BLACK INK AWARD CRITERIA
FOR
ASHRAE REGION I CHAPTER NEWSLETTERS

	Points shall be awarded for the following items:	Points/ Month	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	Newsletter being received by Chapter members, Regional Officers, Region I Chapter Presidents & ASHRAE Insights one week prior to monthly meeting.	10										
2	Monthly meeting info: who, what, where, when	10										
3	Message from the Chapter President	10										
4	Separate message from these Chapter Committee Chairs:											
	a. Membership Promotion	10										
	b. CTTC - Chapter Programs	10										
	c. CTTC - TEGA	10										
	d. CTTC - Refrigeration	10										
	e. Research Promotion	10										
	f. Student Activities	10										
	g. Chapter Historian	10										
5	Biographical sketch of a chapter member including current, new, life, retired and deceased members; or a historical write-up of a company or business	10										
6	Contributors Listing - Resource Promotion or Scholarship	10										
7	Calendar of upcoming Chapter events/meetings	10										
8	Chapter Officers and Committee Chairs listing with their phone and fax numbers or e-mail	10										
9	Regional Officers listing with phone and fax numbers Max. of two listings per year - one Fall & one Spring	25				XXXXX	XXXXX	XXXXX				
10	Recap of previous month's dinner meeting or other chapter events	10										
11	Disclaimer Statement (from MCO)	10										
12	Employment ads - help wanted or job wanted	10										
13	Board of Governors meeting minutes (summary)	10										
14	Notice of Region I Dinner at Society meetings, including mail-in reservation form if applicable	10										
15	Photographs, graphs, sketches, artwork, etc. (excluding adds and ASHRAE or chapter logo)	5 pts ea 50 max										
16	CRC announcement encouraging attendance (April/May/June)	25	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX			
17	CRC meeting report including motions presented. Awarded once in Sept. or Oct. issue	50			XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX	XXXXX
18	PAOE status of Chapter in each category	25										
	Monthly Totals											