

# Chapter Recognition and Awards

How to Successfully Complete the  
Standard Seal and Outstanding Award  
Applications

2026

## What We Will Cover

- ✓ 2026 Participation
- ✓ Purpose of the Programs
- ✓ Filling out the Standard SEAL Application
- ✓ Submitting the Outstanding Award
- ✓ Tips From the Judges



# 2025 Chapter Standard SEAL



Arizona State Capitol Chapter  
Arkansas Chapter  
Central Florida Chapter  
Copper Chapter  
Illinois Association of Public Procurement  
Maryland Public Purchasing Association  
Oregon Public Purchasing Association  
Pennsylvania Public Purchasing Association  
Utah Chapter  
Virginia Association of Governmental Procurement  
Washington State Chapter  
West Virginia Chapter



East Tennessee Purchasing Association  
Iowa Public Procurement Association  
Louisiana Chapter  
Mississippi Assoc. of Governmental Purchasing and Property Agents  
New York State Assoc. of Municipal Purchasing Officials  
Northern California Chapter  
Tennessee Association of Public Purchasing

Central Gulf Coast Chapter  
Central Ohio Organization of Public Purchasers  
Dallas Ft. Worth Metroplex Chapter  
Idaho Public Purchasing Association  
Kentucky Public Procurement Association  
Minnesota Chapter  
Missouri Association of Public Purchasing  
North Carolina Association of Governmental Purchasing  
Oklahoma Association of Public Procurement  
Rocky Mountain Governmental Purchasing Association  
South Carolina Association of Governmental Purchasing Officials  
Southeast Florida Chapter  
Southeast Texas Association of Public Purchasing  
Tampa Bay Area Chapter  
Washington DC Chapter



California Chapter  
Columbia Chapter  
Kansas Association of Public Purchasing Professionals  
Public Purchasers Association of Northern Ohio

# 2025 Outstanding Chapter Awards

## Outstanding Chapter Operations

West Virginia Chapter of NIGP

## Outstanding Chapter Membership

Central Florida Chapter

## Outstanding Chapter Professional Development

Idaho Public Purchasing Association

## Outstanding Chapter Advocacy & Outreach

Oklahoma Association of Public  
Procurement

Arizona State Capitol Chapter  
Central Florida Chapter  
Idaho Public Purchasing Association  
Louisiana Chapter of NIGP  
Maryland Public Purchasing Association  
Minnesota Chapter  
Missouri Association of Public Purchasing  
New York State Assoc. of Municipal Purchasing Officials  
North Carolina Association of Governmental Purchasing  
Oklahoma Association of Public Procurement  
Oregon Public Purchasing Association  
Pennsylvania Public Purchasing Association  
Rocky Mountain Governmental Purchasing Association  
Tampa Bay Area Chapter  
Virginia Association of Governmental Procurement  
Washington DC Chapter  
Washington State Chapter  
West Virginia Chapter

# Two-Layered Approach for Chapter Recognition

## Chapter Standard SEAL

- 'Standard' in which Chapters Strive
- Awarded a 'digital' SEAL of Bronze, Silver, Gold or Platinum

*This is the opportunity to earn recognition for how well your chapter does on implementing best practices. Structure removes any bias towards chapter size – look at last year's awardees to see evidence of this.*

## Outstanding Chapter Award

- Recognition of outstanding practices
- Offered in 4 different categories
- One winner given a banner in each category

*Focuses on **specific** practices so that we can recognize your chapter AND make that best practice available for others to replicate*

# Why Participate?

- ❖ Promote your profession
- ❖ Promote the efforts in your Chapter advancing the profession
- ❖ Get the respect you deserve
- ❖ It's EASY! We cut down the time to apply from 100 hours to just a few.



