

# Chapter Competition Reporting Rules and Guidelines

Please read these rules before completing the online form.

## Introduction

The objective of the annual chapter competition program is to recognize chapters for support of the mission of the society at the local level through chapter programming and member engagement.

The annual Chapter Program Report encompasses overall

Chapter Competition as well as the other categories of awards:

- *Membership Growth Awards* are presented to the chapters that obtain the highest percentage net growth during the competition year in their size category. All chapters are considered for these awards, based upon membership count in the national database. There is no submission requirement to be considered. To qualify, a chapter must have been chartered prior to the reporting period (April 1 – March 31) and must have a minimum of fifteen members at the start of the reporting period.
- The *Community Service Award* recognizes all chapters that organize their members to volunteer within their communities. This award is presented to all chapters that meet a minimum number of community service hours as listed in section 5.
- The *Chapter Communications Program* recognizes eight chapters that regularly communicate their activities and the benefits of SDFM membership. Communications award is determined by overall points in Section 4, and the timely, newsworthy content of website (or other media) and newsletter (electronic or any other way provided).
- The *Neil R. Ginnetti Professional Development Award* is presented to up to one chapter that has demonstrated outstanding and innovative contributions to the professional development of its chapter members and the training needs of the Command. This award is presented only when merited in uniqueness. Additionally, chapters may apply for a professional development grant.

## Five Star Chapter Program

The *Five Star Chapter Program* sets a minimum standard for a well-rounded chapter which supports the mission of the society and provides essential value to its membership.

To qualify for Five Star Status, chapters must obtain a minimum of:

- 500 points in membership program (Section 1B)
- 500 points in CDFM (Section 2B)
- 600 points in membership meetings (Section 2C1)
- 150 points in defense financial management topics (Section 2C2)
- 100 points in Executive Committee meetings (Section 2D)
- 600 points in chapter news (Section 4A) and
- 500 points in administration (Section 6.)

The online form must be **submitted** by April 10, with some items due throughout the year in the administrative area.

## Chapter Size Categories

In most recognition categories, chapters compete against other chapters in their same range of membership size. Chapter size is determined at the beginning of the reporting period, April 1, based upon paid membership count on file at National Headquarters.

A1 351+ members      A 151-350 members      B 76-150 members      C 75 members and less

## Recognition

### Overall Chapter Competition

Presented to the chapters earning the greatest number of verified points in the competition areas described below. Chapters receive recognition on the SDFM website, on social media, in the *Armed Forces Comptroller* at the National PDI and with a digital badge.

Chapter Size	Category	Award
Group A-I	Distinguished:	\$1000
	Meritorious:	\$500
Group A	Distinguished:	\$800
	Meritorious:	\$400
Group B	Distinguished:	\$600
	Meritorious:	\$300
Group C	Distinguished:	\$400
	Meritorious:	\$200

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**Communications** Distinguished and Meritorious in each size category. Recognition to each chapter that qualifies

**Five Star** Recognition to each chapter that qualifies

**Community Service** Recognition to each chapter that qualifies

**Established Chapter Percentage Growth** One winner in each size category. Recognition to each chapter that qualifies and \$200

**Neil R. Ginnett Professional Development** Recognition and \$1000 (awarded only if merited)

## Reporting and Competition Areas

### 1. Membership

A. Membership Growth: Membership records on file with the SDFM National Headquarters will be the baseline for any item that depends upon official membership counts. Only current paid members in good standing as of 31 March will be considered when determining chapter membership counts and recruitment efforts. All membership types are counted in this category, to exclude Honorary Membership. Points for membership growth will be computed by a comparison of paid membership size on April 1, 2025 with paid membership size on March 31, 2026. Additionally, chapters will receive points for success meeting the nationally set membership goal of 2%.

Net % increase x 100  
2% goal met 500 points  
1500 points maximum

B. Membership Program: Chapter must provide detailed description that substantiates the below minimum requirements. The requirements below should be addressed in the description submitted online.

- Established membership committee with a designated chairperson and at least two members.
- Establish clearly defined membership goals and communicate these to entire membership.
- Membership campaign with action steps defined and communicated to general membership and other target audiences.

