

Please use this form as the cover page for each submission (chapters can submit in two categories). It does not count as 1 of the 4 page totals for the submission.

Outstanding Award Application

Chapter Name:	
	Utah Chapter of NIGP
Submitted By:	
	Brooke Smith, 2022 President and 2023 Past-President
Contact Information:	
	Brooke Smith, bsmith@murray.utah.gov
List Program(s) that will be highlighted in application	The 2022 Reverse Trade Show and New Silent Auction Fundraiser End-of-Year Annual Report and Unique/New "Ducks in a Row" Awards

X	Has your chapter submitted your Performance Standard SEAL?
Check	k the box for the Outstanding Chapter Award you are submitting:
<u>х</u>	Outstanding Chapter Operations Award How 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 How well does your chapter market membership benefits and resources and what are your methods for membership retention and growth?
	 Outstanding Chapter Advocacy and Outreach Award What practices and operations has your chapter demonstrated to be an effective advocate for members and our profession?
	 Outstanding Chapter Professional Development Award How does your chapter go above and beyond providing educational resources and other opportunities to your membership?



UTAH CHAPTER

APPLICATION FOR:
OUTSTANDING CHAPTER
OPERATIONS AWARD



REVERSE TRADE SHOW
SILENT AUCTION & THE
END-OF-YEAR ANNUAL
REPORT AND A NEW
CHAPTER AWARD

INTRODUCTION:

THE NIGP OUTSTANDING CHAPTER OPERATIONS AWARD RECOGNIZES AND CELEBRATES THE ACHIEVEMENTS OF NIGP CHAPTERS THAT HAVE DEMONSTRATED EXCELLENCE IN OPERATIONS, OUTREACH, AND SERVICE TO THEIR MEMBERS AND COMMUNITY.



THE UTAH CHAPTER OF NIGP IS EXCITED TO SHARE ITS EFFORTS TO FOSTER STRONG RELATIONSHIPS BETWEEN PUBLIC AGENCIES AND VENDORS THROUGH ITS REVERSE TRADE SHOW PROGRAM AND ITS INNOVATIVE IDEA TO HOST A SILENT AUCTION FUNDRAISER. THIS WAS THE 2ND YEAR THE UTAH CHAPTER HOSTED A REVERSE TRADE SHOW AND OUR LARGEST FUNDRAISER OF THE YEAR WITH REVENUE OF \$99,640, MINUS EXPENSES OF \$44,263.57 = TOTAL REVENUE OF \$55,376.61 AND AN ADDITIONAL \$2600 FROM SILENT AUCTION DONATIONS FROM MEMBERS AND VENDORS.

ADDITIONALLY, IN DECEMBER 2022, THE UTAH CHAPTER PUBLISHED AN ANNUAL REPORT HIGHLIGHTING THE CHAPTER'S MEMBERSHIP RECORDS, MEMBERSHIP BENEFITS, PROCUREMENT DECLARATION, ACHIEVEMENTS, ACCOMPLISHMENTS, SOCIAL EVENTS, AREA 9 CONFERENCE, LISTING 71 NEW CHAPTER MEMBERS, MEMBER CERTIFICATIONS, CHAPTER AWARDS, AND END-OF-YEAR HIGHLIGHTS.

THE UTAH CHAPTER OF NIGP IS DEDICATED TO RECOGNIZING OUTSTANDING ACHIEVEMENTS OF INDIVIDUALS AND ORGANIZATIONS DURING THE ANNUAL CHAPTER AWARDS AND RECOGNITION PROGRAM. THE 2022 UTAH CHAPTER AWARD CEREMONY WAS A PARTICULARLY NOTEWORTHY EVENT, WITH THE CREATION OF A NEW AND INNOVATIVE AWARD CALLED THE "DUCKS IN A ROW" AWARD. THE "DUCKS IN A ROW" AWARD AND SIX OTHER MAJOR AWARDS SHOWCASE THE EXCEPTIONAL CONTRIBUTIONS OF OUR MEMBERS AND THE IMPACT OF THEIR HARD WORK ON OUR CHAPTER'S SUCCESS.

