



Please use this form as the cover page for each submission (chapters can submit in two categories).

Outstanding Award Application

Chapter Name:	Central Florida Chapter of NIGP, Inc.
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List Program(s) that will be highlighted in application	<i>Committee Bootcamp</i>

Has your chapter submitted your Performance Standard SEAL?

Check the box for the Outstanding Chapter Award you are submitting:

Outstanding Chapter Operations Award
Does your chapter excel in its operating processes, including policies and procedures, budgeting, recognition of agencies and individuals and involvement with NIGP?

Outstanding Chapter Membership Award
Does your Chapter excel in membership benefits and resources and what are your methods for membership retention and growth?

Outstanding Chapter Advocacy and Outreach Award
Does your Chapter utilize best practices and operations that have been demonstrated to be an effective advocate for members and our profession?

Outstanding Chapter Professional Development Award
Does your chapter excel in providing educational resources and other opportunities to your membership?

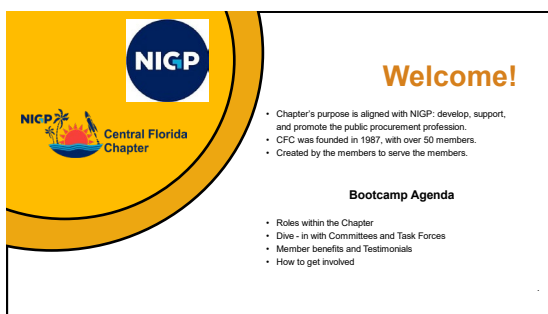
1. **PROGRAM (Worth 10 points)**

Explain the program/event/best practice that you implemented in 2024 in detail.

The Central Florida Chapter of NIGP is proud to highlight its 2024 Committee Bootcamp as a flagship example of innovation in chapter membership. The inaugural event was held on May 3, 2024, and, due to its success, was established as an annual program with the next session held on January 31, 2025.

This in-person event was specifically designed to foster leadership, clarify committee roles, and increase volunteerism by empowering members to take on greater participation in chapter operations. Recognizing a gap in member engagement and awareness of committee functions, the Board of Directors approved this dedicated educational event, hosted at the Renaissance Senior Center in Orlando, Florida. Framed as a dynamic "Lunch and Learn" opportunity, the Committee Bootcamp was conveniently scheduled prior to a chapter meeting and offered a free lunch to all attendees.

Led by Past President and Presidential Advisor Damaris Nazario and Tabatha Freedman, President, the Committee Bootcamp opened with an overview of the chapter's history and leadership structure. It explained the distinct responsibilities of board members, standing committees, task forces, and episodic volunteer roles. A detailed breakdown of all active committees was provided, categorized under five key operational areas: Professional Development, Member Services, Technology & Communication, Fundraising & Outreach, and Event Management. One of the most engaging segments was a live interactive demonstration. Members were first guided to identify which operational area interested them most. Then, they explored the corresponding committees, selected one to learn more about, and read its responsibilities aloud. Damaris would then ask, "Does this sound like something you are interested in? Does it sound like something you could do?" In most cases, members said yes and signed up immediately or shared their current engagement, creating an organic and motivating entry point into committee service.



This engaging approach was followed by an overview of member benefits, including networking, professional development, scholarship opportunities, and job referrals. The session then transitioned into a testimonial segment where seasoned professionals and long-time members shared personal stories of how the chapter positively impacted their careers and lives. To reinforce learning, participants took part in a "Mix & Match" activity to pair responsibilities with the appropriate committee or board titles. The Committee Bootcamp concluded with an inspiring

peer-to-peer exercise, encouraging attendees to turn to one another and make a verbal commitment to support each other's growth.

During the Committee Bootcamp, officers joined various breakout groups to help share their volunteer experience as opportunities arose and to also make that network connection so members had a point of contact, they could feel comfortable to contact to any questions they may have.

2. RESULTS (Worth 10 points)

a) How did the program change from what happened before in your Chapter with data from 2024?