500 points

C. New Member Orientation Program: Chapter must provide description that clearly describes the methods used to orient new members with SDFM, both nationally and locally. If all requirements are not addressed in the description, the chapter will be awarded zero points. At a minimum program must provide a new member package with welcome letter, description of membership benefits, chapter officer listing, chapter communication, list of upcoming events, and chapter constitution and by-laws. Chapters will receive additional points for providing additional onboarding for Early Careerist new members.

500 points  
Early Careerist 200 points

### 2. Professional Development

A. Educational Activities:

1) Educational sessions, such as, mini and regional educational events, in addition to and on different dates from regular chapter meetings.

- Subject matter should predominantly (more than 80%) include defense financial management.
- Attendance is not restricted to SDFM members.
- These activities must be clearly identified and heavily promoted as being organized by the SDFM chapter, or jointly organized by the chapter and another professional association (i.e., AGA). Joint sponsorship with a government office (i.e., local civilian personnel training office, command military training) is not allowed for points.
- Breaks and meals should not be included in calculation of training hours.
- Centrally funded EDFMT courses may not be claimed for chapter points. Only courses organized and paid by chapter may be claimed. Points will be awarded as follows:

Onsite or Virtual sessions (minimum 60 minutes) 200 points for each session  
Half day (min. of 3 hours) 400 points for each 3-hour block  
Full day (min. of 6 hours) 1000 points for each full day  
4800 points maximum

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## B. Certification:

1) Chapters may claim 500 points for having a program to assist members and others with their CDFM or CDFM-A. Chapter must provide detailed description that substantiates the below minimum requirements. Additional points will be awarded to chapters that conduct CDFM Study Group or Brown Bag, etc. sessions.

- An established certification committee with designated chairperson; or incorporated into Professional Development Committee.
- Certification goals set, measured and clearly defined to the entire chapter membership.
- PR Campaign with certification benefits clearly publicized to the entire chapter membership and to others in the local financial management community.
- Recognize chapter members who newly obtain CDFM in monthly or quarterly chapter meetings or professional development events.

500 points

CDFM Study Group or Brown Bag Sessions 200 points

2) CDFM Growth: Chapters are awarded points for growth of membership that holds active CDFM status. Points for CDFM growth will be computed by a comparison of number of active status CDFM on April 1, 2024 with number of active status CDFM on March 31, 2025. Additionally, chapters will receive points for success towards the nationally set CDFM growth goal of 1%.

Net % increase x 25 points (1000 points maximum)

33% or more of chapter membership with CDFM designation 100 points

1% goal met 500 points

3) Early Careerist Program: Chapters may claim 300 points for having a program to assist early career members. Chapter must provide detailed description of the program and address the below requirements. The requirements below should be addressed in the description submitted.

- An established Early Careerist Program committee with a designated chairperson; or a designated lead incorporated into a Professional Development or Membership Committee.
- Program goals, such as those in mentorship and support, are set, measured and clearly communicated to the chapter membership.

300 points

C. Chapter Meetings: Credit will be awarded for meetings of a chapter's general membership. Meeting must be organized and funded by the chapter or its membership. Meeting points cannot be claimed for events if they are already claimed under item B1.

### 1) Membership Meetings:

75 points for each meeting

75 points maximum in one month

900 points maximum for the year

2) Defense Financial Management Topic: Any of the above meetings that include a speaker on defense financial management or related topic qualify for additional points. Topic must be directly/significantly related to defense financial management.

25 points for each meeting with DFM topic

25 points maximum in one month

300 points maximum for the year

3) Joint Meetings: Any general membership meeting held jointly with another SDFM chapter or professional association (not a government or private sector entity), qualify for extra points. The published program or announcement must clearly identify SDFM and the other chapter or association.

25 points for each meeting

25 points maximum in one month

300 points maximum for the year

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D. Executive Committee Meetings: Points will be awarded for meetings of the chapter's executive committee.

50 points for each meeting  
50 points maximum in one month  
600 points maximum for the year

### 3. Awards Program

Each chapter that conducts awards programs, independent of the SDFM National Awards Program, can claim points. To receive credit for Awards Programs, provide a list of the award winners for each award category. It is recognized that a chapter's award ceremony may take place after the close of the Chapter Competition year. If this is the case, document the program and the plan to make the award. Additionally, chapters may claim points for participating in the National Awards program with a minimum of five nominations in individual based categories.