*“Obtaining a Performance Standard SEAL allows the Illinois Association of Public Procurement Officials to celebrate the successes of our chapter while identifying areas for improvement and growth. This honor allows us to showcase the strengths of the association while promoting the benefits of membership in our local chapter”*

*Art Moore, NIGP-CPP, CPPO, CPPB, President, IAPPO*

# Chapter Standard Seal

*“As Chapter leaders, we work diligently to provide initiatives, events, and professional development for our members. The Performance Standard SEAL honors our efforts through key performance indicators, creating a publicly recognized award program for NIGP Chapters.”*

*Tabatha Freedman, MBA, NIGP-CPP, CPPO, CPPB  
President Central Florida Chapter*



# Standard SEAL Application

- 60 questions in 4 categories:
  - Chapter Operations
  - Chapter Leadership
  - Chapter Involvement
  - Chapter Member Services
- 46 questions require “yes” or “no”
- 14 questions ask for a numeric response

- ✓ Chapter must be current with all Chapter required reporting forms
- ✓ NIGP reserves the right to audit your submission
- ✓ All answers must be based on activities that occurred in 2025

## **NIGP will supply the following reports to aid in completing the application**

- Attendance at NIGP Virtual and In-Person Forum
- Attendance at VCONN and
- Leadership Summit and Edge attendees

Email [chapters@nigp.org](mailto:chapters@nigp.org) for a list

Application for: **Chapter Standards Seal**

**Application Due: May 29, 2026**

Submit Application to: Chapters@nigp.org

For Questions: Email or call Jennifer Steffan at jsteffan@nigp.org 800-367-6447 ext. 232

Chapter Name:  
Submitted By Name:  
Email:  
Chapter Web Address:

Provide your answer to EACH question in the box in the 'RESPONSE' column by following the instructions that pop up when a cell is selected.

Note: Question 32 to be answered by inserting values

CATEGORY	QUESTION	RESPONSE	ACTIVITY	NOTES (if applicable)
<b>Chapter Operations</b>				
	1		Did the Board adopt and/or maintain a Chapter Strategic Plan?	
	2		Did the Board authorize an annual operating budget?	
	3		Did net income meet or exceed the approved budget target?	
	4		Did the Chapter maintain a budget reserve policy (e.g., target months of operating expenses) and meet it?	
	5		What percentage of your general operating budget is allocated for scholarships, professional development and/or financial aid programs?	

- Application in Excel
- Click on cell “pop-up” will indicate a “Yes” or “No” response or a numeric value (a % or number)
- Last column offers examples of what would be applicable for that question
- Do not put any data in last column

<b>Chapter Involvement</b>				
	31		What percentage of your members renewed their membership in 2025?	
	32	2024 #'s	2025 #'s	What was the percentage of net growth in membership from 2024 to 2025?  <b>(2025-2024)/2024</b>
		1	2	
		100.00%		
	33		What percentage of Chapter members also hold NIGP membership?	
	34		What percentage of your membership is engaged in volunteer activities by serving on Chapter boards, councils, committees, task forces, etc.?	
	35		Did your Chapter run a specific program that engages members new to the profession (less than 5 years)?	
	36		What percentage of members have a current procurement-related certification?	<b>Includes state certifications, Designations, Specialization, count person only once, not number of certifications</b>
	37		How many days of in-person/virtual educational courses did you host as a Chapter (NIGP hosted coursed included)?	
	38		What was the percentage of Chapter members who participated in at least one educational program developed by the Chapter?	<b>Includes any chapter created events that has an educational component (NIGP webinars and courses do not count)</b>
	39		What percentage of your membership attended the 2025 In-Person Forum?	
	40		What percentage of your membership attended the 2025 Virtual Forum?	
	41		What percentage of your membership attended the 2025 VCONN event?	

# Standard SEAL Scoring

- Points for “Yes” = one
- Points for “No” = zero
- Points for questions where a numerical response will range from 0 – 4 points. Each question is based on a different percentage range.



