

The AHRMM Chapter Recognition Program offers chapters five levels of recognition: Standard, Bronze, Silver, Gold and Diamond. In order to be eligible to participate in the Chapter Recognition Program, the chapter must be an affiliated chapter of AHRMM with a completed agreement, and must meet all requirements as laid out in the agreement. **Additionally, the chapter must have submitted the 2022 Affiliation Agreement (Annual Report), along with a full membership roster, to AHRMM by January 31, 2022.**

The information submitted in the Chapter Recognition Workbook will be derived from activities that occurred during this timeframe. The number of points achieved on the Chapter Recognition Workbook, as well as the chapters' historical recognition level will determine the level of affiliation.

Complete benefits and requirements for each level of affiliation are outlined on the following pages.

AHRMM reserves the right to alter a score if the criteria have not been met or complete documentation has not been provided.

### **Standard Level Affiliation**

This is the basic level of chapter affiliation with minimal requirements in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email

#### ***Standard Level Affiliation Benefits***

- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter submits updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Event Calendar” on the AHRMM website
  - Provide AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
- Access to the Chapter Leader Resources Center for resources that can help you run your chapter more effectively

- Participate in a “Chapter Leader Roundtable Discussion” in person at the Annual Conference and/or via webinar/conference call
- Affiliated chapter emblem to be used on chapter website and promotional materials for the duration of the award period
- Discount on fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$80 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 24, 2022
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exhibition

### **Bronze Level Affiliation**

At the Bronze Level of Affiliation, a chapter is achieving above average results in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email
- Minimum of 195 points from Chapter Checklist with all supporting documentation submitted

#### ***Bronze Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request

- Access to the Chapter Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$65 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 24, 2022
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exhibition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Bronze level presented at Annual Conference

### **Silver Level Affiliation**

At the Silver Level of Affiliation a chapter demonstrates a solid commitment to membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect are AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 245 points from Chapter Checklist with all supporting documentation submitted

#### ***Silver Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request

- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials
- Discount on fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$50 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Three (3) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 24, 2022
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exhibition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Silver level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.

### Gold Level Affiliation

At the Gold Level of Affiliation a chapter demonstrates excellence in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM are members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as an Excel file with the Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email.
- Minimum of 300 points from Chapter Checklist with all supporting documentation submitted

#### **Gold Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request



- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$40 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 24, 2022
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exhibition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Gold level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.
- Two (2) discounted Annual Conference registrations at \$200 off Best Value member registration fee (attendees must be AHRMM members)

### **Diamond Level Affiliation**

At the Diamond Level of Affiliation a chapter demonstrates long term excellence in the areas of membership development and chapter programs and services.

#### ***Minimum Requirements***

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report; membership roster to include names, titles, organizations, mailing addresses, phone and email
- Minimum of 280 points from Chapter Checklist with all supporting documentation submitted
- Chapter has been recognized as a Gold Level Affiliate Chapter for the previous five consecutive years

#### ***Diamond Level Affiliation Benefits***

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) mailing list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per state/region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability

- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Speakers Bureau List available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Education Credit (CEC) Contact Hours
  - Discounted rate of \$40 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 24, 2022
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Opportunity to participate in chapter events at AHRMM Annual Conference & Exhibition
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Diamond level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$80 for use in chapter raffle or library. Available upon request.
- Two (2) discounted Annual Conference registrations at \$200 off Best Value member registration fee (attendees must be AHRMM members)