



FREA UNIT OF EXCELLENCE

The FREA Unit of Excellence program is a voluntary program that is designed to help guide and direct local unit leaders, as well as being used to recognize FREA units that are the best in the state. Through the years, local unit leaders have found these guidelines to be a valuable tool in the management of their unit. It is hoped that a Unit President will start in January to implement all the criteria by creating a team effort among their Unit Members. To receive this award, a local unit must answer all questions 'Yes'.

We encourage all units to become an FREA Unit of Excellence each and every year. Please feel free to contact your District Director for assistance and to answer any questions you may have.

Unit of Excellence questionnaires must be post-marked to the FREA State Office no later than March 15 for the year just completed. Reporting period shall be on a calendar year basis. Units receiving the Unit of Excellence Award will be recognized at the FREA Annual Convention, in the FREA Bulletin and on the FREA Website.

This application was submitted by (Name):

Office held:

Unit name	
email	phone #

Unit of Excellence Award Application	YES	NO
Did the unit membership show increase over the previous year as of January 31 st , as verified by the FREA Office? (Increase in membership is mandatory for the award)		
FREA UNIT MEETING CRITERIA	YES	NO
Did the Unit have at least 8 social functions or meetings last year?		
Does the Unit have Committee Chairpersons for the Legislative, Membership, Volunteer Services, Information Services, and Nominating Committees?		
Did Unit programs, either electronic or hard copy, contain meeting dates and times,		
Were members contacted prior to each meeting?		
Were pertinent communications from the FREA State Office presented and/or acted upon at each meeting?		
FREA UNIT ADMINISTRATIVE CRITERIA	YES	NO
Did the Unit have email address lists to contact local membership?		
Does the FREA State Office have a current copy of the Unit Bylaws on file?		
Are the unit officers and committee chairs all current paid members of FREA & local unit?		
Does the FREA State Office have a current copy of your Unit Officers Names and Addresses Report?		

FREA UNIT MEMBERSHIP CRITERIA	YES	NO
Did the unit request new retiree lists from the FREA State Office?		
Did the unit host recruitment activities for new retirees such as formally inviting, recognizing, and welcoming new members at Unit meetings?		
Did the unit sponsor at least one annual active or retired teacher and support personnel appreciation activity?		
Has the unit sent one mailing – e-mail or snail mail - to prospective members?		
Are at least 95% of unit's members current members of the FREA State Association? An FREA membership list will be mailed to the Unit President upon request for comparison to your		
Was an organized local membership drive conducted that included a membership goal for the year?		
Did the unit membership committee utilize the membership status report which was provided by the FREA State office?		
PROGRAM CRITERIA	Yes	No
Did over half of the unit officers attend the District Workshop?		
Did unit members attend the State FREA Annual Convention?		
Did unit members attend the annual District Directors Workshop		
Did unit members communicate with or visit their respective elected officials at the State Capitol or local office?		
Did unit members participate in a Unit Volunteer Services Project and report all volunteer hours (state and local) to the Unit Volunteer Services Chairperson?		
Did a Superintendent of Schools or an elected official attend a Unit Meeting?		
Did the FREA President, President-Elect, and/or District Director attend a unit meeting?		
Did the unit participate in the FREA Volunteer of the Year Program?		
Did the unit publish a local newsletter, send out e-news, have or develop a website, blog, or Facebook page?		
Did the unit contribute financially to FREF?		
TOTAL NUMBER OF "Yes/No" ANSWERS		
ALL Questions Must be Answered		