WE ARE THRILLED TO SHARE OUR EXPERIENCES WITH THE NIGP OUTSTANDING CHAPTER OPERATIONS AWARD COMMITTEE AND HOPE TO CONTINUE TO SET AN EXAMPLE OF EXCELLENCE IN CHAPTER OPERATIONS AND OUTREACH.



PROGRAM DESCRIPTION [2 PROGRAMS HIGHLIGHTED]:





THE REVERSE TRADE SHOW IS AN EVENT THAT BRINGS TOGETHER PROCUREMENT PROFESSIONALS FROM PUBLIC AGENCIES AND VENDORS IN A REVERSE TRADE SHOW FORMAT. THE IDEA IS TO CREATE A PLATFORM WHERE VENDORS MEET WITH PUBLIC PROCUREMENT PROFESSIONALS.

THE EVENT BEGAN WITH A KEYNOTE SPEAKER, FRANK KITCHEN, WHO BROUGHT A "FRESH" PERSPECTIVE ON LIFE AND LEADERSHIP. FOLLOWED BY A NETWORKING SESSION WHERE VENDORS AND PROCUREMENT PROFESSIONALS MINGLED AND EXCHANGED BUSINESS CARDS. AFTER THE NETWORKING SESSION, THE ACTUAL TRADE SHOW BEGAN. AGENCIES WERE PROVIDED WITH A TABLE AND VENDORS THEN WALK AROUND VISITING AGENCIES THEY WERE INTERESTED IN WORKING WITH.

ONE OF THE NEW AND UNIQUE FEATURES OF THE REVERSE TRADE SHOW IS THIS YEAR WE HELD A SILENT AUCTION AS AN ADDITIONAL FUNDRAISER EVENT. WE ASKED AGENCIES AND VENDORS TO DONATE ITEMS TO THE AUCTION AND ALL THE MONEY RAISED WHEN BACK TO THE UTAH CHAPTER COMMUNITY TO SUPPORT OUR EFFORTS IN PROVIDING SCHOLARSHIPS AND HOSTING IN-PERSON MEETINGS. OVERALL 54 ITEMS WERE DONATED BRINGING IN AN ADDITIONAL \$2600 TO HELP THE UTAH CHAPTER PROVIDE SCHOLARSHIPS TO CHAPTER MEMBERS.

END OF YEAR REPORT AND ANNUAL CHAPTER AWARDS AND RECOGNITION:



THE 2022 UTAH CHAPTER ANNUAL REPORT AND AWARDS RECOGNITION PROGRAM WAS A SIGNIFICANT EVENT FOR OUR CHAPTER, HIGHLIGHTING OUR DEDICATION TO RECOGNIZING OUTSTANDING CONTRIBUTIONS AND ACHIEVEMENTS BY INDIVIDUALS AND ORGANIZATIONS WITHIN OUR MEMBERSHIP COMMUNITY.

THE PROGRAM WAS DESIGNED TO SHOWCASE THE COLLECTIVE IMPACT OF OUR MEMBERS AND HOW THEIR HARD WORK AND DEDICATION HAVE CONTRIBUTED TO THE SUCCESS OF OUR CHAPTER. BY RECOGNIZING THEIR ACHIEVEMENTS, WE HOPE TO INSPIRE OTHERS TO GET INVOLVED, BECOME MORE ENGAGED IN OUR CHAPTER, AND STRENGTHEN THEIR CONNECTION TO OUR PROCUREMENT COMMUNITY. THE PROGRAM'S SUCCESS HAS SHOWN US THE IMPORTANCE OF ACKNOWLEDGING AND CELEBRATING OUR MEMBERS' HARD WORK AND CONTRIBUTIONS, AS IT HELPS TO BUILD A MORE COHESIVE AND MOTIVATED CHAPTER.

ONE UNIQUE AWARD THAT HAS BEEN ADDED TO THE PROGRAM IS THE "DUCKS IN A ROW" AWARD, WHICH RECOGNIZES AN INDIVIDUAL WHO HAS HELPED KEEP THE CHAPTER ORGANIZED AND RUNNING SMOOTHLY. THE AWARD CONSISTS OF THREE RUBBER DUCKS MOUNTED ON A WOODEN PLAQUE. NOT ONLY IS IT VISUALLY FUN TO LOOK AT BUT ALSO CREATES UNIQUE CONVERSATIONS FOR THE RECIPIENT TO HAVE AS PEOPLE ASK ABOUT THE MEANING OF THE AWARD. THIS HELPS SHOWCASE THE RECIPIENT'S LEADERSHIP SKILLS AND EXPAND THEIR NETWORK THROUGH CRUCIAL CONVERSATIONS.

