



2007-2008 PRESIDENTIAL NEWSLETTER

DATE: June 12, 2007

TO: Chapter Presidents
ASHRAE Membership Promotion Committee
ASHRAE Student Activities Committee
ASHRAE Research Promotion Committee
ASHRAE Chapter Technology Transfer Committee
Regional Historians
Assistant Regional Chairs
Board of Directors

FROM: Kent W. Peterson

SUBJECT: 2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

ASHRAE chapters are the backbone of this Society and our chapters play such a vital role in helping the Society achieve its goals. This year I have further simplified the PAOE categories by reducing the number of items and providing more flexibility for the chapters to focus on their members needs.

My Presidential theme, "Greater Efficiency Today: Blue Skies Tomorrow," puts an emphasis on embracing innovation on our quest for sustainability in the built environment. I am asking for your chapter's assistance in promoting innovation to dramatically improve building energy performance around the world. I would like our chapter programs and our members to become more radical in their ideas, more daring in their creativity, and dedicated to delivering innovative systems, methods and technology. It is only through the education and action of our membership that we can accomplish the market transformation we seek.

There are six categories included in this year's PAOE: Chapter Operations, Chapter Technology Transfer, Historical, Membership Promotion, Research Promotion, and Student Activities. To achieve PAOE, the requirement is to achieve the minimum points in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion, and Student Activities. Please refer to the criteria specified in each of the categories for guidelines in calculating the PAOE points. For additional information or clarification, please check the PAOE Frequently Asked Questions (FAQ) section on the ASHRAE website.

I appreciate your dedication, enthusiasm and hard work in improving our great Society and providing value to our membership. I look forward to working with each of you during this Society year.



2007-2008 PAOE AWARDS

Chapters must meet “minimum” by obtaining points in the PAOE categories, there are no maximum limits on points earned.

PAOE	Minimum in four of the following five categories: Chapter Operations, Chapter Technology Transfer, Membership Promotion, Research Promotion and Student Activities
Special Citation	Minimum in 4 of 5 categories, with a minimum of 5000 points
STAR	PAR in all categories
Honor Roll	PAOE for at least four consecutive years
High Honor Roll	STAR for at least four consecutive years
Premier	PAOE every year since the chapter's inception or since 1970; minimum of four years; chapter's first year is excluded



2007-2008 ASHRAE PAOE REPORTING

CHAPTER REPORTING

The Chapter President is responsible for reporting the points for the Chapter Operations category. Each Chapter Committee Chair is responsible for reporting the points for his/her respective category. The PAOE points will be entered directly on forms on the ASHRAE website by the Chapter Presidents and Chapter Committee Chairs by using their chapter PIN. The Chapter President and the Chapter Committee Chairs are responsible for ensuring that the data is entered and that the initial reporting is completed by November 1, 2007 and final report completed by July 15, 2008. The Regional Vice Chairs may access the website to obtain information for chapters in their Region and to enter points as indicated below. There will be no need for monthly or quarterly reports to the Regional Vice Chairs by the Chapter Committee Chairs.

November	Reflects October 31 results
January	Reflects December 31 results
March	Reflects February 28 results
April	Reflects March 31 results
May	Reflects April 30 results
June	Reflects May 31 results
July 15	Final Entry of Reported Points

DRCs and RVCs REPORTING

- Points for chapter officer/chapter committee chair who attends the CRC workshop.
- Points for Planning Sessions with DRCs or RVCs resulting in setting chapter goals for the upcoming year have been established. Planning Sessions may be held in the spring before the chapter year starts (i.e. during spring President Elect Training meetings). Points to be assigned by DRC/RVC by October 1.
- Points for achieving chapter goals have been established. Points within a range are to be assigned by DRC/RVC by June 30.
- 50 points in **each category** will be given to the **first chapter in each region** to reach PAR. Points will be given by the DRC or RVC and will be based upon their reviewing points reported on the Society webpage.
- 25 points for initial reporting by November 1, 2007. Points to be assigned by DRC for Chapter Operations and by RVC for other categories.

