2026-2027 Chapter Awards Program (CAP) Checklist

(Updated August 2026)

Chapter: _____

This checklist is used to deduct points from the CAP entry where the respective formatting and documentation requirements are not met. Chapters must adhere to all official CAP Guidelines to certify at their chosen level.

	Checked	Penalty Point	Points Assigned
FORMATTING/DOCUMENTATION			
Pages are numbered in sequence starting with the Executive Summary and ending with the last entry of Promotion/Public Relations.		10	
Major content of the written entry is **double-spaced**. *Figures and exhibits, headings, lists, sample letters, etc. may be single-spaced.*		10	
The entry is typed/word processed (not handwritten). *Charts and graphs may **not** be handwritten.*		10	
All activities have the proper heading including: Activity Section, Activity Title, and Activity Date. **(Both the Narrative and Documentation pages**.) For example, "Community Service: MDA Fundraiser, November 5, 2025." Activity Sections are those indicated by the Roman Numerals in the official CAP guidelines. Chapters designate their own titles for the activities which should be clearly descriptive of the activity. The date should be the date the activity took place.		5 pts per violation up to 20 pts.	
Each activity contains both a narrative and documentation page (including pictures, programs, charts, etc.).		5 pts per violation up to 40 pts.	
Narrative provided for each activity **is clearly labeled** with the following elements: Goals; Summary; Evaluation.		5 pts per violation up to 40 pts.	
BRONZE LEVEL CERTIFICATION			
Meets requirements of **2** activities per section		Certifies?	
SILVER LEVEL CERTIFICATION			
Meets requirements of **3** activities per section		Certifies?	
GOLD LEVEL CERTIFICATION			
Meets requirements of **4** activities per section		Certifies?	

*Total Penalty Points Assessed: _____

If Chapter is assessed more than **40** penalty points, the project will not receive GOLD Level.