OVERALL, THE ANNUAL CHAPTER AWARDS AND RECOGNITION PROGRAM IS A GREAT WAY TO RECOGNIZE THE HARD WORK AND DEDICATION OF INDIVIDUALS AND ORGANIZATIONS THAT HAVE CONTRIBUTED TO THE CHAPTER'S SUCCESS, WHILE ALSO MOTIVATING OTHERS TO GET INVOLVED AND MAKE A DIFFERENCE. THE ADDITION OF THE NEW "DUCKS IN A ROW" AWARD IS A FUN AND CREATIVE WAY TO RECOGNIZE A VOLUNTEER WHO HELPED KEEP THE CHAPTER ORGANIZED AND RUNNING SMOOTHLY.



For a full copy of the End-of-year,
report click:
https://www.canva.com/design/DAFR4z
OVGGk/Li4pRGKI_h0zQNzE9o_tw/view?
utm_content=DAFR4z0VGGk&utm_cam
paign=designshare&utm_medium=link2
&utm_source=sharebutton

Pictured: Tonya Hodges, Ducks in a Row Recipient and Brooke Smith, 2022 Utah Chapter President



PRE-AND POST-RESULTS

THE REVERSE TRADE SHOW AND THE UTAH CHAPTER OF NIGP END OF YEAR REPORT AND AWARD RECOGNITION PROGRAMS HAVE BOTH BEEN HUGELY SUCCESSFUL IN THEIR RESPECTIVE WAYS.







THE REVERSE TRADE SHOW ALLOWED PUBLIC AGENCIES AND VENDORS TO COME TOGETHER AND BUILD RELATIONSHIPS, LEADING TO INCREASED COLLABORATION AND BETTER PROCUREMENT OUTCOMES. OUR CHAPTER SAW AN INCREASE IN ATTENDANCE FROM BOTH PUBLIC AGENCIES AND VENDORS AT THE REVERSE TRADE SHOW, AND MANY VALUABLE RELATIONSHIPS WERE FORMED AS A RESULT.

ATTENDEE FEEDBACK FOR THE MAIN EVENT AND BREAKOUT SESSIONS WAS OVERWHELMINGLY POSITIVE. MANY ATTENDEES ALSO COMMENTED ON THE HIGH LEVEL OF ORGANIZATION AND COORDINATION THAT WENT INTO THE EVENT, NOTING THAT IT WAS CLEAR THAT A LOT OF EFFORT HAD BEEN PUT INTO ENSURING THAT THE EVENT RAN SMOOTHLY AND WAS VALUABLE FOR ATTENDEES. THE SILENT AUCTION WAS ALSO VERY POPULAR AND HELPED TO KEEP ATTENDEES ENGAGED AND INTERESTED THROUGHOUT THE ENTIRE EVENT BECAUSE YOU HAD TO BE PRESENT TO WIN AN ITEM YOU BID ON.

END OF YEAR REPORT AND ANNUAL CHAPTER AWARDS AND RECOGNITION:

IN TERMS OF THE UTAH CHAPTER OF THE NIGP END OF YEAR REPORT AND AWARD RECOGNITION PROGRAM, THE PROGRAM'S SUCCESS HAS HELPED TO BOOST MEMBER ENGAGEMENT AND MOTIVATION. MEMBERS WHO WERE RECOGNIZED FOR THEIR CONTRIBUTIONS TO THE CHAPTER WERE MORE LIKELY TO REMAIN ENGAGED AND MOTIVATED TO CONTINUE TO MAKE A DIFFERENCE IN THEIR PROCUREMENT COMMUNITY. AS A RESULT, THE UTAH CHAPTER OF NIGP HAS SEEN INCREASED MEMBER PARTICIPATION IN EVENTS AND COMMITTEES, WHICH HAS HELPED TO BUILD A MORE ROBUST AND ENGAGED CHAPTER. THE NEW "DUCKS IN A ROW" AWARD ALSO HELD SIGNIFICANT VALUE IN CREATING A FUN AND CREATIVE WAY TO HIGHLIGHT THE EXCEPTIONAL VOLUNTEERS THE UTAH CHAPTER HAS.