ASHRAE HEADQUARTERS REPORTING

The PAOE Point Summary data can be obtained for each chapter in the Region from the ASHRAE website. Research Promotion points will be calculated at Headquarters.

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CHAPTER OPERATIONS: CRITERIA	MINIMUM	PAR
<p><u>100</u> points if annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast seminars or other meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.)</p> <p><u>100</u> points for maintaining a chapter website, initial update by October 1</p> <p><u>50</u> points for conducting chapter planning meeting prior to August 1st (all officers and committee chairs)</p> <p><u>50</u> points for establishing or maintaining an operating chapter section (each section)</p> <p><u>50</u> points for each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation</p> <p><u>50</u> points for each nomination for the honor of Fellow Grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, etc., with the appropriate documentation in accordance with the procedures as directed on the ASHRAE website</p> <p><u>25</u> points for establishing and maintaining a chapter Honors and Awards Committee</p> <p><u>25</u> points for news releases, feature stories, TV and Radio appearances and articles published promoting the work of ASHRAE</p> <p><u>25</u> points if a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited)</p> <p><u>25</u> points for each Research Project proposal submitted by a research organization located within chapter boundaries</p> <p><u>25</u> points for the CRC Action Committee meeting and bringing completed Executive Session worksheet to the Caucus</p> <p><u>25</u> points for each separate social event (limit 2)</p> <p><u>25</u> points for each chapter article published in Insights</p> <p><u>10</u> points per month for updating chapter website on a monthly basis</p> <p><u>10</u> points for publishing each chapter newsletter, hardcopy or electronic copy</p> <p><u>5</u> points for each chapter meeting with name tags</p> <p><u>DRC Reports:</u></p> <p><u>75</u> points for a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1)</p> <p><u>50</u> points for each chapter officer who attends the CRC beyond the Delegate and Alternate</p> <p><u>50</u> points for the first chapter in each region to reach PAR (points to be given based upon DRC reviewing points reported on the Society webpage)</p> <p><u>0 to 50</u> points for achieving goals established in planning session (points to be assigned by DRC by June 30)</p> <p><u>25</u> points for initial reporting by November 1st</p> <p><u>25</u> points for the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by the April 2008 chapter meeting (Points assigned by May 15, 2008)</p> <p><u>25</u> points for President-Elect attendance at President-Elect Training</p> <p>Explanation to reach Minimum for Chapter Operations: To reach minimum, the 2007-2008 CIQ must be complete and forwarded to DRC and Society by July 1st. DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate Member – except Webmaster and Newsletter Editor who can be a student member. No person can serve in more than one officer position (two positions for chapter less than 75 members). A chapter officer may also serve in one committee chair position.</p>	<p><u>300</u> Points plus 2007-2008 CIQ in by July 1 – Exception may be made by the DRC</p>	<p><u>500</u> Points</p>

