

**2006 Annual Assessment
for State Societies; Division; and Chapters**

*Please return form to Louise Murgia at 5400 Grosvenor Lane;
Bethesda, MD 20814; fax: 301 897-3690; e-mail: murgiaL@safnet.org*

Unit Name: _____

Total Membership Size: _____

A. Outreach Projects:

Please check all the activities that your unit completed within the past 12 months

A.1) The unit provided assistance to K-12 schools by

- | | |
|--|--|
| <input type="checkbox"/> Provide judges for or
organize student competitions
(science fairs/poster contests) | <input type="checkbox"/> Walk in the Forest event |
| <input type="checkbox"/> Making visits to K-12 classrooms | <input type="checkbox"/> Earth Day event |
| <input type="checkbox"/> Conducting workshops for K-12
teachers | <input type="checkbox"/> Arbor Day event |
| <input type="checkbox"/> Presenting career information
and/or distributing career literature | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Other: _____ |
| | <input type="checkbox"/> Did not assist K-12 schools |

Were any of the above activities completed in conjunction with another SAF unit?

☐ Yes ☐ No

A.2) The unit provided assistance to the community (adults and children) by

- | | |
|--|---|
| <input type="checkbox"/> Activities at a local fair | <input type="checkbox"/> Improvements at a local park or nature
center |
| <input type="checkbox"/> Distributed free seedlings | <input type="checkbox"/> Scout troops |
| <input type="checkbox"/> Earth Day event | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Arbor Day event | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Established a public monument | <input type="checkbox"/> Did not assist the community |

Were any of the above activities completed in conjunction with another SAF unit?

☐ Yes ☐ No

A.3) The local unit provided assistance to SAF student members by

- | | |
|--|---|
| <input type="checkbox"/> Invitations to local unit meetings | <input type="checkbox"/> Financial support for attendance at a local
meetings and/or national convention |
| <input type="checkbox"/> Serving as mentors | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Sponsoring a social event between
students and members | <input type="checkbox"/> No student members within the unit |
| | <input type="checkbox"/> Did not assist student members |

Were any of the above activities completed in conjunction with another SAF unit?

☐ Yes ☐ No

B. Government Relations:

B.1) Please check all the activities that your unit completed within the past 12 months.

- ☐ Organized or participated in a special government relations event (state capitol day, legislative hearing, public policy forum)
- ☐ Arranged for visits with federal elected officials during the congressional recess
- ☐ Arranged for visits with state elected officials
- ☐ Submitted comments on pending legislation
- ☐ Submitted comments for public meetings
- ☐ The unit has not participated in government relation activities

Were any of the above activities completed in conjunction with another SAF unit?

☐ Yes ☐ No

C) Meetings:

Please check all the activities that your unit completed within the past 12 months

C.1) Meetings are held:

- ☐ Monthly
- ☐ Every other month
- ☐ Quarterly
- ☐ Annually
- ☐ Other: _____

C.2) Which of the following is accurate about the unit's meeting location?

- ☐ It's held where the biggest number of members are located
- ☐ It's normally rotated within our unit
- ☐ It's always held in a central location

C.3) How many meetings were held for the following objective:

Networking	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
Presentations - Continuing Education	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
Tours – Continuing Education	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
Social with family activities	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
Social Members-Only	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20
Other: _____	<input type="checkbox"/> <5	<input type="checkbox"/> 5 -10	<input type="checkbox"/> 10-20	<input type="checkbox"/> >20

C.4) On average what percentage, of unit members, attends meetings?

- ☐ <15%
- ☐ 15 – 25%
- ☐ 25 – 50%
- ☐ 50 – 75%

☐ 75 – 100%

C.5) During meetings, the unit

- ☐ Welcomes new members
- ☐ Talks to non-members about SAF
- ☐ Announces opportunities for job announcements
- ☐ Offers a higher registration fee for nonmembers
- ☐ Other: _____

C.6) Does the unit hold meetings jointly with another professional society in the past 12 months?

- ☐ Yes
- ☐ No

C.7) How many times did the executive committee meet during the past 12 months?

- ☐ <3
- ☐ 3-6
- ☐ 6-10
- ☐ >10

C.8) Did the unit hold meetings jointly with another SAF unit (chapter, division, state society) in the last 12 months?

