

## 2016 Chapter Recognition Program

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The AHRMM Chapter Recognition Program offers chapters five levels of recognition: Standard, Bronze, Silver, Gold, and Diamond. In order to participate in the Chapter Recognition Program the chapter must be an affiliated chapter of AHRMM with a completed agreement, and must meet all requirements as laid out in the agreement. These requirements include but are not limited to: chapter president and president elect are current members of AHRMM; current membership roster in the provided template submitted along with this application; list of current chapter officers submitted with application. The Recognition Program is not ongoing, applications must be submitted annually.

The number of points achieved on the Chapter Recognition Application Workbook, as well as the chapters' historical recognition level will determine the level of affiliation.

The 2016 program covers the period from January 1, 2015 through December 31, 2015. The information submitted in the Chapter Recognition Application Workbook will be derived from activities that occurred during this timeframe. The deadline to apply for affiliation is March 31, 2016. Acceptance of applications and approval of qualifications will be announced in April 2016.

Complete benefits and requirements for each level of affiliation are outlined on the following pages.

### How to Participate

1. Ensure your chapter President and President Elect are members of AHRMM.
2. Ensure you have an executed Affiliation Agreement and meet all qualifications therein.
3. Request your personalized Chapter Recognition Application Workbook with AHRMM member data specific to your chapter from AHRMM by emailing [eharris@aha.org](mailto:eharris@aha.org). The personalized workbook will be provided via a shared folder on Box.com.
4. Cross check your chapter membership roster against the list provided by AHRMM in your personalized Chapter Affiliation Application Workbook to determine percentage of members in common with AHRMM.
5. Download the Chapter Roster Template and use this to submit your chapter membership roster. Chapter membership rosters must include names, titles, organizations, mailing addresses, phone numbers, and email addresses.
6. Complete the Chapter Affiliation Application Workbook and upload it, along with all supporting documentation, to your chapter's Box.com folder by **March 31, 2016**.

AHRMM reserves the right to alter a score if the criteria have not been met or complete documentation has not been provided.

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### Standard Level Affiliation

This is the basic level of chapter affiliation with minimal requirements in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report

#### **Standard Level Affiliation Benefits**

- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to Chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Provide AHRMM with event details as they are available
- One (1) list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability

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- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Online Speakers Bureau available to assist in identifying potential topics and speakers
- Access to the Chapter Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” in person at the Annual Conference and/or via webinar/conference call
- Affiliated Chapter emblem to be used on chapter website and promotional materials for the duration of the award period
- Discount on fees for Continuing Professional Education (CPE) Contact Hours
  - Discounted rate of \$75 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitation to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 13, 2016
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference

## 2016 Chapter Recognition Program

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### Bronze Level Affiliation

At the Bronze Level of Affiliation, a chapter is achieving above average results in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report
- Minimum of 180 points from Chapter Checklist with all supporting documentation submitted

#### **Bronze Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to Chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available

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- One (1) list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Online Speakers Bureau available to assist in identifying potential topics and speakers
- Access to the Chapter Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Professional Education (CPE) Contact Hours
  - Discounted rate of \$60 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Two (2) invitation to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 15
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Bronze level presented at Annual Conference

## 2016 Chapter Recognition Program

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### Silver Level Affiliation

At the Silver Level of Affiliation a chapter demonstrates a solid commitment to membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report
- Minimum of 230 points from Chapter Checklist with all supporting documentation submitted

#### **Silver Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to Chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available
- One (1) list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per region

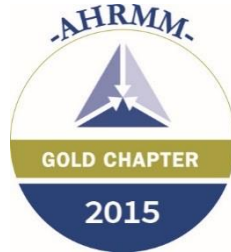
## 2016 Chapter Recognition Program

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- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Online Speakers Bureau available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level emblem to be used on chapter website and promotional materials
- Discount on fees for Continuing Professional Education (CPE) Contact Hours
  - Discounted rate of \$45 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Three (3) invitation to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 15
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Silver level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$75.00 for use in chapter raffle or library. Available upon request

