. 7, 2024 FOR CREDIT

AWARD	AREA OF FOCUS	METRIC	HOW DO WE MEASURE	HOW DO WE SCORE	DEADLINE	MAX POINTS	AWARD DETAILS	
Chapter of the Year**	Chapter Compliance Award	<b>Financial Reporting</b>						All Compliance requirements received by deadlines to win certificate and one free Cable-Tec Expo Comp registration. Compliant and 150 points receives 2 Expo comps.
		<a href="#">Quarterly Reports</a>	Financial report, schedules, bank statements and bank reconciliation completed and submitted	Headquarters to receive reports within 30 days after the close of a quarter. At an absolute minimum all financial reports must be turned in by January 30	Compliance & 5 points for having it in within 26 days after close of Quarter. Compliance by 30 days after close.	30 days after end of quarter	20	
				Headquarters receives reports within 15 days of the close of a quarter	10 points	15 days after end of quarter	40	
		<a href="#">Bank Signature Card current</a>	Copy received at HQ with current Board-approved signers on account. Approved SCTE staff member(s) MUST BE a signer on account.	Copy of new bank card or email noting no changes were made received by April 30	10 points	April 30	10	
				Information submitted May 1 - Dec. 31	Compliance	Dec. 31		
		<a href="#">Financial Review Committee</a>	Annual review of chapter financials from Jan. 1 - Dec. 31, 2022	Financial Review Committee to submit report form to Headquarters and the chapter board	100 points by March 31 25 points by June 30 Compliance only by Dec. 31	March 31/ June 30/Dec. 31	100	
		<b>Chapter Board</b>						
		<a href="#">Bylaws</a>	Update Chapter Bylaws	Current chapter board reviews bylaws and approves any needed changes before sending to HQ.	25 points if submitted by April 30 Compliance only May 1 - Dec. 31	April 30/Dec. 31	25	
		<a href="#">Meets Quarterly</a>	Minimum of 4 times per year with quorum	Copy of minutes listing attendance, bank balance and 2 unique items of business sent to headquarters	Compliance		0	
				Copy of minutes sent to headquarters within 10 days; Points awarded for 4 meetings max	5 points	Within 10 days of meeting	20	
		<a href="#">Chapter Leadership Roster</a>	List of all current chapter leaders including officers, board members and assistant board members	Completed chapter leadership roster templated submitted to HQ	25 points by 1/31 Compliance by 12/31	Jan. 31/Dec. 31	25	
		SCTE membership	All chapter leaders are current SCTE members	HQ will confirm membership status of all board members. Chapter leaders must be active Society members by Dec. 31. Bonus points if board completes by May 31.	50 points by 5/31 Compliance by 12/31	May 31/Dec. 31	25	
		<a href="#">Conflict of Interest form</a>	Entire board completes the online form	At an absolute minimum board contact information and Conflict of Interest form sign off must be completed by Dec. 31. Bonus points if board completes by May 31.	50 points by 5/31 Compliance by 12/31	May 31/Dec. 31	25	
		<a href="#">Election Results</a>	Send yearly election dates, call for nominations, ballot and results finalized by Dec. 31, 2023	Report submitted to headquarters by Jan. 31, 2024	Compliance	Jan. 31, 2024	0	
		<b>Professional Development</b>						
<a href="#">Technical Training</a>	Minimum of 30 technical training hours to be provided per year; minimum one training per quarter required	Meeting reports and attendance rosters submitted to headquarters within 90 days of the event	Compliance		0			
		Meeting Reports and attendance rosters submitted to headquarters within 30 days of the meeting	10 points	Final reporting due Feb. 7, 2024	300			
Chapter Membership Award	New Members	Number of new members added with chapter affiliation	Percentage Growth of chapter. Membership numbers pulled on January 1 and December 31	Percentage Growth as a numeral		300	50 points to receive award (certificate). Highest point winner to receive prize.	
	Retaining chapter members	Number of individuals retained by the chapter for the entire year	Chapter Membership lists are pulled on January 1 and December 31. Lists are compared and the individuals that are on both lists are counted	60 - 70% retained = 10 points 70 - 80% retained = 20 points 80 - 90% retained = 30 points 90 - 100% retained = 40 points		40		
	<a href="#">SCTE Booth</a>	Set up an SCTE booth at VA, WICT, state/regional, MSO or other association event	Request marketing materials 30 days prior and submit recruitment form after the event. Cannot be combined with Recruitment Marketing.	25 points		300		
	<a href="#">Recruitment/Retention Marketing</a>	Brochure, recruitment piece, presentation, video or email created and distributed by chapter. Outreach visit documented	Copy of material sent to headquarters; Information detailing outreach submitted	10 points per type of outreach, per month		300		

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<b>Chapter Training &amp; Development Award</b>	<b>Certifications</b>						
	Chapter affiliates fully certified	Number of Certified members in each chapter annually	Information pulled from database quarterly based on date ranges and averaged at the end of the year	1 point for each certified chapter affiliate		300	150 points to receive award (certificate). Highest point winner to receive prize.