Prior to this initiative, committee involvement was largely limited to seasoned members, with new participation typically driven by informal networking. The Committee Bootcamp broke that barrier. It provided an opportunity for members to learn about engagement in a formal setting. Instead of a specific invitation by someone to become involved, it was an opportunity to learn given to all members.

b) Was this program/event/best practice successful or not and why?

In May 2024, 23 members attended: three joined committees that day with 11 currently on committees, and two expressed interests in future board roles, and seven members will consider future engagement roles.

Attendance in 2024 at the event was about 6% of the membership. While there was not a large turnout in view of percentages, it was a success. Those that attended were happy they did, and the event sets the stage for future interactions. Attendees shared with their agency teams about attending the Committee Bootcamp. These discussions lead to more engagement, building teamwork at the agency and at the chapter.

c) What did the members say? Share outcomes and results.

Attendees described the event as "energizing," "inspiring," and "exactly what was needed." Committee Bootcamp was described as an interactive learning experience. Some attendees did not know the Chapter did so much! Some attendees knew that while their hearts were engaged, that their schedules did not allow them to at that time. However, they asked to be contacted for episodic opportunities.

Members loved the communication at the event, the ease of meeting new people, and the camaraderie that resulted from the Committee Bootcamp. The outcome of the Committee Bootcamp is that a new program is developed to engage our members and recruit for Chapter participation!

3. DIFFERENTIALS (Worth 10 points)

a) Explain what makes your program/event/best practice different than other Chapters or different than what your Chapter has done before?

What differentiates this program is its experiential and accessible design. Unlike traditional onboarding through documentation, informal networking, or brief chapter meeting announcements, Committee Bootcamp offered real-time demonstrations, storytelling, and gamified learning. It originated from recurring board retreat feedback where members expressed confusion about how to get involved.

It also addressed a strategic goal of increasing volunteerism. The program successfully transformed education into empowerment.

b) How did you come up with this idea?

Our Chapter has an Officer Bootcamp that trains officers during onboarding. The Committee Bootcamp idea was brought up by Tabatha Freedman (as Vice President and then as President) during these events. Originally, it was discussed about seven years ago and then again three years ago. In 2024, it was brought forward as an action item discussed at the Board of Director meetings in February and March and put into fruition May of 2024.

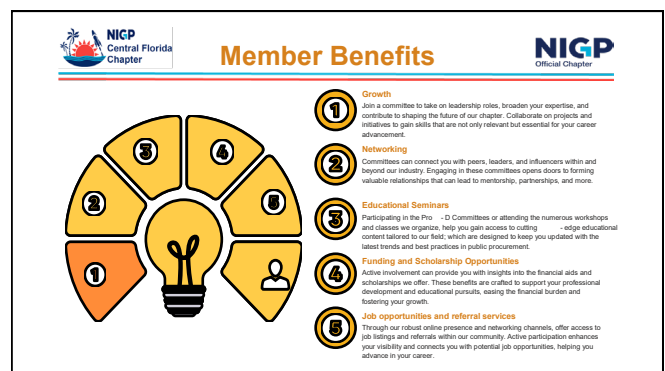
The Committee Bootcamp concept had two different paths. The first was to mimic the Officer Bootcamp to train current committee chairs for onboarding. The second was to provide a learning experience to increase volunteerism. The 2024 Committee Bootcamp followed the second concept.

c) How is the program/event/best practice different from anything you or others have done?

Prior to this initiative, committee involvement was largely limited to seasoned members, with new participation typically driven by informal networking. It was limited to the members known. The Committee Bootcamp broke that barrier. It provided an opportunity for members to learn about engagement in a formal setting. Instead of a specific invitation by someone to become involved, it was an opportunity to learn given to all members.

The implementation was straightforward but impactful. The program was proposed, approved, and executed within a few months.

Damaris Nazario collaborated with Chapter President Tabatha Freedman to develop content, coordinate logistics, provide lunch, and promote the event through newsletters, emails, president messages, and meetings. Key stakeholders included the Board, chapter members, and volunteers. The session's inclusive atmosphere and multimodal format accommodated various learning preferences. Members left the Committee Bootcamp informed, inspired, and well equipped with the information they needed to know to determine where they might best fit in. Some members even signed up to volunteer on the spot!



