



NAHU Silver Seal Certification

Criteria and Documentation Requirements

CRITERIA	DOCUMENTATION
Full Board: President President-Elect Secretary Treasurer Membership Chair/Retention Chair Legislative Chair Education/Program Chair	<i>Documented by NAHU. Based on the information in the Leadership Rosters submitted annually by the chapter. Each position must be filled to satisfy this criterion. Some duplication is acceptable.</i>
Currently Updated Bylaws	<i>Bylaws must be dated 2005 or later.</i>
State PAC	<i>Form 8871 IRS determination letter</i>
Lobbyist	<i>Current signed & dated contract</i>
Minimum number of membership meetings <i>State chapters = a minimum of 4 meetings, Local chapters= a minimum of 8 meetings</i>	<i>Documentation needs to demonstrate that meetings were actively marketed to the membership</i>
Strategic Plan	<i>Plan should list goals & steps for accomplishing goals and be in a format that can be shared with the membership</i>
Budget	<i>Current budget showing income and expenses, projected is acceptable</i>
Net membership increase	<i>Documented by NAHU. See online Chapter Status Report for current numbers</i>
HUPAC contribution from all board members at Triple Crown Level (\$10x12/\$150)	<i>Documented by NAHU</i>
Current Directors & Officers Insurance	<i>Current signed and dated contract</i>

To achieve Silver Certification **six** of the above **ten** criteria must be satisfied. To determine your chapter's status in satisfying the criteria go to 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 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.