

ASIAN PACIFIC INTEREST SECTION

State Bar of Texas

NOMINATION FORM AFFILIATE OF THE YEAR AWARD

Affiliates throughout the State Bar of Texas have accomplished great things over the past year. This is an opportunity to nominate your affiliate for all of its recent achievements. It is highly preferred that the Nominee be present at the APIS Conference Award Ceremony Luncheon to receive the award.

Nominator Information

Name: _____ Relationship to Nominee: _____

Firm, Company, or Organization: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Nominee Information

Name: _____ TX Bar Number: _____

Firm, Company, or Organization: _____ Title: _____

Address: _____

Phone: _____ Email: _____

Please use additional pages to answer the following questions. Include a cover letter (maximum of 2 pages) with your submission, summarizing why you believe your affiliate is most deserving of the Affiliate of the Year Award. **Please limit your responses to each Section to 1 page (8 pages total excluding this nomination form).** Responses may be in essay, bullet-point, table/chart, graphics, photos, or other form, so long as the responses to each complete Section fit on the front of one single page.

Include your affiliate's name somewhere in the header or footer of every page of your submission. No appendices or extra attachments to the application will be allowed or considered.

• Section I – Membership

- Please tell us about your membership. Questions you may want to (but are not required to) address are:
 - How many members do you have this year? How many did you have last year?
 - How much did your active/paying membership increase or decrease this past year, and why?
 - Growth: How does your affiliate attract new members and encourage them to join?
 - Retention: What is your membership retention rate? How does your affiliate promote and ensure membership renewals?
 - Benefits: What tangible benefits do you provide to your members?

• Section II – Finances

- Please tell us about your finances. Questions you may want to (but are not required to) address are:
 - What is your current operational budget? How much is currently in your treasury?
 - How current is your bookkeeping and administrative paperwork?
 - What percentage of your revenue comes from: membership dues; event revenue; and/or fundraising and corporate sponsorship?

- How much did the amount in your treasury increase or decrease this year? What were the major reasons for this?
 - Tell us about your fundraising efforts, if any.
 - Do you have established relationships with corporations, law firms, and/or other organizations? Please describe the number, size, and make of such organizations.
- **Section III – Professional Development**
 - Please tell us about your professional development efforts. Questions you may want to (but are not required to) address are:
 - Tell us about your affiliate’s legal, educational, leadership, and professional development programs and events. Be sure to include the programs’ objectives, strategies, tactics, and results.
 - What networking functions does the organization participate in or host?
 - Tell us about the relationships your organization has with other Asian Pacific American (APA) professional organizations in your area.
 - Tell us about how your affiliate interacts with local APA law students and/or college groups. Are there any mentoring activities? If yes, please list. Is there any joint Programming? If yes, please list.
- **Section IV – Affiliate Development**
 - Please tell us about your officer development and infrastructure. Questions you may want to (but are not required to) address are:
 - Please list of your current officers and board members
 - Have you changed the way your affiliate operates internally this year?
 - How do you attract and retain new officers and committee leaders? How do you promote leadership development in your officers?
 - How does your organization handler transition from the current administration to the next administration?
 - How do you involve former board members and officers in your affiliate?
 - Do you already have or intend to establish an advisory board? If you already have an established advisory board, how long has the advisory board been in place and what purpose does it serve? How did you recruit your members? Please provide the names of your advisory board members, their positions, and affiliations.
- **Section V – Community Involvement**
 - Please tell us about your community involvement. Questions you may want to (but are not required to) address are:
 - How does your organization “give back” to the community? Any pro bono activities? If yes, list.
 - What APA communities does your organization serve?
 - Identify and tell us about the relationships your organization has with other community organizations.
 - Describe your community service events for members. Describe the nature/frequency of these events.
 - How does your organization encourage pro bono/community involvement among your members and the community at large?
 - How does your affiliate promote APA awareness, history, and/or culture? Describe the nature and frequency of your organization’s programs and events.
- **Section VI – Event Planning**
 - Please describe your most important event held this past year. Why was it the most important? What were the objectives, strategies, tactics, and results?
 - What were your other key events this year? Describe the nature and frequency of these events.
- **Section VII – Challenges**
 - What are the biggest challenges facing your affiliate? List at least three challenges/weaknesses of your affiliate, and describe how your organization has worked to address them this year.

- **Section VIII – Supporting APIS**

- Please tell us about how your organization supports APIS. Questions you may want to (but are not required to) address are:
 - How has your organization promoted APIS to your local membership and/or to your local community?
 - How have your affiliate and/or its officers been actively involved in APIS?

Nomination must be received no later than 5:00 p.m., Wednesday, January 31, 2018. Submit the application and any supporting materials to: Paul Yin at pauyin88@gmail.com. All submissions will be acknowledged with a reply. The award will be presented at the Awards Ceremony Luncheon on **Friday, April 27, 2018** at noon at the Hilton Downtown in Austin, Texas, in conjunction with the 2018 Annual APIS Conference “Our Time is Now.” We request that award winners be available to attend the luncheon.