4. LESSONS (Worth 10 points)

a) Indicate in detail what steps a Chapter or board must take to approve this idea.

The Board of Directors needs to initiate this is a program, designate a Committee Chair, decide what will be discussed, and determine logistics and a marketing plan.

To establish this program within a chapter, Board Members and a set of volunteers must have a willingness to try a different approach to explain volunteer opportunities to members. They must be able to break it down in such a way that members can easily understand the available volunteer opportunities and what each opportunities entails. It makes a world of difference to let those members who like to work

behind the scenes know that there are opportunities available just as well as those that like to be in the middle of action and want to work their way to becoming a Board member.

b) Who must be communicated with before/during/after?

Key stakeholders including the Board, chapter members, and volunteers, must be communicated with.

Before: The Board and Committee Chair determine content and logistics. The Chapter membership must be informed of the Committee Bootcamp and its benefits communicated through newsletters, emails, president messages, and meetings. An event was added to our website for members to register.

During: At the Committee Bootcamp it is so important that space is open to allow interested members to volunteer on the spot as well as to allow members the opportunity to soak the information in and have a point of contact for additional information and/or to volunteer after they have processed the information provided at the Committee Bootcamp. There should not be any pressure placed to volunteer on the spot.

After: The Board and Committee Chair discuss thoughts of the event and what the future path may be. The Chapter membership is informed of the Committee Bootcamp and success and benefits communicated through newsletters, emails, president messages, and meetings. The volunteers and attendees are thanked for their attendance, asked if they would like to see anything different in the future, and kept in contact regarding volunteer opportunities.




c) What worked with your program/event/best practice?

The Committee Bootcamp was a "Lunch and Learn" opportunity, conveniently scheduled prior to a chapter meeting and offered a free lunch to all attendees. We had a set outline of the topics to be discussed, provided a PowerPoint and handouts, and had an interactive program. Engagement was encouraged!

The Board determined that the presidential advisors chair the Committee Bootcamp. This way, their stories from time on the Board and volunteering can be shared allowing interested members to see that they can help within their comfort level whether that be behind the scenes or working their way up to being a Board Member.

Let's Chat!



- Testimonials and Open Discussion**
Share your story or experience with us! How has the chapter helped you?
- Game Mix and Match**
Use the game cards to sort or match the roles.
- Feedback and Suggestions**
Share your feedback, suggestions, concerns.

It also was beneficial to have Board Members and long-time volunteers speak on how they began volunteering with the chapter and where they are at now. Some Board members began by assisting to serve food at a chapter meeting and are now Board Members. By sharing their stories, the Board Members assisted in reinforcing that members can volunteer where they feel comfortable and create a track forward for volunteering.

d) What did not work, or would you change about the program/event/best practice?

Participation may be increased by allowing other attendance options and different formats. Looking ahead, improvements include extending the Q&A session and offering a virtual participation option.

e) Will your Chapter continue to so the program/event/best practice the same way? Different? As Often?

In January 2025, 21 members attended. Of those attendees, 12 joined the committees that day, four others showed board interest, and five members will consider future engagement roles.

The chapter plans to host the Committee Bootcamp annually, with 2026 enhancements to include a pre-event interest survey, a buddy system for new volunteers, and an episodic volunteer sign-up station. With measurable impact, originality, and replicability, the Committee Bootcamp is a model for professional development that advances both chapter success and member growth.

The Committee Bootcamp concept may also be developed in a different path. This new path would be to train current committee chairs for onboarding. This idea may be a way to expand this best practice for the future.

Thank you!

By joining our committees, not only do you contribute to our chapter's mission and success, but you also set the stage for your personal and professional growth. We encourage you to step forward, engage deeply, and reap the manifold benefits of being an active member of our dynamic community. Let's make a difference together in the procurement world!

