

Chapter of the Year Awards Program

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General Information:

The Institute of Food Technologists Student Association welcomes all chapters to apply for the Chapter of the Year Awards. All submissions are to be submitted **via the submission portal on IFT.org**. The submission deadline is **April 15, 2020 at 11:59PM Central Time**. Late submissions will NOT be accepted. Incomplete submissions will be removed from consideration. You should receive an email receipt for your submission; be sure to retain a copy of this receipt for your records.

Specific questions concerning the Chapter of the Year Awards can be directed to the COY Chair, or designated IFT Staff member.

Background:

The Chapter of the Year (COY) Competition was first established in 1976 to recognize outstanding IFTSA chapters. The competition was revised in 2014 to better align with IFTSA's Strategic Plan and to increase recognition for the many outstanding IFTSA chapters. Further edits were made in 2018 following a review by the IFTSA Competitions Task Force. Applications will be assessed on the chapter's essay responses **and completion of minimum chapter requirements**.

Awards:

The following awards will be presented annually*:

- Outstanding Chapter for Connect— 1 Award \$250 with trophy
- Outstanding Chapter for Develop— 1 Award \$250 with trophy
- Outstanding Chapter for Support— 1 Award \$250 with trophy
- Chapter of the Year – 1 Award \$1000 with trophy

All Awards recipients will be recognized at IFT annual event during the IFTSA Closing Ceremony.

* The overall Chapter of the Year recipient is eligible for up to 1 of the Outstanding Chapter awards.

Eligibility:

- Student group must be an official IFTSA chapter in compliance with IFTSA Bylaws.
- Chapter officers must be student members in good standing with IFT for the current academic year.
- Faculty Advisor must be an IFT member in good standing for the current academic year.

Scoring:

Chapter Health Survey– 20 Points – twice yearly

- Part 1 (10 points)
- Part 2 (10 points)

Three Essays – 30 Points – One essay each related to IFTSA's Promises

- Connect (10 points)
- Develop (10 points)
- Support (10 points)

Additional Documents:

- Chapter of the Year essay (20 points) - *Required to be considered for Chapter of the Year*
- PowerPoint Slide

Instructions:

- Fill out Chapter Health Survey (twice annually)
- Provide Chapter Information
 - Filled in during Part 2 of Chapter Health Survey
- Provide essays in text box in survey
 - Word count as listed below in the essay details
- PowerPoint slide (.ppt or .pptx format)
 - Include activities that have occurred since the submission deadline for the previous year, i.e. from May 1st the previous year to April 30th of the current year.

Chapter Information including those listed below

- Chapter name, university, department phone number, and mailing address
- Chapter President, IFT member number, phone number, mailing address, and e-mail address
- Faculty advisor, IFT member number, phone number, mailing address, and e-mail address
- Membership information
- Total Chapter Members (including chapter members who are not members of IFT)
- Number of Chapter Members who are also members of IFT (as of May 1st)
- Number of students enrolled in the Food Science program at the university

Essays to Highlight Activities Relating to IFTSA's Promises (400 words max per essay)

- **Connect:** IFTSA promises to Connect its members by bringing people, ideas, and opportunities together to support students' professional goals - how does your chapter exemplify this promise?
- **Develop:** IFTSA promises to Develop its members by providing opportunities for developing skills beyond the classroom and lab – how does your chapter exemplify this promise?
- **Support:** IFTSA promises to Support its members by cultivating friendship, mentorship, and leadership among those pursuing an education in the science of food – how does your chapter exemplify this promise?

** Chapters have the option to apply for one, two, or all of the pillars. Applying for all three pillars is not necessary unless the chapter wants to be considered for the title of "Chapter of the Year"

Additional Documents

- Chapter of the Year essay – Must be submitted to be considered for Chapter of the Year– Explain how your chapter strives to achieve IFTSA’s vision and mission, deliver member value locally, and ultimately, why your chapter deserves the title of “Chapter of the Year” (<500 words)
- One PowerPoint Slide – Showcase activities or events your chapter has done in the previous year. It should be **a single slide containing no animations**. Pictures are highly encouraged and should be large enough to see on a projector screen. This slide will be shared at the IFT Annual Meeting and Food Expo. The slide and its content may be used as IFTSA promotional material. Be sure to include your university name & logo on slide.

COY Check List

- ⚙ Officer Report Form submitted by September 30th via online survey
- ⚙ All officers are IFT Student Association members (required)
- ⚙ Chapter President IFT member number included in Chapter Health Survey
- ⚙ Faculty Advisor IFT member number included in Chapter Health Survey
- ⚙ Departmental contact information and student enrollment numbers submitted through Chapter Health Survey
- ⚙ Complete Chapter Health Survey twice annually (once at the start of the academic year, once towards the end of the academic year)
- ⚙ IFTSA’s promise: Connect essay completed in ≤400 words
- ⚙ IFTSA’s promise: Develop essay completed in ≤400 words
- ⚙ IFTSA’s promise: Support essay completed in ≤400 words
- ⚙ One PowerPoint slide showcasing events from the year (mandatory)
- ⚙ Chapter of the Year essay completed in ≤500 words (optional)
- ⚙ COY application submitted via the submission portal on IFT.org by 11:59 PM Central Time on April 15th