



**ADMINISTRATIVE LETTER  
NO. 714  
Administrative**

**Subject:** CHAPTER WEB PAGE AWARD

**Effective Date:** June 30, 2002

No. Pages 3(2 Exhibits)

**Approved By:** Terrence J. Coan

**Approval Date:** April 20, 2002

**Reference:** Board of Directors, 10/98, 4/02

**PURPOSE**

A Chapter Web Page Award is an effective way to encourage chapters to utilize the World Wide Web. The World Wide Web is an increasingly important tool for information and it is an excellent tool for chapters to inform members and market the profession.

This award is presented to the chapter that has most effectively used the web page to inform its membership and promote the chapter, its activities and ARMA International during an Association year (July 1 to June 30).

A chapter's size category is determined by its membership figures for June 30 of the year prior to the year being judged. There are **three** size categories:

Category	Number of Members
<b>Small</b>	<b>1-30</b>
<b>Medium</b>	<b>31 - 80</b>
<b>Large</b>	<b>81+</b>

Only one winner is selected from each size category.

**ELIGIBILITY CRITERIA**

All officially chartered chapters are eligible for this award.

The following criteria must be a part of the web page to be considered by the Awards Committee for this award:

A. Education - 40 Points

- Information should be provided about the Chapter, including officers and contact numbers
- Reference should be made concerning ARMA International and its services
- Definition/information on the records and information management profession.

B. Functionality and innovative uses - 30 Points

- The use of technology to deliver education and service to the web site visitor (HTML, CGI, Java, ActiveX, PDF, web database)
- The page must be easy to use for the visitor.
- A determination will be made if text-only browsers, older or newer browsers, PC or Mac-based browsers, can use the page.
- The web-master (member or non-member) will be identified on the submission for consideration form.

C. Appearance - 15 points

- The site must have a professional appearance.
- The site must reflect well on the Chapter as well as ARMA International.

D. Timeliness 15

**The information is current in reflecting the activities and information for the chapter. It is suggested that the chapter post a revision date on each page that is updated.**

See Exhibit B for the evaluation form used by the Awards Committee in evaluating submissions. **The Awards Committee will visit and judge the chapter Web sites twice during the fiscal year.**

## **SELECTION PROCESS**

A Letter of Intent (Exhibit A) must be submitted by **October 1** informing the Awards Committee of a chapter's desire to be considered for this award. Letters of Intent received after the deadline can not be accepted.

Members of the ARMA International Awards Committee will judge all participating web sites. Committee members are appointed early in the Association year (FY) under consideration for awards and serve through the Annual Conference and Exhibition following the close of the fiscal year for which they were appointed.

The Awards Committee makes the final decision on winners at its meeting in July/August following the close of the fiscal year under consideration. There is only one winner in

each size category. At the discretion of the Awards Committee, an “honorable mention” recipient may also be designated.

### **ANNOUNCEMENT**

The winning chapters and web-masters of the web sites receive suitable awards at the Association’s Awards Event at the Annual Conference and Exhibition.

**CANCELLATION:** This AL supercedes the prior version of the AL for Website of the Year, dated May 6, 1999.

EXHIBIT A – AL 714

LETTER OF INTENT FOR CHAPTER WEB PAGE COMPETITION

THIS LETTER MUST REACH ARMA HEADQUARTERS BY OCTOBER 1 each year.  
*If this letter is not filed with Headquarters, your web page will not be considered or judged as part of the Web Page of the Year competition.*

*Access code to chapter web site members only page (for awards committee use):*

\_\_\_\_\_

FAX to Awards c/o of Director of Member Services - 913-341-3742.

OR MAIL so that this letter arrives by October 1 each year. Mail to Awards Program, c/o Director of Member Services, ARMA International, 13725 W. 109<sup>th</sup> Street, Suite 101, Lenexa, KS 66215.

NAME OF  
CHAPTER \_\_\_\_\_

CHAPTER  
PRESIDENT \_\_\_\_\_

WEB PAGE  
ADDRESS \_\_\_\_\_

WEB MASTER \_\_\_\_\_ MEMBER: \_\_\_YES \_\_\_NO

WEB MASTER PHONE \_\_\_\_\_

WEB MASTER E-MAIL ADDRESS \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

CHAPTER POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

Chapter Name	URL	Education 40	Functionality and novation - 30	Appearance 15	Timeliness 15	Total Score	Comments
<b>SMALL 1-30 members</b>							
Name of chapter	<u>Chapter Web site URL</u>					0	
						0	
						0	
						0	
<b>MEDIUM 31-80 members</b>							
Name of chapter	<u>Chapter Web site URL</u>					0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
						0	
<b>LARGE 81+ members</b>							
Name of chapter	<u>Chapter Web site URL</u>					0	
						0	
						0	
						0	
						0	
						0	