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

CHAPTER TECHNOLOGY TRANSFER: CRITERIA	MINIMUM	PAR
<p><u>PLANNING AND ADMINISTRATIVE ACTIVITIES</u></p> <p><u>100</u> points for establishing and maintaining an ASHRAE library for technology transfer (includes display at chapter meetings and local access to materials such as handbooks, standards, technical papers, information on ASHRAE and information on ordering materials) (one time)</p> <p><u>50</u> points for committee with a minimum of four members (Chair, Technical, Energy, Programs, Refrigeration, Government Activities member)</p> <p><u>50</u> points for completing and publishing meeting schedule and speakers by October 1 (one time)</p> <p><u>25</u> points for submitting a speaker evaluation in an updated chapter speaker list (database) within 30 days to RVC (per meeting)</p> <p><u>AWARDS AND SUBMISSION ACTIVITIES</u></p> <p><u>50</u> points for each Technology Award entry into Chapter, Regional or Society competition</p> <p><u>50</u> points for each Chapter Government Activities Awards entry into Regional or Society competition</p> <p><u>50</u> points for each entry for the Milton Garland Award or Comfort Cooling Award</p> <p><u>25</u> points for articles in chapter newsletter or chapter website other than on Program (technical, business, legal and management)</p> <p><u>25</u> points each for each Handbook, Standard or Guideline reviewed by a chapter member and review submitted to cognizant group</p> <p><u>SUSTAINABILITY ACTIVITIES</u></p> <p><u>30</u> points for each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high-performance buildings, etc.)</p> <p><u>20</u> points for each chapter activity in community that is sustainability-oriented (e.g. planting trees, restoring natural habitats, etc.)</p> <p>Please note for Sustainability Points: A Chapter Sustainability Award is available for each chapter that obtains at least 200 points from the items listed above under <u>Sustainability Activities</u>. The Chapter with the highest PAOE Sustainability point total will receive a Regional award.</p> <p><u>MEETING, PRESENTATIONS OR EVENTS</u></p> <p><u>100</u> points for hosting each 3-hour segment of an ASHRAE Learning Institute (ALI) course, 3-hour PDH seminar or satellite teleconference presentation (live or delayed)</p> <p><u>50</u> points for holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs</p> <p><u>25</u> points for each contact (meeting) by a chapter member with government officials (all government levels including school boards) or business and professional groups to promote ASHRAE related subjects or Chapter goals and objectives</p> <p><u>25</u> points for each program on refrigeration, Government Activities/Advocacy, business, management, legal education or on a controversial issue (minimum 45 minute presentation, maximum 2 per subject area)</p> <p><u>25</u> points for each technical tour with a 30 minute presentation</p> <p><u>25</u> points for each chapter presentation (minimum 30 minutes) by an ASHRAE voting or corresponding Technical Committee (TC) or Task Group (TG) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) (one per meeting, limit 4 talks per year)</p> <p><u>25</u> points for holding each lunch, breakfast or other meetings, in a geographical location different than the monthly meeting, in addition to eight monthly meetings (minimum 45 minute program)</p> <p><u>25</u> points for each joint meeting held with other industry related societies or other associations (limit 2)</p> <p><u>RVC Reports:</u></p> <p><u>100</u> points for the incoming committee chair attending the committee CTT CRC workshop</p> <p><u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon RVC reviewing points reported on the Society webpage)</p> <p><u>50</u> points for planning/goal setting session with RVC (points assigned by RVC by October 1)</p> <p><u>0 to 50</u> points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)</p> <p><u>25</u> points for initial reporting by November 1st (RVC to assign)</p>	<p><u>350</u> Points</p>	<p><u>750</u> Points</p>

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

HISTORICAL: CRITERIA	MINIMUM	PAR
<p> <u>50</u> points for chapter historical display at CRC (updated annually) <u>50</u> points for publishing article on chapter, company or member history in chapter newsletter, Society publication or chapter website <u>50</u> points for the original history and for each one year of chapter history written in current year (i.e., Society Gold Ribbon Award) <u>50</u> points for each leadership recall interview <u>50</u> points for program on history at monthly chapter meeting (limit of one) <u>50</u> points for each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award) <u>25</u> points for chapter archives indexed and maintained <u>25</u> points for digitizing chapter archives </p> <p> (Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter, are not acceptable for PAOE points or the Society Gold Ribbon Award.) Histories for the Gold Ribbon Award shall be written by the Chapter Historian or a member of the Historical Committee from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, person, event or company. Information obtained from electronic material is not acceptable. </p> <p> <u>Regional Historian Reports:</u> <u>100</u> points for incoming committee chair attending the committee CRC workshop <u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by Regional Historian and will be based upon the Regional Historian reviewing points reported on the Society webpage) <u>25</u> points for initial reporting by November 1st (Regional Historian to assign) </p>	<p align="center"><u>100</u> Points</p>	<p align="center"><u>200</u> Points</p>

