**SPRINGFIELD AREA HUMAN RESOURCES ASSOCIATION (SAHRA)**

**SUMMIT AWARD SELF-AUDIT FORM**

**Year: \_\_\_\_\_\_\_\_\_\_\_**

There are two levels of recognition, ***Gold*** and ***Silver***, within SAHRA’s Summit Award. To receive the ***Gold*** Summit Award, a member needs to attain at least 60 points. To receive the ***Silver*** Summit Award, a member needs to attain at least 45 points. Those qualifying will receive a certificate from SAHRA recognizing this accomplishment and will be entered into a drawing to receive $250 reimbursement (*Gold*) and $75 reimbursement (*Silver)* for professional development expenses.  All members are eligible to receive the award.

**INSTRUCTIONS:**  Members wishing to receive this recognition must submit a completed self-audit form to the SAHRA Secretary no later than January 31st of each year for the preceding 12 months. ***(There is a 60 point minimum required to qualify for the Gold Summit award and 45 point minimum required to qualify for the Silver Summit award.)***

**SAHRA Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SAHRA Member Signature: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Activity/Qualification** | **Max Points Allowed** | **Points**  **Earned** | **SAHRA**  **Use Only** |
| Achieved or maintained HRCI/SHRM certification | 10 |  |  |
| Served as a SAHRA Board Member | 10 |  |  |
| Participated in a committee work session or volunteered at a committee sponsored activity (ex – attend a committee meeting/ career fair / clothing drive donation / diversity fair / new member luncheon / SAHRA sponsored booth / mock interview / workforce readiness partnership event) – *(3 pts per session/activity – max of 36 pts per year)* | 36 |  |  |
| Attended monthly SAHRA meeting *(2 pts per meeting)* | 22 |  |  |
| Participated in a SAHRA Special Interest Group (2 pts per meeting) | unlimited |  |  |
| Brought guest to monthly SAHRA meeting *(1 pt per guest, per meeting)* | 10 |  |  |
| Joined or maintained SHRM membership | 10 |  |  |
| Made a donation to the SHRM foundation | 5 |  |  |
| Referred a new member to SAHRA *(2 pts per approved & dues paying member –* ***please provide list the names of the new members****)* | unlimited |  |  |
| Completed or participated in the completion of the annual SAHRA Wage/Salary Survey for your company | 5 |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Served as program speaker at monthly SAHRA meeting |  |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  | 10 |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  | 10 |  |  | | |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | |
| Wrote an article that was published in the SAHRA newsletter *(2 pts per published article)* | 22 |  |  |
| Nominated an organization for the Workforce Readiness Award *(2 pts per company nominated)* | unlimited |  |  |
| Wrote a legislative letter to a state or federal representative regarding current HR related legislation *(1 pt per month in which 1 or more letters/e-mails were sent through HR Voice or through personal submission – max of 12 pts per year)* | 12 |  |  |
| Participated in a SHRM Student Chapter activity (ex – chapter meeting / special event) *(2 pts per event)* | unlimited |  |  |
| Served as a mentor to a HR student from a SHRM Student Chapter *(5 pts per student per semester)* | unlimited |  |  |
| Served as a guest speaker in an outside organization regarding a Human Resources issue/topic *(2 pts per event)* | unlimited |  |  |
| Served on a state or national level SHRM board or committee *(5 pts per position)* | unlimited |  |  |
| **TOTAL POINTS:** |  |  |  |

**Please submit completed form to** [**secretary@sahramo.org**](mailto:secretary@sahramo.org) **no later than January 31.**