- ☐ Yes
- ☐ No

D) Unit Operations and Planning

D.1) Specify committees that have two or more members:

- ☐ Awards
- ☐ Continuing Education
- ☐ Communications
- ☐ Forest Policy
- ☐ Membership
- ☐ Mentoring
- ☐ Newsletter/publications/website
- ☐ Nominations
- ☐ Foresters' Fund
- ☐ Science/Technology
- ☐ Other: _____
- ☐ Other: _____

D.2) Did the local unit prepare a budget for 2006?

- ☐ Yes
- ☐ No

D.3) What is the unit's gross income range?

- ☐ <\$ 2,500
- ☐ \$2,500 – 5,000
- ☐ \$5,000 – 7,500
- ☐ >\$7,500

- D.4) Did the local unit prepare a long-range plan?
☐ Yes
☐ No
- D.5) Is it based upon the SAF strategic plan?
☐ Yes
☐ No
- D.6) Does the unit find value in the SAF strategic plan?
☐ Yes
☐ No
- D.7) Does the local unit maintain and use a current job manual as a guide for officers and committees?
☐ Yes
☐ No
- D.8) Did the local unit conduct a membership survey in the past 12 months to determine members' interests and needs?
☐ Yes
☐ No
- D.9) Did the local units hold a local planning/leadership conference at the beginning of the year for new leaders?
☐ Yes
☐ No

E) Communications

- E.1) How many newsletters were published in the past 12 months?
☐ <2
☐ 2-5
☐ 5-7
☐ > 7
- E.2) How does the unit promote upcoming meetings?
☐ Mailings
☐ Newsletters
☐ E-mails
☐ National CFE Calendar (SAF national website)
☐ Local website
- E.3) Which of the following statements best reflects the unit's website?
☐ The unit does not have a website
☐ The unit has a website that is regularly updated with information
☐ The unit has a website that is not regularly updated

☐ If a chapter, information is posted on the state society website on a regular basis

E.4) Do your newsletter editors or webmasters receive a stipend or other type compensation for their efforts?

☐ Yes

☐ No

F) Elections/Volunteers

F.1) Do you have the following elected current officers?

☐ Chair

☐ Treasurer

☐ Chair-elect

☐ Secretary/Treasurer

☐ Secretary

☐ Other: _____

F.2) Are any of the currently elected officers serving for the first time?

☐ Yes

☐ No

F.3) Have any of the current officers serviced in the same position for more than two consecutive years?

☐ Chair

☐ Secretary

☐ Chair-elect

☐ Secretary/Treasurer

☐ Treasurer

☐ Other: _____

F.4) Did any of the following candidates for election run unopposed in the last election?

☐ Chair-elect

☐ Secretary

☐ Treasurer

☐ Other _____

F.5) Did the unit present annual awards for the following?

☐ Leadership

☐ Research

☐ Volunteer service

☐ Other: _____

☐ Field Forestry

☐ Other: _____

☐ Outstanding student

F.6) Did the unit:

☐ Have difficulty-finding volunteers for projects

☐ Sometimes has difficulty, but it's not a big concern

☐ Has no difficulty finding volunteers

F.7) What is the approximate percentage of currently active volunteers in your local section (volunteer is defined as a member who helps plan or organize a meeting or activity, serves on a committee, or is an elected officer)?

☐ <10%

☐ 50 – 75%

☐ 10 – 20%

☐ 75 – 100%

☐ 20 – 50%

F.8) The unit recognizes volunteer contributions via

☐ Certificates

☐ Letter to volunteer

☐ Awards

☐ Recognition at event

☐ Letter's to volunteer supervisor

☐ No formal recognition program

☐ Gifts

F.9) Other than the normal succession of chair-elect to chair, how does your local unit identify future leaders and get them into the leadership pipeline?

☐ Self-nomination

☐ Solicitation or advertising

☐ Identify active committee members

☐ Formal Leadership training

☐ Arm-twisting

☐ Outreach to new members

F.10) Overall, how vibrant is your unit?

Vibrant is defined as the satisfaction of the unit meeting the needs of members.

(Scale from 1 to 5 with 1 being Not Vibrant and 5 being Very Vibrant)

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

F.12) Did the unit try any new strategies in membership, meetings, or programs in 2006? If so, was it successful?

F.11) Please list any services, that you do not currently have, that if provided would strengthen your unit?

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