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

MEMBERSHIP PROMOTION: CRITERIA	MINIMUM	PAR
<p><u>100</u> points if net area assigned members exceeds that of previous year (25 points for each percent increase in net area assigned member growth)</p> <p><u>50</u> points if committee size is 5 or 3% of chapter members (whichever is less)</p> <p><u>50</u> points for an active mentoring program (5 points for each new member recognized at a monthly meeting)</p> <p><u>50</u> points for conducting follow-up calls on all delinquent members</p> <p><u>50</u> points for each Young Engineers in ASHRAE (YEA) Night at a chapter meeting (limit of one)</p> <p><u>30</u> points for retention of each new member (dues paid second year)</p> <p><u>25</u> points for Membership Promotion Night at chapter meeting (limit of two)</p> <p><u>25</u> points for each new member in Young Engineers in ASHRAE (YEA) category</p> <p><u>10</u> points for each upgrade from associate to member</p> <p><u>RVC Reports:</u></p> <p><u>100</u> points for the incoming committee chair attending the committee MP CRC workshop</p> <p><u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage)</p> <p><u>50</u> points for planning/goal setting session with RVC (points assigned by RVC by October 1)</p> <p><u>0 to 50</u> points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30)</p> <p><u>25</u> points for initial reporting by November 1st (RVC to assign)</p>	<p><u>200</u> Points</p>	<p><u>400</u> Points</p>

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

RESEARCH PROMOTION: CRITERIA	MINIMUM	PAR
<p>GOAL</p> <p>Contributions considered towards a chapter <i>Goal</i> include gifts to ASHRAE, ASHRAE Learning Institute, ASHRAE Research, and the ASHRAE Foundation.</p> <p>Exceptions: Foundation gifts made as part of routine ongoing Foundation Solicitations.</p> <p>A chapter's <i>Goal</i> shall be set by each Region's DRC.</p> <p>OPTION 1 <u>10</u> points earned by a chapter for each 1% of <i>Goal</i> attained.</p> <p>-OR-</p> <p>OPTION 2 <u>10</u> points earned for each dollar per area assigned member attained <u>20</u> additional points for each dollar per area assigned member collected above the Society dollar per member Goal of \$75</p> <hr/> <p><u>300</u> points for reaching Challenge Goal (105% of <i>High Five</i>) <u>250</u> points for each new Golden Circle Investor acquired and credited to the chapter (as determined by the RVC & RP ExCom rules) <u>200</u> points <i>High Five Award</i> <u>150</u> points for each renewed Golden Circle Investor credit divided by number of chapters recognized in accordance with RP ExCom guidelines <u>100</u> points for new <i>High Five</i> level of contributions <u>100</u> points for workshop attendance by incoming committee chair at the Research Promotion training workshop held in either August or September <u>50</u> points for Chapter Full Circle Award (postmarked by December 15th) <u>50</u> points for achieving of 30 percent of goal by December 31st <u>50</u> points for each endowed honor roll level contribution that is an addition to the donor's current fiscal year honor roll level contribution <u>50</u> points for planning/goal setting session with RVC by October 1 <u>25</u> points for formal recognition of all Honor Roll level contributors from the prior year's campaign before December 31st (Note: Recognition certificates must be ordered from headquarters by November 30th to qualify) <u>25</u> points for Research Promotion Night at a chapter meeting (limit of two)</p>	<p align="center"><u>800</u> Points</p>	<p align="center"><u>1050</u> Points</p>

2007-2008 PRESIDENTIAL AWARD OF EXCELLENCE (PAOE)

