Community Achievement Award Guidelines for 2023 Activities

Summary of Changes for the 2024 Application for 2023 Activities

The 2024 CAA Application contains a few structural changes.

JotForm
Submission is on the JotForm platform [https://form.jotform.com/233055715375053](https://form.jotform.com/233055715375053)

Working documents
Communities can keep their working documents in any format they choose. You are not required to keep a Microsoft Word document unless that is your preference.

You can copy the text from the JotForm into your working, tracking and planning documents into any format.

Evidence
No evidence is required. We appreciate the integrity of our members and leadership.

Point caps
In most cases, limits on the number of points you can earn for each item have been removed.

Unchanged
There are no changes to the categories, items within each category, submission process, submission deadlines, or award process for the 2023 year.

Overview

About the CAA
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

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.

For detailed information about the CAA award, forms and nomination process, visit [https://www.stc.org/honors-awards-and-recognition/community-achievement-awards/](https://www.stc.org/honors-awards-and-recognition/community-achievement-awards/)

**Contact Information**

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

**Categories**

The categories are the same as for the 2023 application for 2022 activities.

- Programs and Events
- Outreach, Communication, & Information Exchange
- Leadership
- STC Promotion & Membership
- Recognition
- Innovation
- Bonus

**Levels of Award**

The following table lists the award names and point requirements.
<table>
<thead>
<tr>
<th>Award Level Points</th>
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<tbody>
<tr>
<td><strong>Platinum Community Award</strong> 69 or more points</td>
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<tr>
<td><strong>Gold Community Award</strong> 61 to 68 points</td>
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<tr>
<td><strong>Silver Community Award</strong> 53 to 60 points</td>
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<tr>
<td><strong>Bronze Community Award</strong> 45 to 52 points</td>
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**Completing the Application**

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

**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.

**Essentials**

- Take credit only for activities between 1 January 2023 and 31 December 2023.
- In-progress activities are acceptable but please make a note on your application of the in-progress status.
- 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**

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

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**

Supporting materials are not needed.

**Submission**

Submission is on the JotForm platform [https://form.jotform.com/233055715375053](https://form.jotform.com/233055715375053)

Send the application in on time. Applications **must be received by 31 January 2024, 11:59 PM**, Eastern Standard Time (GMT -0500).

**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](mailto:erin.gallalee@stc.org)) to make sure the committee received your application.