



QUALITY SECTION STANDARDS AWARD

The Purpose of the Washington Association for Career and Technical Education (WA-ACTE) is to provide leadership and services to our members as they prepare students for roles in the workplace and society.

2016-2017 Application Instructions

The purpose of the Quality Section Standards (QSS) is to provide benchmarks for sections to determine levels of performance and satisfactory service to their members and prospective members.

QSS should be useful to sections in evaluating their basic organization and whether their leadership is providing minimum, average, or superior programs for the membership. It is NOT intended to be a competition between sections and/or to establish a "class system" of sections, nor is it a system for rating the performance of a section's volunteer leaders.

It is hoped that the QSS will prompt sections to challenge themselves to improve and to maintain the very best possible organization and leadership for their members, within the section's means. WA-ACTE is committed to assisting section leadership in reaching section goals.

PROCEDURES

1. All questions relate to fiscal year July 1, 2016 – June 30, 2017.
2. Please complete all questions in the Quality Section Standards. *If you answer "No" to any questions, kindly attach information regarding your future plans.*
3. Deadline for submission of this application is **May 1, 2017**.
4. The questions marked with a star are **REQUIRED** and must be completed in order to achieve the QSS Award.
5. Sections that have the required information available on their section website may include the link under the appropriate question in lieu of submitting hard copies.
6. The WA-ACTE President and the WA-ACTE Executive Director will review and approve the awards.
7. Quality Sections will be honored at the WA-ACTE Annual Summer Conference.
8. The section President and WA-ACTE Section Board Representative must sign and date the Quality Section Standards application.



QUALITY SECTION STANDARDS AWARD

ORGANIZATION	YES	NO
☀ 1. Did your section submit a current list of section officers and appointments to WA-ACTE committees to WA-ACTE no later than 30 days after term begins? <i>(Please submit list with term of office for each elected official if none are on file.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
☀ 2. Is a current copy of your section bylaws on file at WA-ACTE? <i>(If no, please attach.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
☀ 3. Does your section have board meetings? How many per year? <i>(Please attached the last Board meeting minutes with descriptions of Board votes and other actions.)</i> What year was your section organized?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 4. Has your section President reviewed the ACTE State Association Officers Guide on WA-ACTE's website?	<input type="checkbox"/>	<input type="checkbox"/>
5. Does your section provide training for its officers? <i>(Provide agenda or written documentation and attendance.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Did your section president participate in the WA-ACTE Executive Board inservice this year?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your section have a policy and procedure manual?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is the current policy and procedure manual on file at WA-ACTE? <i>(If no, please attach.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your section require WA-ACTE membership? If not, has your section recently considered requiring your members to also be members of WA-ACTE? <i>(If no, please explain.)</i>	<input type="checkbox"/>	<input type="checkbox"/>

STRATEGIC PRIORITIES		YES	NO
☀ 10.	Does your section implement strategic priorities in support of the WA-ACTE Strategic Priorities? <i>(Please attach copy.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Were your section's priorities pursued, and goals achieved related to your strategic priorities during the past year? <i>(Please attach documentation.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Do your section's strategic priorities complement and not conflict with WA-ACTE's?	<input type="checkbox"/>	<input type="checkbox"/>
13.	Do your section's strategic priorities have measurable goals and timelines?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 14.	Does your section have a purpose statement? <i>(Please attach copy.)</i> If you answered no, has your section adopted WA-ACTE's purpose statement?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

FINANCE		YES	NO
☀ 15.	Were WA-ACTE dues collected and submitted to WA-ACTE within 30 days of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does your section process dues within 30 days of receipt?	<input type="checkbox"/>	<input type="checkbox"/>
17.	Has your section filed with IRS as a non-profit organization?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 18.	Has your section had a professional audit?	<input type="checkbox"/>	<input type="checkbox"/>

MEMBERSHIP		YES	NO
19.	Does your section have a membership recruitment/retention plan? <i>(Please attach copy.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Has your section promoted the WA-ACTE <i>Achieve 100% Membership Award</i> , and/or any other member recruitment activities? <i>(Please describe.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Does your section provide a list of all awards, due dates, and to whom they should be submitted? <i>(If yes, please attach.)</i> Did your section nominate your award winners for the WA-ACTE Awards program this year?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
22.	Has your section shown a membership increase over the previous year?	<input type="checkbox"/>	<input type="checkbox"/>
☀ 23.	Does your section use its own marketing materials, brochures, membership forms, etc? <i>(Please provide sample of all section marketing materials.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Are WA-ACTE's marketing materials useful to you?	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATIONS		YES	NO
25.	Does your section publish a newsletter? How often do you publish? Does WA-ACTE receive a copy? <i>(If no, please attach copy and add WA-ACTE to your mailing list.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Does your section have an effective communication system with its members? <i>(Please describe this system.)</i>	<input type="checkbox"/>	<input type="checkbox"/>
☀ 27.	Does your section inform its members of important legislative developments through WA-ACTE/ACTE legislative alerts / <i>WOVE Legislative Update</i> ?	<input type="checkbox"/>	<input type="checkbox"/>

MEETINGS		YES	NO
☀ 28.	Did your section have representation during the following: <i>(Must attend at least one.)</i> WA-ACTE Summer Conference WA-ACTE Delegate Assembly WA-ACTE Inservice WA-ACTE Fall Conference	<input type="checkbox"/>	<input type="checkbox"/>
29.	Did your section conduct a conference this year? If yes, what was the attendance?	<input type="checkbox"/>	<input type="checkbox"/>
30.	Are WA-ACTE Executive Director and/or officers from the WA-ACTE Executive Board invited to participate in your section conference?	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Section President	Date
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Section Representative to WA-ACTE Board	Date
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Approved by:

WA-ACTE President	Date
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WA-ACTE Executive Director	Date
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