A. Chapter Awards program (Achievement, Member of the Year, etc)	250 points
B. Chapter High school scholarship programs	250 points
C. Chapter Member Continuing education grant programs	250 points
D. Participation in National Individual or Team Awards Programs	250 points
	1000 points maximum

### 4. Communication

A. Chapter News: Chapters receive points for sharing chapter news with their membership via chapter newsletter or e-mail. Points are awarded for:

<ul style="list-style-type: none"> <li>Past Meeting Summary</li> <li>Future meeting announcement</li> <li>Member News</li> </ul>	<ul style="list-style-type: none"> <li>President's Message</li> <li>Short FM topic article</li> <li>National SDFM program news</li> </ul>	<p>25 points for each item 150 points maximum in each newsletter or email 1800 points maximum for the year</p>
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B. Publicity: The intent of this competition category is to communicate the benefits of our society, to individuals **outside** the SDFM membership. Points are awarded for the publication of chapter news item. Publicity may be in a local newspaper, on local radio or TV stations, daily bulletins with wide distribution outside membership, or any agency's official publication or website. Points will also be awarded for items in the *Armed Forces Comptroller*, **or** on [www.SDFM.org](http://www.SDFM.org) ([Engage or elsewhere](#)).

30 points for each item  
50 points for each SDFM item  
1800 points maximum

C. Website: Points are awarded as follows for a chapter web site. Website must be current (within one month of competition year-end) and regularly maintained. Extra points will be awarded for a new or significantly revised website.

<ul style="list-style-type: none"> <li>Link to the National SDFM website</li> <li>Calendar of chapter events</li> <li>Local Constitution and Bylaws</li> <li>Chapter Newsletter</li> </ul>	<ul style="list-style-type: none"> <li>List of chapter officers</li> <li>Defense FM related content</li> <li>Chapter programs (awards, community service, meetings, etc.)</li> <li>Member News (achievements by chapter members)</li> </ul>
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200 points for each item  
200 points for new or revised  
1800 points maximum for the year

D. SDFM Presentations: The intent of this competition category is to communicate the benefits of our society, to individuals **in leadership**. Points are awarded for briefings made to local commanders that cover the benefits of SDFM to the command and Defense Financial Management community.

300 points for each event, 1500 points maximum

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## 5. Community Service

Each chapter that provides Community Services (philanthropic) will receive 50 points for each separate project. A multi day project will count as one single project. Each Community Service Project must have a minimum of 15 total hours of service conducted by SDFM members to qualify for points in chapter competition. (ex. 5 members x 3 hours each = 15 total). The project must be a chapter sponsored activity, not an individual effort, with a minimum of four members participating.

50 points per event, 250 points maximum

In addition to obtaining the points above for overall chapter competition, all chapters that meet the minimum cumulative service hours below will be recognized for **Excellence in Community Service** as stated on page 1. There are no minimum hours of service for each project, but it must be a chapter sponsored activity, not an individual effort, with a minimum of four members participating.

A 150 hours    A 125 hours    B 100 hours    C 75 hours

## 6. Administration

This category of competition ensures that the chapter maintains accurate records of the society with the National Headquarters, as well as following chapter administration best practices.

The items below must be uploaded throughout the year on the awards portal (as required under Fiver Star Status guidelines).

100 points each

- A. Chapter officer update listing with chapter mailing address and all chapter officer's names, positions, commercial telephone numbers and e-mail addresses. *(30 days after Officer installation)*
- B. Meetings and Activities plan for the year. A chapter should strive to create a program for the entire year that is well-planned, varied and fits the needs of the chapter members. The meetings and activities plan should include at a minimum the month, event/activity name, and topic or short description. *(Due once a year; thirty days from installation of new officers.)*
- C. Annual audit/review of chapter finances. *(Due once a year; due ninety days from installation of new officers. In the event an installation does not occur during the program year, a letter of valid explanation must be submitted by April 10.)*
- D. Chapter Constitution and bylaws *(Must be uploaded by March 31)*
- E. Chapter's Form 990 to local IRS *(Due once a year, verification must be uploaded by March 31)*