	<a href="#">Testing Opportunities</a>	Number of chapter testing sessions held in which individuals tested during the session	Chapters send testing session announcement & list of individuals that tested to headquarters	10 points per session		300	
	Promoting SCTE Certifications	Linking a specific SCTE certification with the chapter training topic on the meeting notice. <b>Recognizing recently certified individuals either written or verbally.</b>	Meeting Announcement/ <b>email</b> sent to headquarters <b>or reflected on Meeting Report Form.</b>	10 points per occurrence; <b>1 written and one verbal occurrence per month</b>		300	
	<b>Technical Training</b>						
	<a href="#">Meeting Notice</a>	Chapter creates and sends to all chapter members a meeting notice detailing date, time, location, speaker, topic and fees	Submit to HQ at least 30 days prior to meeting	5 points per training/meeting		150	
	Additional Technical Training	Number of hours over the minimum 30 technical training hours required	Number of training hours in the compliance section, minus 30	1 point per hour		300	
	Interactive Training	Chapter incorporates an interactive element into a training such as polling, game, hands-on activity, etc., to make the training an active learning event.	Include overview of element in meeting notice and describe interactive element on Meeting Report Form.	10 points per training		120	
	<a href="#">Webinar</a>	Chapter hosts a live webinar of original content (1 hour min)	Chapter sends HQ a link to the webinar Chapter sends HQ the video file & speaker release form	10 points per occurrence 5 points per occurrence		300 300	
	<a href="#">SCTE Courses</a>	Chapter encourages members to complete SCTE courses. HQ will calculate the number of chapter members who completed a course in 2022.	Information pulled from database quarterly and averaged at the end of the year.	1 - 10% = 10 points 11 - 20% = 20 points 21 - 30% = 30 points 31% + = 40 points		40	
<a href="#">Technical Seminar Attendance</a>	Number of individuals attending technical seminars for the entire year.	Percentage of technical seminar attendance growth compared to the previous year.	1 - 10% increase = 10 points 11 - 20% increase = 20 points 21 - 30% increase = 30 points 31% + increase = 40 points		40		
<b>Chapter of the Year**</b>	<b>Marketing/Communications</b>						200 points to receive award (certificate). Highest point winner to receive prize.
	<a href="#">Website, Community or Social Media</a>	If the chapter has a website with at least two future events and board leaders listed; social media updated at least once every 4 months	Headquarters to check website/community starting in June. Submit screenshots of posts on Social Media Report Form at end of year.	10 points per site per year		50	
	Newsletter	Communication stating it is a Newsletter, containing multiple items of interest	Copy sent to headquarters (maximum one per month; 12 per year)	5 points per occurrence		60	
	Published Article	Article published that mentions the chapter	Copy sent to headquarters	5 points per occurrence		300	
	High School or College Outreach Program	Chapter holds a formal, scheduled program with school/students from within the chapter's footprint	Documentation sent to headquarters	5 points		300	
	Industry Charitable Program(s)	Donation to an approved 501c3 charity aligned with the SCTE mission	A donation of \$100-499 is 10 points; 15 points for donations of \$500 or greater. Points awarded based on calendar year.	10 points or 15 points		150	
	Chapter Participant Appreciation Event	Was one hosted with Chapter support	Meeting report, prior notification to all members and roster sent to headquarters	25 points		25	
	<b>Chapter Operations</b>						
	Chapter Budget	Detailed budget approved by board including previous year's actual and current year's forecast	Submit to headquarters by <b>March 31</b>	25 points	March 31	25	
	Board Members	New assistant and elected board members that have not served on the chapter board in the past 3 years.	Submit board contact information	10 points per associate (up to 2) & 10 points per board member (up to 2)		40	
	Vendor Event	Was one hosted with Chapter support	Meeting report and roster sent to headquarters	50 points		150	
		Technical session at Vendor Day	Meeting report and roster sent to headquarters	5 points per Vendor Day		15	
		Cable-Tec Games	Final scores sent to headquarters	10 points		30	
	Chapter Teamwork	Chapter holds co-meeting/event or shares resources with another chapter or industry-related association.	Meeting report or written notification sent to headquarters.	10 points per occurrence		300	
	Strategic Planning	Annual Calendar of Events	Calendar sent to SCTE by <b>March 31</b>	25 points	March 31	25	
<a href="#">Short- and long-term goals &amp; strategies for the chapter</a>		Send minutes of strategic planning meeting to HQ by <b>March 31</b>	25 points	March 31	25		
<a href="#">Year-end self appraisal</a>		Strategic evaluation of 2022 sent to headquarters between <b>December 1, 2023 and January 31, 2024</b>	15 points	Jan. 31, 2024	15		
Meeting with Operator Senior Leadership	Chapter holds a formal meeting with 1+ cable operator senior leaders from within the chapter's footprint	Submit Succession Plan by <b>March 31</b>	10 Points	March 31	10		
		Chapter completes and sends a meeting report form to HQ within 30 days of the meeting	10 points per meeting		20		