STUDENT ACTIVITIES: CRITERIA	MINIMUM	PAR
<p>$30\sqrt{D/M}$ for chapter investment in student activities</p> <p>D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members</p> <p><u>100</u> points for establishing a <u>new</u> student branch or reactivating an inactive student branch <u>50</u> points if net student membership exceeds that of previous year <u>50</u> points for each engineering college undergraduate or tech school student placed in an ASHRAE related summer intern job or part-time job during school <u>50</u> points for each entry in the ASHRAE Student Design Project Competition <u>50</u> points for a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition <u>50</u> points for each scholarship to a tech or undergraduate engineering student (minimum of \$100 scholarship award) <u>50</u> points for chapters providing formal recognition of student branch advisors to university administration or dean of engineering <u>25</u> points for each K-12 student activity (excluding National Engineering Week) in which one or more chapter member participates (other than advisor) <u>25</u> points for each K-12 activity promoting engineering to and for girls <u>25</u> points for each National Engineering Week Activity <u>25</u> points for each chapter activity with student branch including Student Night (limit of two), meetings, technical programs and technical tours <u>25</u> points for each post H.S. activity in which one or more chapter member participates (other than advisor) <u>25</u> points for each ASHRAE Senior Undergraduate Project Grant funded <u>25</u> points for each Young Engineers in ASHRAE (YEA) Member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches <u>25</u> points for each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting <u>20</u> points for each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (limit 200 points for Society level meetings)</p> <p><u>RVC Reports:</u> <u>100</u> points for the incoming committee chair attending the committee SA CRC workshop <u>100</u> points for an individual planning/goal setting session with RVC (points assigned by RVC by October 1) <u>50</u> points for each active student branch where the faculty advisor is a chapter member <u>50</u> points for the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage) <u>0 to 50</u> points for achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) <u>25</u> points for initial reporting by November 1st (RVC to assign)</p>	<p><u>300</u> Points</p>	<p><u>500</u> Points</p>

**PAOE 2007-2008
CHAPTER OPERATIONS SAMPLE REPORTING FORM
(MINIMUM = 300 POINTS PLUS 2007-2008 CIQ IN BY JULY 1,
EXCEPTION MAY BE MADE BY DRC, PAR = 500 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2008. **"SAMPLE COPY - DO NOT USE FOR REPORTING - ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
If annual attendance at meetings exceeds that of previous year by at least 10% (Attendance includes total for dinner, lunch or breakfast seminars or other meetings where minimum 45 minute business or technical presentation or panel discussion is held. HVAC&R courses for continuing education, technical sessions, tours and social events are excluded.) – 100 points	
For maintaining a chapter website, initial update by October 1 – 100 points	
For conducting chapter planning meeting prior to August 1 st (all officers and committee chairs) – 50 points	
For establishing or maintaining an operating chapter section (each section) – 50 points	
For each Young Engineers in ASHRAE (YEA) member assigned to a committee to provide Young Engineers in ASHRAE (YEA) ideas and participation – 50 points	
For each nomination for the honor of Fellow Grade, Distinguished Service Award, Exceptional Service Award, F. Paul Anderson, Louise and Bill Holladay Fellow Award, etc., with the appropriate documentation in accordance with the procedures as directed on the ASHRAE website – 50 points	
For establishing and maintaining a chapter Honors and Awards Committee – 25 points	
For news releases, feature stories, TV and Radio appearances and articles published promoting the work of ASHRAE – 25 points	
If a chapter hosts a visit by Regional Officer, Society Officer or Society Board of Directors member to conduct employer dialogue/roundtable/recognition event (per key employer office visited) – 25 points	
For each Research Project proposal submitted by a research organization located within chapter boundaries – 25 points	
For the CRC Action Committee meeting and bringing completed Executive Session worksheet to the Caucus – 25 points	
For each separate social event (limit 2) – 25 points	
For each chapter article published in Insights – 25 points	
For updating chapter website on a monthly basis – 10 points (per month)	
For publishing each chapter newsletter, hardcopy or electronic copy - 10 points	
For each chapter meeting with name tags – 5 points	

DRC REPORTS:

