



Chapter Standard Seal and Outstanding Chapter Awards

NIGP supports a vast and vibrant network of 68 chapters. We are committed to your professional growth and to providing the tools you need to be successful in today's fast-paced world.

We also believe in the importance of recognizing outstanding chapters who perform and engage with their communities at a high level. We commend your efforts and dedication to the profession. NIGP would like to encourage more chapters to showcase their professionalism and development opportunities.

We are offering a two-layered approach to recognizing the accomplishments of our chapters:

1. **Chapter Standards Seal** – we have developed a 'standard' in which chapters can strive to follow and advance the opportunities offered to their members. Once a chapter successfully meets the standard, a digital seal is issued which the chapter can prominently display to their membership on their website and social media outlets.

2. **Outstanding Chapter Awards** – offered in four categories for the pursuit of excellence in practices and innovations.

Why Participate: This is your opportunity to promote your professionalism and efforts in advancing the public procurement profession. Get the respect you deserve by publicly displaying and showcasing the Chapter Performance Standards Seal and/or the Outstanding Chapter Award.

All applications due by: **May 29, 2026**

Submit application to: Chapters@nigp.org

For Questions: Email or call Jennifer Steffan at jsteffan@nigp.org 703-429-2606

Chapter Standard Seal

- Chapters will strive to receive a ranking in one of the four Tiers: Platinum, Gold, Silver and Bronze and will need to submit a new application each year to earn a Seal.
- The application is comprised of 60 questions in four categories: Chapter Operations, Leadership, Involvement and Member Services. Forty-six of the questions are either a ‘yes’ or ‘no’ response and fourteen questions ask for a numeric response. All questions must be completed to be eligible to receive a Seal. Missing answers will result in rejection of the application.
- When answering questions, refer to the instructions in the selected box in the ‘response’ column.
- No supporting documentation is necessary with this application.
- NIGP reserves the right to audit your submission at any point in the submission process for accuracy or for the intent to gather more information on programs the chapter has in place.
- Chapters must be current with all Chapter required Reporting Forms to be eligible to receive a Seal.
- NIGP can provide you with the following reports to help complete your application: Attendance at NIGP in-person and virtual Forum, NIGP VCONN and Leadership Summit (Edge and Impact) as well as a listing of NIGP members in your state. Email jsteffan@nigp.org for a listing.
- **All Applications submitted are to be based on activities that occurred in 2025.**

For Chapters to earn a Seal, they must score a minimum number of points for each of the 4 ranking tiers.

The Scoring points are:

Platinum: 70+ points

Gold: 69-60 points

Silver: 59-50 points

Bronze: 49-40 points

Points for Yes/No items will be assigned one point for a “Yes” and zero points for a “No” answer.

Points for questions where a numerical response will range from 0 – 4 points. Each question is based on a different percentage range.

Outstanding Chapter Award

PURPOSE:

To recognize outstanding Chapter practices with the intent of sharing knowledge about them. All applications will be incorporated in the online Chapter Resource Library as we push the standards of practice for NIGP Chapters forward. The final goal is for these Best Practices to be documents that other chapters can read and replicate.

AWARD CATEGORIES: (sample programs provided below for each category but not limited to)

- Chapter Operations: Board Transitions events, Financial Planning, Strategic Planning, Auditing, Fundraising
- Chapter Membership: Scholarships, Member Recruitment and Retention, Mentorship, YP Programs
- Chapter Advocacy and Outreach: Reverse Trade Show, Career Days, Work with local schools or Universities
- Chapter Professional Development: Conferences, Educational events for members or suppliers, certification study/review groups

REQUIREMENTS:

- **NEW** – Can submit in all 4 categories, with 4 different programs, (cannot submit the same program in multiple categories)
- Chapters can be finalists in multiple categories but can only win one.
- Must have completed a Chapter Performance SEAL Application.
- Must be in a Word or PDF document that is 4-5 pages in length (not including the cover page) and highlighting only 1-2 program/event/best practice.
- All pages can include text, photos, links, and embedded documents. Links should not replace detailed descriptive text but used as back-up or examples.
- All applications must be based on activities in 2025 and indicated on the submission.
- **DO NOT submit your Performance Seal Application and Outstanding Award as one document. if you are applying for an Outstanding Award in multiple categories, they must be in separate applications/documents.**

**Winners will be announced and awarded during the
Annual NIGP Forum**