Community Achievement Award Guidelines for 2022 Activities

Summary of Changes for the 2023 Application for 2022 Activities

The 2023 CAA Application contains a few structural changes, namely:

- Communities are encouraged to submit their applications as a single Word docx file for simplicity. If you must, you can still submit your evidence as separate files using the standard naming convention. The objective is to make both submission and review easier for communities and for the CAA Committee.
- In the "Show us:" area, one piece of evidence is enough. You may add multiple items if you want to use this CAA form to capture community history for your own records, but it is not required for your CAA award submission. The objective is to make both submission and review easier for communities and for the CAA Committee.

There are no changes to the categories, items within each category, points possible for each item, submission process, submission deadlines, or award process for the 2022 year.

Overview

The STC Community Achievement Award exists to recognize our exceptional communities for providing outstanding member services, modeling success, fostering innovation, encouraging collaboration, and ultimately serving the profession and practitioners of technical communication.

In addition to serving STC and its communities, Community Achievement Award–related activities provide individual members with many valuable professional development opportunities, including:

- Meeting and networking with other professional technical communicators
- Developing project leadership skills through volunteering for and managing community- and Society-level projects
- Gaining exposure to industry tools and best practices
- Gaining exposure to companies that employ technical communicators

The application has only two categories: **requirements** and **optional activities**.

Failure to complete all the **required** activities disqualifies a community for any awards.

As in previous years, communities are not competing with each other and awards can be earned by

multiple communities. Communities complete the activities listed on the Community Achievement Award Application, using these activities to serve the professional technical communication community.

Contact Information

For Society-related inquiries, please contact Erin Gallalee (erin.gallalee@stc.org). Send all application submissions to caa@stc.org.

Categories and point spread

The categories and points are the same as for the 2022 application for 2021 activities.

1. Programs and Events: 23 points possible
2. Outreach, Communication, & Information Exchange: 22 points possible
3. Leadership: 18 points possible
4. STC Promotion & Membership: 13 points possible
5. Recognition: 5 points possible
6. Innovation: 7 points possible
7. Bonus: 2 points possible

Total = 90 points possible

Levels of Award

The following table lists the award names and point requirements.

Award Level Points Required
Platinum Community Award 69 or more points
Gold Community Award 61 to 68 points
Silver Community Award 53 to 60 points
Bronze Community Award 45 to 52 points

Completing the Application

Follow these suggestions and requirements to best plan and prepare your Community Achievement Award application.

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Suggestions

- Assign a Community Achievement Award manager from your community. This person should keep track of all of your community's activities, be able to receive progress reports from community leaders, and document the activities.
- Start tracking activities in January of the application year, if possible.
- Use the CAA application form as a planning tool for what you want to accomplish throughout the year. All items have examples of acceptable activities in the application.

Essentials

- Take credit only for activities between 1 January 2022 and 31 December 2022.
- For each item for which you are claiming credit, indicate in the first column how many points you are claiming for the item.
- Items often contain a "show us" statement. Ensure that you have included the requested information in your application or in an associated document named to match the section.
- Items containing a "tell us" statement require a list or a number but do not require specific evidence or associated documents.
- The application is a Word document. You can submit your application in Word format, PDF format, or any other format you feel most comfortable with AS LONG AS you do not change the order or wording of the original application.
- Use caution when submitting the same event for multiple categories. For example, you cannot claim credit for an event in both the Educational Programs category and the Social Event category, however a significant social event happening during your conference can be claimed.

Required Activities

Before applying for any level of award, communities must have completed and submitted the following items, which are tracked by STC:

- Submit your community's budget to STC. This includes completing the Activity Report and Engagement Plan that are part of the budget form.
- Submit your year-end financial report to the STC Treasurer (does not apply to SIGs).
- Hold officer elections or transition your leadership and submit results to STC. You must supply the names and contact information of the people holding the elected and non-elected positions in your community, e.g., President or Manager/co-managers, Treasurer, Secretary, Webmaster and membership chairs.
- File your 990N tax report (required for US chapters only).

NOTE: Since STC tracks these required items, no supporting materials are required.

Supporting Materials

All Platinum, Gold, Silver, and Bronze award criteria require supporting material. Supporting materials are required as "show us" evidence and may be a link to a Web page, a *detailed* description (maximum 100 words per item), an included PDF document, an included photo, etc. All supporting materials must be electronic, either files, links, or written descriptions. When using files as supporting materials, attach or insert them into your application or include hyperlinks.

Each item has an associated code. If you attach supporting documents, reference the code in the document name or as a section within the document. For example, if you want to include screen captures of your social media in support of the "Promote STC Membership" task in Section 2, you could place them in a document titled "PM-1" or in a section of the same name in a document dedicated to Section 2 supporting materials.

Supporting Materials Examples

- Descriptive summaries provided by the applicant
- Copies of email proving that your community engaged in the activity
- Hyperlinks to Web pages —ensure the evaluation committee does not need to log in Newsletters or blogs
- Meeting announcements
- Correspondence
- Press clippings
- Screenshots of event notices or activities

NOTE: Materials for the Platinum Communities may be displayed or shared at the annual Summit.

Submission

Submit all materials to caa@stc.org.

- Send the application in on time. Applications **must be received by 31 January 2023, 11:59 PM**, Eastern Standard Time (GMT -0500).
- If you choose to submit separate supporting files, zip all files, including the application, into a single .ZIP file and send to caa@stc.org. Alternatively, you can place the entire application packed in a file-share service such as Google Drive or Dropbox.

IMPORTANT: The committee acknowledges receipt of all applications. If you do not receive confirmation of receipt within two business days of your submission, it is your responsibility to contact Erin Gallalee (erin.gallalee@stc.org) to make sure the committee received your application.

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