For a planning/goal setting session with DRC resulting in written measurable objectives (points assigned by DRC by October 1) – 75 points	
For each chapter officer who attends the CRC beyond the Delegate and Alternate – 50 points	
For the first chapter in each region to reach PAR (points to be given based upon DRC reviewing points reported on the Society webpage) – 50 points	
For achieving goals established in planning session (points to be assigned by DRC by June 30) – 0 to 50 points	
For initial reporting by November 1 st – 25 points	
For the chapter nominating committee report (with all chapter officers & committee chair positions filled) distributed by April 2008 chapter meeting (Points assigned by May 15, 2008) – 25 points	
For President-Elect attendance at President-Elect Training – 25 points	
Explanation to reach Minimum for Chapter Operations: To reach minimum, the 2007-2008 CIQ must be complete and forwarded to DRC and Society by July 1 st . DRC is responsible for determining if criteria is met. All individuals serving in a chapter position must be an ASHRAE Member or Associate Member – except Webmaster and Newsletter Editor who can be a student member. No person can serve in more than one officer position (two positions for chapter less than 75 members). A chapter officer may also serve in one committee chair position.	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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**PAOE 2007-2008
CHAPTER TECHNOLOGY TRANSFER SAMPLE REPORTING FORM
(MINIMUM = 350 POINTS, PAR = 750 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2008. **"SAMPLE COPY - DO NOT USE FOR REPORTING - ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
<u>PLANNING AND ADMINISTRATIVE ACTIVITIES:</u>	
For establishing and maintaining an ASHRAE library for technology transfer (includes display at chapter meetings and local access to materials such as handbooks, standards, technical papers, information on ASHRAE and information on ordering materials) (one time) – 100 points	
For committee with a minimum of four members (Chair, Technical, Energy, Programs, Refrigeration, Government Activities member) – 50 points	
For completing and publishing meeting schedule and speakers by October 1 (one time) – 50 points	
For submitting a speaker evaluation in an updated chapter speaker list (database) within 30 days to RVC (per meeting) – 25 points	
<u>AWARDS AND SUBMISSION ACTIVITIES:</u>	
For each Technology Award entry into Chapter, Regional or Society competition – 50 points	
For each chapter Government Activities Award entry into Regional or Society competition – 50 points	
For each entry for the Milton Garland Award or Comfort Cooling Award – 50 points	
For articles in chapter newsletter or chapter website other than on Program (technical, business, legal and management) – 25 points	
For each Handbook, Standard or Guideline reviewed by a chapter member and review submitted to cognizant group – 25 points	
<u>SUSTAINABILITY ACTIVITIES:</u>	
For each chapter program and chapter sponsored educational seminar having a clearly identified sustainability theme (e.g. energy efficiency, high-performance buildings, etc.) – 30 points	
For any chapter activity in community that is sustainability-oriented (e.g. planting trees, restoring natural habitats, etc. – 20 points	
Please note for Sustainability Points:	
1. A Chapter Sustainability Award is available for each chapter that obtains at least 200 points from the items listed above under <u>Sustainability Activities</u> .	
2. The Chapter with the highest PAOE Sustainability point total will receive a Regional award.	

<u>MEETING, PRESENTATIONS OR EVENTS:</u>	
For hosting each 3-hour segment of an ASHRAE Learning Institute (ALI) course, 3-hour PDH seminar or satellite teleconference presentation (live or delayed) – 100 points	
For holding at least eight monthly chapter meetings per year with at least six including ASHRAE industry related programs – 50 points	
For each contact (meeting) by a chapter member with government officials (all government levels including school boards) or business and professional groups to promote ASHRAE related subjects or Chapter goals and objectives – 25 points	
For each program on refrigeration, Government Activities/Advocacy, business, management, legal education or on a controversial issue (minimum 45 minute presentation, maximum 2 per subject area) – 25 points	
For each technical tour with a 30 minute presentation – 25 points	
For each chapter presentation (minimum 30 minutes) by an ASHRAE voting or corresponding Technical Committee (TC) or Task Group (TG) member on status of TC or TG efforts (Research activities, Standards activities, Handbook activities, etc.) one per meeting, limit 4 talks per year) – 25 points	
For holding each lunch, breakfast or other meetings, in a geographical location different that the monthly meeting, in addition to eight monthly meetings (minimum 45 minute program) – 25 points	
For each joint meeting held with other industry related societies or other associations (limit 2) – 25 points	
<u>RVC REPORTS:</u>	
For the incoming committee chair attending the committee CTT CRC workshop – 100 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon RVC reviewing points reported on the Society webpage) – 50 points	
For planning/goal setting session with RVC (points assigned by RVC by October 1) – 50 points	
For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	
For initial reporting by November 1 st (RVC to assign) – 25 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED)	