## 2016 Chapter Recognition Program

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### Gold Level Affiliation

At the Gold Level of Affiliation a chapter demonstrates excellence in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report
- Minimum of 280 points from Chapter Checklist with all supporting documentation submitted

#### **Gold Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to Chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available



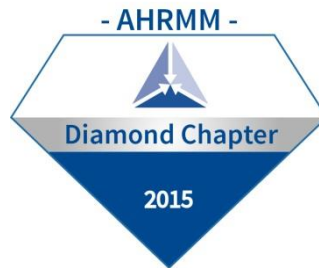
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- One (1) list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Online Speakers Bureau available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Professional Education (CPE) Contact Hours
  - Discounted rate of \$35 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 15
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Gold level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$75.00 for use in chapter raffle or library. Available upon request
- Two (2) discounted Annual Conference registrations at \$100 off early bird member registration fee (attendees must be AHRMM members)

## 2016 Chapter Recognition Program

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### Diamond Level Affiliation

At the Diamond Level of Affiliation a chapter demonstrates long term excellence in the areas of membership development and chapter programs and services.

#### **Minimum Requirements**

- Executed Chapter Affiliation Agreement on file with AHRMM
- Annual Report submitted with officer roster
  - Affiliation requirements met:
    - Chapter must have at least 20 members
    - Chapters with less than 100 members must have at least 15 members who are also AHRMM members. Chapters with 100 or more members must have a minimum of 15% of members who are also AHRMM members
    - Chapter President and President-Elect AHRMM members in good standing
    - Incorporation
    - Tax Exempt Status with IRS
    - Current bank account in good standing
    - Employer Identification Number
    - Mission Statement
    - Aggregate general or umbrella liability insurance
    - Directors and officers liability insurance
- Chapter membership roster submitted as Excel file with Annual Report
- Minimum of 280 points from Chapter Checklist with all supporting documentation submitted
- Chapter has been recognized as a Gold Level Affiliate Chapter for the previous five consecutive years

#### **Diamond Level Affiliation Benefits**

- Recognition on [www.ahrmm.org](http://www.ahrmm.org) with special Recognition Program results acknowledgement
  - AHRMM staff updates at beginning of award period
- Chapter information listed on [www.ahrmm.org](http://www.ahrmm.org) with link to Chapter website and chapter president contact information
  - Updated by AHRMM staff at beginning of award period and as needed throughout the year
- Chapter announcements posted on the “Chapter News” page of the AHRMM website and shared with AHRMM members
  - Chapter provides updates to AHRMM as requested on a monthly basis
- Chapter events posted on the “Chapter Event Calendar” on the AHRMM website
  - Chapter provides AHRMM with event details as they are available

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- One (1) list of AHRMM members in the state/region served by the chapter
  - Complimentary by request of the chapter. Chapter to provide AHRMM with digital sample of any mailing for which the list will be used. Each list is for one use only.
  - Subsequent lists available for \$75 per region
- AHRMM Board Member visits to chapter meetings
  - Available upon request and availability
- Chapter education programs such as CMRP Overview Session, as well as assistance identifying educational speakers
  - CMRP Review presentation, AHRMM Overview presentation available upon request
  - AHRMM Online Speakers Bureau available to assist in identifying potential topics and speakers
- Access to the Chapter Leader Resource Center for resources that can help you run your chapter more effectively
- Participate in a “Chapter Leader Roundtable Discussion” either in person at the Annual Conference or via webinar/conference call
- Recognition level specific emblem to be used on chapter website and promotional materials for the duration of the award period
- Discounted administration fees for Continuing Professional Education (CPE) Contact Hours
  - Discounted rate of \$35 per hour
- Up to two (2) emails distributed by AHRMM to AHRMM members in the state/region served by the chapter to highlight chapter events or activities.
  - Chapter provides AHRMM with message content and works with AHRMM staff on distribution schedule
- Four (4) invitations to Leadership & Achievement Event at the Annual Conference
  - Chapter provides names of attendees to AHRMM by June 15
- Recognition at Leadership & Achievement Event at Annual Conference
- Recognition at General Session at Annual Conference
- Chapter recognition ribbons for chapter members in attendance at Annual Conference
- Recognition of Gold level presented at Annual Conference
- One Complimentary AHRMM publication valued at \$75.00 for use in chapter raffle or library. Available upon request
- Two (2) discounted Annual Conference registrations at \$100 off early bird member registration fee (attendees must be AHRMM members)

