



# PayrollOrg's CHAPTER OF THE YEAR

## 2024 1st Place Winner: Dallas Chapter



PayrollOrg (PAYO) recognizes a tradition of excellence among its chapters through the Chapter of the Year (COTY) award. This award not only spotlights the top PayrollOrg local chapter but also serves to recognize all chapters, no matter their size.

The COTY competition gives chapters the opportunity to **share their successes, their commitment to excellence**, and the steps they took to **accomplish their goals**. Participants are encouraged to provide photos and quotes in their contest submission to present well-rounded answers that clearly represent chapter activities.

**Improve your chapter and inspire other chapters** with your growth, ideas, and creativity — **apply for Chapter of the Year today**.

### GAVEL AWARDS

In addition to the COTY award, **four Gavel Award winners are selected from the COTY entries**. These awards recognize specific activities or aspects of a chapter's efforts.

**Innovator:** Awarded for successful implementation of new and creative ideas for chapter growth or improved functionality.

**Mentor:** Awarded for noteworthy guidance and assistance within the chapter, with other PayrollOrg chapters, or in the local community.

**Facilitator:** Awarded for the successful facilitation of government liaison activities, CPP/FPC study groups, payroll events, and other chapter projects.

**Communicator:** Awarded for well-rounded communication strategies to chapter members, government officials, or the local community.

### THE CHAPTERS' CHOICE AWARD

This award will be given to the chapter whose accomplishment receives the most votes in an anonymous poll on PayrollOrg's Facebook page. Only chapters who enter the 2025 Chapter of the Year contest are eligible to win.

### HOW ARE THE WINNERS CHOSEN?

The Chapter Recognition Committee comprises seven appointed PayrollOrg member volunteers who award points for content, quality of answers, creativity, and originality of each contest submission.

**Tips:** Be sure to answer every question thoroughly and that your chapter's efforts are shown through not just text, but photos as well.



Visit [Payroll.org/chapter-contests](https://Payroll.org/chapter-contests) to submit your entry.  
**APPLY TODAY! Deadline: February 7, 2025**

Need Help? Email [ChapterRelations@Payroll.org](mailto:ChapterRelations@Payroll.org) or call (210) 226-4600

# CHAPTER OF THE YEAR QUESTIONNAIRE

## CHAPTER DEMOGRAPHICS

1. Chapter name
2. Chapter city/state
3. Year chapter was founded
4. Number of chapter members
5. Month officer elections held
6. Please provide an Excel sheet with a list of all chapter members, their company affiliation, phone number, and email address.

## CHAPTER OPERATIONS (20 POINTS)

1. How did your chapter recruit members to committees and/or leadership roles? (5 points)
2. What was your process for chapter leadership training and transitions? (5 points)
3. How did your chapter overcome challenges in 2024? (10 points)

## CHAPTER ACCOMPLISHMENTS (50 POINTS)

*Each numbered bullet below is worth 10 points.*

1. Describe how your chapter successfully implemented an innovative idea in 2024.
2. Explain how your chapter mentored members or leaders within your own or other chapters, or provided guidance to your local community.
3. What strategies did your chapter use to organize and facilitate chapter activities and projects?
4. Describe how your chapter communicated with members. How did you track member engagement?
5. Describe your chapter's community service in your area by providing details such as dates, names of volunteers, names of charities, money raised, number of items donated, etc.

## CHAPTER TECHNOLOGY AND SOCIAL NETWORKING (15 POINTS)

*Each numbered bullet below is worth 5 points.*

1. Did your chapter have a website? If so, provide the complete website address and a guest login and password, if needed.
2. What social media channels did your chapter use? Please provide the links to all of your social media profiles.
3. How did your chapter use its website and social networks to keep members up to date and engaged?

## PAYROLLORG NATIONAL (15 POINTS)

*Each numbered bullet below is worth 5 points.*

1. How did your chapter promote professional development (i.e., FPC and CPP)?
2. How did you promote PayrollOrg's membership to your chapter members?
3. How many chapter members served on a PayrollOrg committee in 2024?

## NATIONAL PAYROLL WEEK 2024 AND EDUCATION (25 POINTS)

*Each numbered bullet below is worth 5 points.*

1. What educational opportunities did you provide to your members in 2024?
2. Was your chapter able to host a study group in 2024? If so, how did you administer it?
3. Did you offer scholarships or grants? How were scholarship/grant winners chosen?
4. Describe how your chapter promoted and celebrated National Payroll Week 2024.
5. Did your chapter host any virtual events? If so, provide details and stats on each event.

## MEMBERSHIP (15 POINTS)

*Each numbered bullet below is worth 5 points.*

1. Describe your strategy for membership growth and retention. What was your membership retention rate?
2. What benefits did your chapter offer its members?
3. What percentage of your members were PayrollOrg National members?

## CHAPTERS' CHOICE

In 25 words or less, describe your chapter's most significant accomplishment in 2024. Your response will be shared anonymously in a poll on social media in April.

## COTY POWERPOINT TEMPLATE

An optional COTY Entry Template is available for download on the Annual Chapter Contest page. Chapters may submit their entry as a PDF or PowerPoint. Remember to include your chapter name in the header or footer of each page.

**TOTAL POSSIBLE POINTS: 140**



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