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**PAOE 2007-2008
HISTORICAL SAMPLE REPORTING FORM
(MINIMUM = 100 POINTS, PAR = 200 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2008. **"SAMPLE COPY - DO NOT USE FOR REPORTING – ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
For chapter historical display at CRC (updated annually) – 50 points	
For publishing article on chapter, company or member history in chapter newsletter, Society publication or chapter website – 50 points	
For the original history and for each one year of chapter history written in current year (i.e., Society Gold Ribbon Award) – 50 points	
For each leadership recall interview – 50 points	
For program on history at monthly chapter meeting (limit of one) – 50 points	
For each history of a system, standard, person, event or a company significant to the Chapter's history (Society Gold Ribbon Award) – 50 points	
For chapter archives indexed and maintained – 25 points	
For digitizing chapter archives – 25 points	
(Note: Histories about a system, standard, person, event or a company, outside the geographic area of the chapter, are not acceptable for PAOE points or the Society Gold Ribbon Award.) Histories for the Gold Ribbon Award shall be written by the Chapter Historian or a member of the Historical Committee from information obtained by interviewing a person knowledgeable of the history being written or from personal knowledge of the history of the system, standard, person, event or company. Information obtained from electronic material is not acceptable.	
REGIONAL HISTORIAN REPORTS:	
For incoming committee chair attending the committee CRC workshop – 100 points	
For the first chapter in each region to reach PAR (points to be assigned by Regional Historian and will be based upon the Regional Historian reviewing points reported on the Society webpage) – 50 points	
For initial reporting by November 1 st (Regional Historian to assign) – 25 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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**PAOE 2007-2008
MEMBERSHIP PROMOTION SAMPLE REPORTING FORM
(MINIMUM = 200 POINTS, PAR = 400 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2008. **"SAMPLE COPY - DO NOT USE FOR REPORTING - ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
If net area assigned members exceeds that of previous year (25 points for each percent increase in net area assigned member growth) – 100 points	
If committee size is 5 or 3% of chapter members (whichever is less) – 50 points	
For an active mentoring program (5 points for each new member recognized at a monthly meeting) – 50 points	
For conducting follow-up calls on all delinquent members – 50 points	
For each Young Engineers in ASHRAE (YEA) Night at a chapter meeting (limit of one) – 50 points	
For retention of each new member (dues paid second year) – 30 points	
For Membership Promotion Night at chapter meeting (limit of two) – 25 points	
For each new member in Young Engineers in ASHRAE (YEA) category – 25 points	
For each upgrade from associate to member – 10 points	
<u>RVC REPORTS:</u>	
For the incoming committee chair attending the committee MP CRC workshop – 100 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage) – 50 points	
For planning/goal setting session with RVC (points assigned by RVC by October 1) – 50 points	
For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	
For initial reporting by November 1 st (RVC to assign) – 25 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED)	

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**PAOE 2007-2008
RESEARCH PROMOTION
(MINIMUM = 800 POINTS, PAR = 1050 POINTS)**

THE RESEARCH PROMOTION POINTS ARE ENTERED DIRECTLY FROM HEADQUARTERS. SEE THE 2007-2008 PAOE NEWSLETTER FOR RESEARCH PROMOTION CRITERIA.