# 2016 Chapter Recognition Program

*Please note: This form is for informational purposes only. Use the accompanying excel workbook to tally point values.*

## Chapter Checklist

Criteria	Maximum Possible Points
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### Education

<p>1. Chapter sponsored seminars and workshops (in person or distance learning):</p> <ul style="list-style-type: none"> <li>a. Full day educational program (minimum 4 contact hours) - 20 points for each program</li> <li>b. Half day program (minimum 2 contact hours) - 15 points for each program</li> <li>c. Short program (less than 2 contact hours) - 10 points for each program</li> </ul> <p><b>*Contact hours means actual educational session time for workshops and seminars</b></p>	75
<p>2. Referring to programs listed in #1, add bonus points for each program that provided CPE certificates:</p> <ul style="list-style-type: none"> <li>a. Program that offered attendees an AHRMM CPE Certificate - 4 points for each program</li> <li>b. Program that offered attendees a CPE Certificate from other organizations - 2 points for each program</li> </ul> <p><b>*Submit copy of AHRMM CEU Certificate or other CEU Certificate</b></p>	20
<p>3. Chapter representation at AHRMM sponsored program, including AHRMM Annual Conference and AHRMM webinars (2 points per attendee per program)</p> <p><b>*Submit names, dates, and locations</b></p>	20
<p>4. Contribution by a chapter member either as a guest speaker/presenter at a materials management related program or as an author of a published article in a healthcare magazine.</p> <ul style="list-style-type: none"> <li>a. 2 points for each chapter member who spoke at an AHRMM national/chapter program</li> <li>b. 1 point for each chapter member who spoke at another materials management program</li> <li>c. 1 point for each article written for a healthcare magazine by a chapter member</li> </ul> <p><b>*Submit names, dates, and locations/publications</b></p>	15
<p>5. Program evaluation conducted for chapter sponsored seminars and workshops (in person or distance learning):</p> <ul style="list-style-type: none"> <li>a. 1 point for each chapter program that had an evaluation conducted</li> </ul> <p><b>*Submit evaluation and number of individuals that completed the evaluation</b></p>	10

# 2016 Chapter Recognition Program

*Please note: This form is for informational purposes only. Use the accompanying excel workbook to tally point values.*

## CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Chapter Projects</b>	
1. Publish a chapter newsletter (paper or electronic): <ol style="list-style-type: none"> <li>a. 2 points per issue (24 points maximum)</li> <li>b. 1 point for each of the following per issue (20 points maximum):               <ul style="list-style-type: none"> <li>• National AHRMM monthly update</li> <li>• Article or interview on CQO Movement</li> <li>• Other local current events of importance relating to healthcare or materials management</li> </ul> </li> </ol>	44
2. Chapter-wide promotion of National Healthcare Supply Chain Week. (5 points per recognized effort)  <b>*Submit evidence of Chapter's efforts to promote event, i.e. official proclamation, announcements in area newspapers, special events, etc.</b>	10
3. Develop/maintain a Chapter website. (15 points) <ol style="list-style-type: none"> <li>a. Other local AHRMM chapter events promoted on website (5 points)</li> </ol> <b>*Provide website address</b>	20
4. Establish a social media presence for the chapter. (2 points per platform) <ol style="list-style-type: none"> <li>a. Indicate if chapter has an active page on any of the following social media platforms.               <ul style="list-style-type: none"> <li>• LinkedIn profile</li> <li>• Facebook page</li> <li>• Twitter account</li> </ul> </li> <li>b. Other social media platform (Please specify.)</li> </ol> <b>*Provide website address</b>	8
5. Other projects (5 points each): <ol style="list-style-type: none"> <li>a. Volunteering for or donating to a philanthropic cause* (i.e. Fundraiser)</li> <li>b. Provide scholarship(s) to AHRMM's Annual Conference**</li> </ol> <b>*Submit name(s) of charity, dates, and locations.</b> <b>**Submit name(s) of scholarship winners.</b>	10