OVERALL, BOTH PROGRAMS HAVE HAD A POSITIVE IMPACT ON OUR CHAPTER'S SUCCESS, AND WE ARE PROUD TO HAVE IMPLEMENTED THEM.

INNOVATION AND UNIQUENESS

THE REVERSE TRADE SHOW:



THE REVERSE TRADE SHOW SILENT AUCTION WAS A UNIQUE AND INNOVATIVE ADDITION TO OUR REVERSE TRADE SHOW PROGRAM. THIS EVENT ALLOWED US TO SHOWCASE THE GENEROUS SPIRIT OF OUR MEMBERS AND VENDORS AND RAISED MONEY FOR OUR SCHOLARSHIP FUND, ALL WHILE BUILDING RELATIONSHIPS AND FOSTERING COLLABORATION. WE RECEIVED A TOTAL OF 54 DONATIONS FOR THE AUCTION, WITH HALF COMING FROM PUBLIC AGENCIES OR THEIR EMPLOYEES AND A HALF FROM THE VENDOR COMMUNITY. THE AUCTION GENERATED AROUND \$2600, WITH VENDOR DONATIONS BRINGING IN APPROXIMATELY \$1900 AND PUBLIC AGENCY DONATIONS RAISING AROUND \$700. THE DIVERSE RANGE OF DONATIONS INCLUDED UNIQUE ITEMS SUCH AS TICKETS TO UTAH JAZZ BASKETBALL GAMES, TICKETS TO THE UNIVERSITY OF UTAH FOOTBALL GAMES, AND AN ELECTRICAL HEIGHT-ADJUSTABLE DESK AND OFFICE ACCESSORIES FROM SKINNER GROUP. ADDITIONALLY, NIGP ALSO MADE A GENEROUS DONATION BY PROVIDING FREE VIRTUAL REGISTRATION TO THE 2022 NIGP FORUM. THE SILENT AUCTION WAS A GREAT WAY TO BRING THE PROCUREMENT COMMUNITY TOGETHER, SHOWCASE THE GENEROSITY OF OUR MEMBERS AND VENDORS, AND RAISE FUNDS FOR OUR SCHOLARSHIP PROGRAM. WE BELIEVE THAT THIS INNOVATIVE ADDITION TO OUR REVERSE TRADE SHOW PROGRAM IS SOMETHING OTHER CHAPTERS COULD EMULATE TO ADD A UNIQUE AND ENGAGING FUNDRAISING ELEMENT TO THEIR EVENTS.

END OF YEAR REPORT AND ANNUAL CHAPTER AWARDS AND RECOGNITION:



THE UTAH CHAPTER OF NIGP END OF YEAR REPORT AND CHAPTER AWARDS IS A UNIQUE AND INNOVATIVE PROGRAM THAT ALLOWS US TO SHOWCASE THE ACHIEVEMENTS OF OUR CHAPTER AND RECOGNIZE THE HARD WORK AND DEDICATION OF OUR MEMBERS. OUR END-OF-YEAR REPORT IS A 26-PAGE DETAILED ACCOUNT OF EVERYTHING THE CHAPTER DID IN 2022, INCLUDING EVENT SUMMARIES, NEW MEMBERS, AND UPCOMING EVENTS. THIS REPORT SERVES AS A COMPREHENSIVE REFERENCE FOR MEMBERS TO UNDERSTAND THE CHAPTER'S ACTIVITIES AND ACHIEVEMENTS THROUGHOUT THE YEAR. ADDITIONALLY, OUR CHAPTER AWARDS RECOGNIZE THE SIGNIFICANT CONTRIBUTIONS OF OUR MEMBERS, HIGHLIGHTING THEIR COMMITMENT TO ADVANCING THE PROCUREMENT PROFESSION AND SUPPORTING OUR CHAPTER'S SUCCESS. ONE OF OUR NEWEST AWARDS. THE "DUCKS IN A ROW" AWARD. IS A FUN AND CREATIVE WAY TO RECOGNIZE THE DEDICATION OF VOLUNTEERS WHO HELPED OUR CHAPTER THRIVE. THIS AWARD RECOGNIZES THE RECIPIENT'S SUCCESS IN SUPPORTING OUR REVERSE TRADE SHOW EVENT, A CRUCIAL PROGRAM THAT BRINGS OUR PUBLIC AGENCIES AND VENDOR COMMUNITIES TOGETHER TO BUILD RELATIONSHIPS AND IMPROVE PROCUREMENT OUTCOMES. WE BELIEVE THAT THE UTAH CHAPTER OF NIGP END-OF-YEAR REPORT AND CHAPTER AWARDS PROGRAM IS UNIQUE AND INNOVATIVE IN ITS COMPREHENSIVE APPROACH TO HIGHLIGHTING OUR ACHIEVEMENTS, RECOGNIZING MEMBER CONTRIBUTIONS, AND INSPIRING CONTINUED ENGAGEMENT AND PARTICIPATION, THIS MAY HELP OTHER CHAPTERS IF THEY CREATE SIMILAR PROGRAMS THAT SHOWCASE THEIR CHAPTER'S SUCCESSES AND RECOGNIZE MEMBER CONTRIBUTIONS IN CREATIVE AND MEANINGFUL WAYS.

Pictured: 2022 Utah
Chapter President, Brooke
Smith, covering up the
name on the plaque for the
"Ducks in a Row" award
after hot gluing the rubber



LESSONS LEARNED

THE REVERSE TRADE SHOW:





HOSTING A REVERSE TRADE SHOW EVENT CAN BE A CHALLENGING TASK, BUT IT CAN ALSO BE A VALUABLE LEARNING EXPERIENCE. SOME LESSONS LEARNED WHILE HOSTING SUCH AN EVENT INCLUDE THE IMPORTANCE OF PROPER PLANNING, EFFECTIVE COMMUNICATION, AND CLEAR EXPECTATIONS FOR BOTH VENDORS AND ATTENDEES. IT'S ESSENTIAL TO ENSURE THAT VENDORS HAVE AMPLE TIME TO REGISTER, WHILE ATTENDEES UNDERSTAND THE EVENT'S PURPOSE AND WHAT THEY CAN EXPECT TO GAIN FROM ATTENDING. IT'S ALSO CRUCIAL TO PROVIDE A COMFORTABLE AND INVITING ATMOSPHERE FOR EVERYONE INVOLVED, AS THIS CAN ENHANCE THE OVERALL EXPERIENCE AND CREATE A POSITIVE IMPRESSION FOR FUTURE EVENTS. LASTLY, GATHERING FEEDBACK FROM BOTH VENDORS AND ATTENDEES CAN HELP IMPROVE FUTURE EVENTS AND ENSURE CONTINUED SUCCESS.

END OF YEAR REPORT AND ANNUAL CHAPTER AWARDS AND RECOGNITION:

PUBLISHING AN END-OF-YEAR ANNUAL REPORT AND SELECTING PEOPLE TO RECOGNIZE DURING THE ANNUAL AWARD CEREMONY FOR THE UTAH CHAPTER OF NIGP CAN BE A REWARDING EXPERIENCE, BUT IT ALSO REQUIRES CAREFUL PLANNING AND ATTENTION TO DETAIL. SOME LESSONS LEARNED INCLUDE THE IMPORTANCE OF GATHERING AND PRESENTING ACCURATE DATA TO PROVIDE A CLEAR PICTURE OF THE ORGANIZATION'S PERFORMANCE OVER THE YEAR. IT'S ALSO CRUCIAL TO INVOLVE KEY STAKEHOLDERS IN THE PROCESS, INCLUDING NIGP STAFF LIAISON, JENNIFER STEFFAN, THE CHAPTER BOARD, AND VOLUNTEERS. SELECTING INDIVIDUALS FOR RECOGNITION SHOULD BE BASED ON OBJECTIVE CRITERIA THAT ALIGN WITH THE ORGANIZATION'S GOALS AND VALUES. IT'S ALSO IMPORTANT TO PROVIDE AMPLE OPPORTUNITIES FOR FEEDBACK AND INPUT FROM ALL BOARD MEMBERS TO ENSURE THAT THE RECOGNITION AND AWARDS PROCESS IS FAIR AND TRANSPARENT. FINALLY, IT'S ESSENTIAL TO CREATE A MEMORABLE AND ENJOYABLE AWARD CEREMONY THAT CELEBRATES THE ORGANIZATION'S SUCCESSES AND MOTIVATES MEMBERS TO CONTINUE WORKING TOWARDS ITS GOALS.