RVC REPORTS: FOR WORKSHOP ATTENDANCE BY CHAIR AT THE RESEARCH PROMOTION TRAINING WORKSHOP HELD IN EITHER AUGUST, SEPTEMBER OR OCTOBER (POINTS ASSIGNED BY RVC) – 50 POINTS

RVC REPORTS: FOR PLANNING/GOAL SETTING SESSION WITH RVC (POINTS ASSIGNED BY RVC BY OCTOBER 1) – 20 POINTS

PLEASE SEE THE PAOE POINT SUMMARY REPORT ON THE WEBSITE OR RP TRAINING MANUAL FOR THE RESEARCH PROMOTION POINTS.

THE RESEARCH PROMOTION REPORT IS SENT TO THE CHAPTER RESEARCH PROMOTION CHAIR AT THE END OF EACH MONTH AND TO THE CHAPTER PRESIDENTS FOUR TIMES DURING THE CAMPAIGN (DECEMBER, MARCH, MAY, JULY).

**PAOE 2007-2008
STUDENT ACTIVITIES SAMPLE REPORTING FORM
(MINIMUM = 300 POINTS, PAR = 500 POINTS)**

The Chapter President and the Chapter Committee Chair are responsible for ensuring that the data is entered and that the reporting is completed by June 30, 2008. **"SAMPLE COPY - DO NOT USE FOR REPORTING - ALL REPORTING MUST BE DONE VIA THE WEBSITE ON THE INTERACTIVE FORMS. PRINTED COPIES MAILED, FAXED OR EMAILED WILL NOT BE ACCEPTED."**

MINIMUM POINTS	YEAR-TO-DATE
$30\sqrt{D/M}$ for chapter investment in student activities D = Dollars contributed (any support of a student member, e.g. scholarships, dinners, meeting travel, etc.) M = Area Assigned Members	
For establishing a <u>new</u> student branch or reactivating an inactive student branch – 100 points	
If net student membership exceeds that of previous year – 50 points	
For each engineering college undergraduate or tech school student placed in an ASHRAE related summer intern job or part-time job during school – 50 points	
For each entry in the ASHRAE Student Design Project Competition – 50 points	
For a chapter member mentoring a student design team participating in the ASHRAE Student Design Project Competition – 50 points	
For each scholarship to a tech or undergraduate engineering student (minimum of \$100 scholarship award) – 50 points	
For chapters providing formal recognition of student branch advisors to university administration or dean of engineering – 50 points	
For each K-12 student activity (excluding National Engineering Week) in which one or more chapter member participates (other than advisor) – 25 points	
For each K-12 activity promoting engineering to and for girls – 25 points	
For each National Engineering Week Activity – 25 points	
For each chapter activity with student branch including Student Night (limit of two), meetings, technical programs and technical tours – 25 points	
For each post H.S. activity in which one or more chapter member participates (other than advisor) – 25 points	
For each ASHRAE Senior Undergraduate Project Grant funded – 25 points	
For each Young Engineers in ASHRAE (YEA) Member that presents the ASHRAE Young Engineers in ASHRAE (YEA) program to student branches – 25 points	
For each time a student branch advisor attends a host chapter monthly meeting, a regional meeting or a Society level meeting – 25 points	

For each student member attending a chapter monthly meeting, a regional meeting, or a Society level meeting (limit 200 points for Society level meetings) – 20 points	
<u>RVC REPORTS:</u>	
For the incoming committee chair attending the committee SA CRC workshop – 100 points	
For an individual planning /goal setting session with RVC (points assigned by RVC by October 1) – 100 points	
For each active student branch where the faculty advisor is a chapter member – 50 points	
For the first chapter in each region to reach PAR (points to be assigned by RVC and will be based upon the RVC reviewing points reported on the Society webpage) – 50 points	
For achieving goals established in goal-setting session with RVC (points assigned by RVC by June 30) – 0 to 50 points	
For initial reporting by November 1 st (RVC to assign) – 25 points	
ENTER TOTAL POINTS (THERE IS NO LIMIT TO THE MAXIMUM NUMBER OF POINTS EARNED.)	

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