



NAHU Silver Seal Certification Program

Criteria and Documentation Requirements

CRITERIA	DOCUMENTATION
Full Board to include: President President-Elect Secretary Treasurer Membership Chair/Retention Legislative Chair Education/Program Chair <i>Reasonable doubling up would be:</i> <i>*Pres-Elect and Education/Program</i> <i>*Secretary/Treasurer</i>	Leadership Rosters as submitted by the chapter's secretary and listed in NAHU's database
Currently Updated Bylaws <i>*2005 or later to include most current revisions</i>	BoT approved bylaws
State PAC	Incorporation documents or current tax filing
Lobbyist <i>*Local will get credit if the state has a lobbyist.</i>	Signed letter or contract
Minimum number of membership meetings <i>* State = 4 meetings, Local = 8 meetings</i>	Minutes or announcement flyers for each meeting. Confirmation the membership has actively been notified of the event(s).
Strategic Plan	Copy of current strategic plan to include goals and steps to achieving these goals
Budget	Copy of current budget must show income and expenses
Net membership increase	Numbers based on reports generated by national
HUPAC contribution from listed board members at \$10 x 12 or \$150	HUPAC contributions determined by national
Current Directors & Officers Insurance	A current signed and dated contract

To achieve Silver Certification six of the above criteria must be satisfied. To determine your chapter's status in satisfying the criteria log onto NAHU's website (www.NAHU.org), click on "Member's Area" then "Chapter Information and Resources" and then "Silver Seal Certification Program" (<http://www.nahu.org/members/Certification-info.cfm>) The Chapter Status Report is a quarterly report of chapters' activities. It contains information about your chapter's status.

Questions? Contact Brooke Willson, NAHU Vice President of chapter relations at bwillson@nahu.org or 703-276-3812.