WHY UTAH SHOULD BE SELECTED FOR THE ADVOCACY AND OUTREACH AWARD:

THE UTAH CHAPTER OF NIGP SHOULD BE SELECTED AS THE RECIPIENT OF THE NIGP OUTSTANDING OPERATIONS AWARD DUE TO ITS SUCCESSFUL EFFORTS IN ORGANIZING THE REVERSE TRADE SHOW. THE INNOVATIVE APPROACH OF THE UTAH CHAPTER IN ASKING FOR DONATIONS FOR A SILENT AUCTION DURING THE EVENT HELPED RAISE FUNDS WHILE ALSO PROVIDING A PLATFORM FOR LOCAL VENDORS AND AGENCIES TO SHOWCASE THEIR PRODUCTS AND SERVICES TO THE PROCUREMENT COMMUNITY, WHICH HELPED TO PROMOTE COLLABORATION AND NETWORKING WITHIN THE INDUSTRY.

IN ADDITION, THE UTAH CHAPTER'S END-OF-YEAR ANNUAL REPORT WAS PROFESSIONALLY DESIGNED USING CANVA.COM AND CONTAINED COMPREHENSIVE DATA AND INFORMATION ABOUT THE ORGANIZATION'S ACTIVITIES AND ACHIEVEMENTS THROUGHOUT THE YEAR. THE REPORT PROVIDED AN EXCELLENT OVERVIEW OF THE CHAPTER'S PERFORMANCE AND HIGHLIGHTED ITS SUCCESSES AND CHALLENGES. THE REPORT ALSO DEMONSTRATED THE ORGANIZATION'S COMMITMENT TO TRANSPARENCY AND ACCOUNTABILITY.

FURTHERMORE, THE UTAH CHAPTER'S INNOVATIVE APPROACH TO AWARDS, INCLUDING THE "DUCKS IN A ROW" AWARD, SHOWCASES THE ORGANIZATION'S CREATIVITY AND COMMITMENT TO RECOGNIZING EXCELLENCE. THE "DUCKS IN A ROW " AWARD RECOGNIZED AN INDIVIDUAL THAT HAS DEMONSTRATED EXEMPLARY COLLABORATION AND TEAMWORK, WHICH IS ESSENTIAL FOR SUCCESS IN THE PROCUREMENT INDUSTRY.

OVERALL, THE UTAH CHAPTER OF NIGP'S SUCCESSFUL EFFORTS IN ORGANIZING THE REVERSE TRADE SHOW WITH A SILENT AUCTION, ITS COMPREHENSIVE END-OF-YEAR ANNUAL REPORT, AND ITS NEW AND INNOVATIVE APPROACH TO AWARDS DEMONSTRATE THE ORGANIZATION'S COMMITMENT TO EXCELLENCE AND INNOVATION IN PROCUREMENT OPERATIONS. MAKING THEM AN IDEAL CANDIDATE FOR THE NIGP OUTSTANDING OPERATIONS AWARD.

WE BELIEVE THAT OTHER CHAPTERS CAN FOLLOW UTAH'S EXAMPLE BY CREATING SIMILAR RECOGNITION PROGRAMS THAT ACKNOWLEDGE THEIR MEMBERS' SUCCESSES AND CONTRIBUTIONS TO THE PROCUREMENT PROFESSION. BY DOING SO, THEY CAN ALSO MOTIVATE THEIR MEMBERS TO CONTINUE TO STRIVE FOR EXCELLENCE AND BUILD A STRONGER PROCUREMENT COMMUNITY.



by public employees and vendors



Pictured: 2022 Utah Chapter Award Receipents