## 2016 Chapter Recognition Program

*Please note: This form is for informational purposes only. Use the accompanying excel workbook to tally point values.*

### CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Membership</b>	
<p>1. Percentage of chapter membership in common with AHRMM members – # of chapter members that are AHRMM members divided by total # of chapter members (1 point for each percentage point)</p> <p>Example: 30 chapter members are also AHRMM members and there are 120 chapter members  <math>30/120 = 0.25</math> or 25% of chapter members in common with AHRMM = 25 points</p>	75
<p>2. Percentage of increase in chapter membership during the award period – Member Growth (1 point for each percent increase)</p> <p>Example: 65 members in January, 85 member in December  <math>85/65 = 1.30</math> or a 30% increase = 30 points</p> <p><b>* Provide # of members at the beginning of 2015 and end of 2015</b></p>	30
<p>3. Percentage of chapter members who renewed their membership during the award period – Member Retention Rate</p> <p>55%-60% = 5 points          61%-70% = 15 points          71%-80% = 25 points          80% and above = 35 points</p> <p>Example: 65 members in December of 2011, 85 members in December of 2012, 25 new members joined in 2012  <math>(85-30)/65 = 0.85</math> or 85% retention = 35 points</p>	35
<p>4. Number of chapter members who became <b>NEW</b> AHRMM members during the award period (3 points for each new member in common with AHRMM)</p> <p><b>*Section auto-populates names according to chapter members indicated in member list tab.</b></p>	75

## 2016 Chapter Recognition Program

*Please note: This form is for informational purposes only. Use the accompanying excel workbook to tally point values.*

### CHAPTER CHECKLIST (continued)

Criteria	Maximum Possible Points
<b>Advancement / Recognition / Participation</b>	
<p>1. Number of chapter members who served on an AHRMM committee or task force (including the board of directors) during the award period.            (3 points for each individual)</p> <p><b>* Section auto-populates names according to chapter members indicated in member list tab.</b></p>	15
<p>2. Percentage of chapter membership recognized as:</p> <p>a. an AHRMM Fellow            (2 points for each percent at beginning of award period)</p> <p>Example: 120 chapter members, 10 are Fellows  <math>10/120 = 8\%</math>, <math>8 \times 2 = 16</math> points</p> <p>b. a Certified Materials &amp; Resource Professional (CMRP)            (1 point for each percent at beginning of award period)</p> <p>Example: 120 chapter members, 30 hold the CMRP designation  <math>30/120 = 25\%</math>, = 25 points</p> <p><b>*Section auto-populates names according to chapter members indicated in member list tab.</b>  <b>*Any individuals qualifying for points in this section who are not AHRMM members can be entered manually.</b>  <b>*Person(s) may be counted <u>only</u> in one category.</b></p>	50
<p>3. Chapter sponsored CMRP review sessions held specifically to prepare chapter members to obtain or renew CMRP certification.            (1 point for each session hour)</p> <p><b>* Submit facilitator names, date(s) held, and session duration.</b></p>	10
<p>4. Number of Chapter Board members who hold designations.            (2 points for each CMRP or Fellow)</p> <p><b>*Submit name(s) of each person.</b></p>	10

**Please attach information as required for each category.  
 Points will not be awarded without proper documentation.**