To earn a SEAL, you must score a minimum amount of points

Platinum: 70+ points  
Gold: 69-60 points  
Silver: 59-50 points  
Bronze: 49-40 points

# Chapter Outstanding Awards

*As the Past President of OPPA winning the award felt like a major accomplishment both for our chapter and for me personally. Like most chapters, we were really looking outside of the box during the pandemic to keep our members and chapter alive and engaged. Winning the award was reassurance that we succeeded in keeping our chapter a success.*  
*Camber Schlag, CPPB – Past President OPPA*



# Chapter Outstanding Award Categories

## 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 member 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?

# Chapter Outstanding Award Criteria



- ✓ Must complete the Standard SEAL to apply
- ✓ Programs must be based on activities occurring in 2025

- Can submit in all 4 categories with 4 different programs (each a separate submission)
- PDF document no longer than 4-5 pages, use application provided
- Submission must follow and answer the scoring criteria

**Highlight only one or two programs!**

Describe your program in detail  
Text  
Photos  
Links  
Embedded documents

# Chapter Outstanding Award Scoring

## Criteria

1. Explained in detail so that another Chapter could understand and adapt or replicate it
2. Outcomes or results are clearly identified (proof of success, or not)
3. Differentials - What makes your program different
4. Lessons learned for others attempting to adapt or replicate it

## Scoring

Scoring is based on the 4 criteria and awarded 0-10 points in each section

0 – 2 = Poor

3-5 = Satisfactory

6-8 = Excellent

9-10 = Above and Beyond

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

## Outstanding Award Application

Chapter Name:	
Submitted By:	
Contact Information:	
List Program(s) that will be highlighted in application	

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, budget 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 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?

1. **PROGRAM (Worth 10 points)**  
a) Explain the program/event/best practice that you implemented in 2024 in detail.

2. **RESULTS (Worth 10 points)**  
a) How did the program change from what happened before in your Chapter with data from 2024?  
b) Was this program/event/best practice successful or not and why?  
c) What did members say? Share outcomes and results.

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?  
b) How did you come up with this idea?  
c) How is the program/event/best practice different from anything you or others have done?

# Tips From Award Judges

**NIGP**

# Judges Tips – Outstanding Award

Read	Read the instructions thoroughly.
No Response	Respond to each of the 4 categories. No response = zero points.
Repetitive	Don't be repetitive in each response. We don't need to read the same reply over and over.
Proof	Have a procurement professional and a non-procurement professional read your application and ask for feedback.
Text	Don't reply solely on pictures and links to tell us your story.



# Judges Tips – Outstanding Award

Focus	On the Outstanding Awards, focus on one effort or two at the most for the basis of your application.
Detail	Provide enough detail on your Outstanding Award application that allows other chapters to replicate your success.
Outcomes	Be sure to include and quantify the outcome of the program, i.e. share the results such as number of increased members, etc.
Describe	Don't send the judges on a search and find mission – describe and imbed what's needed to describe what you've done.
Apply	Even if you don't succeed, the application process for both types of award are a great guide for your Chapter's strategic planning. Apply!



# Resources

**NIGP**

# Past Winner Submissions

Outstanding Award Submissions:

- 2025 Outstanding Chapter Membership - **Central Florida Chapter**
- 2025 Outstanding Chapter Operations – **West VA Chapter**
- 2025 Outstanding Chapter Professional Development - **Idaho Public Purchasing Assoc.**
- 2025 Outstanding Chapter Advocacy & Outreach - **Oklahoma Asso. Of Public Procurement**

<https://www.nigp.org/chapters/awards-and-recognition>

**Schedule one-on-ones:  
ask questions, review past submissions or  
work through the SEAL application  
Email [jsteffan@nigp.org](mailto:jsteffan@nigp.org)**

# Applications Due: **May 29, 2026**

Website Recognition and Awards Landing Page (2 separate applications)

<https://www.nigp.org/chapters/awards-and-recognition>

## Chapter Award Applications

DUE BY

**MAY 29, 2026**

- Chapter Seal and Outstanding Award Criteria
- Chapter Standard Seal Application
- Chapter Outstanding Award Application

# Contact Us

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703-429-2606

**All Chapter Ambassadors can be found at:**

<https://www.nigp.org/chapters/chapter-ambassador-visits>